Mizzou Law

Frequently Asked Questions

as of August 2014

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Each year, a number of questions repeat themselves. The purpose of this lengthy FAQ is to try and give you, in one place, a resource for answering many of those questions.

COMMUNICATION

How will the law school communicate with me?

The primary method for communicating important notices to students is through University of Missouri e-mail. Please note:

When e-mail notice is provided, it will be sent to your official University of Missouri email account only.

If you are not receiving regular notices from the School of Law to your official university e-mail account, there is a problem. Contact the IT Help Desk on the second floor of the library (884-7800 / mulawhelpdesk@missouri.edu).

Occasionally, students do not want to be on the University of Missouri e-mail list. Choosing to forego receipt of e-mails through an official law school account does not excuse a student from knowledge of the content of any notices posted on an official MU e-mail list.

When possible, notices are also posted on the law school website. For items on the law school calendar, the law school website is the primary source of notification.

Daily notices are often posted on the digital signs posted both in the library and outside Room 103.

In some situations, mailings may be placed in student mailboxes.

In emergencies or when time does not permit sufficient e-mail notice, such as a late class cancellation, notices may be placed on the entrance doors to Hulston Hall.

How will I receive emergency notices?

The law school participates in the campus Emergency Mass Notification System. Enrollment in this system is voluntary. Students who do not enroll in this system may not receive important emergency notices.

Participants receive notification to university e-mail, to any secondary e-mail indicated and as a text message to their cell phones (charges from your cell phone provider may apply). If you have declined an official university e-mail account, you will not receive an emergency notification.

If you previously signed up for this notification system, you do not need to do so again. You can change your emergency contact data in myZou (see the link in the left-hand menu after you log on); it is uploaded to our notification vendor for you.

The emergency notification system within the law school will be used only in the event of a true emergency within our building and to notify of the closure of the law school due to weather or other emergency. We will also test this system once in the fall and once in the spring, with several days’ notice.

The law school has developed an evacuation plan to be followed in case of fire or other emergency. The plan is located at: http://law.missouri.edu/about/evacuation.shtml.
**How can I connect with the law school on social media?**
Yes. Join us on social media to receive regular updates about the law school:

Facebook       Like the University of Missouri School of Law (main) and Harry Tate at MU Law Library (library)
Twitter        Follow @MULawSchool (main) and @MULawLibrary (library)
LinkedIn        Join Mizzou Law Professional Network
Instagram      Follow @mizzoulaw
YouTube        Subscribe to the Mizzou Law channel

**How will I receive notices for law school events?**
The official law school calendar of events is posted at [http://law.missouri.edu/calendar/](http://law.missouri.edu/calendar/). You should visit it often.

Every Thursday, you will receive an e-mail from dean’s office advising you of events for the next two weeks as shown on the law school calendar.

If you wish to have an event posted on the calendar, please see Robin Nichols as shown at the bottom of this section.

All events posted on the online calendar are also posted on the digital sign outside Room 103.

**Where can my student organization post signs?**
Posters, signs, announcements or notices of any kind are prohibited on the brickwork, pillars, walls, classroom or restroom doors or glass in the building (unless posted by a person in authority at the School of Law).

Students and groups may place notices on the student bulletin boards or student office areas.

Temporary, small (8 ½” x 11”), important notices may be placed on the middle entrance doors and the northeast entrance doors only – but no sooner than two days in advance of an event. All permitted signs must be removed immediately after the event.

Do not use duct tape, masking tape or packing tape to post these notices. The only type of approved tape is removable; Room 203 has removable tape and will provide it for you if needed.

If you wish to have your event posted on the digital sign outside Room 103, please see Robin Nichols as shown at the bottom of this section.

Robin Nichols  
Room 227 (Dean’s Suite)  
nicholsrkn@missouri.edu  
882-6381
USE OF LAW SCHOOL FACILITIES

When is Hulston Hall open? How do I get in after hours?
As soon as you have a University of Missouri ID, the law school building and library are accessible to you 24 hours a day, seven days a week.

After the building is locked you may enter using your encoded student ID. You may enter through the west and east entrance doors and must reuse your card if you wish to enter the library or if you exit the building and wish to re-enter.

This access also entails certain responsibilities. Only you may enter, and only you may use your ID for that purpose. Allowing someone to enter after hours without using their own ID, or using your ID instead, could be dangerous to you and your colleagues. It also could result in the termination of your privileges to enter after hours and/or further disciplinary action.

If an emergency occurs after hours, contact the University of Missouri Police at 911 or 882-7201.
Remember: If it does not look right — it probably is not right. Do not hesitate to contact the Associate Dean for Academic Affairs or someone else when something in our building appears amiss.

What are the law school's office hours?
The main administrative office, Room 203, is open from 8 am to 5 pm, Monday to Friday.

Access to the second and third floors of Hulston Hall, where faculty and administrative offices are located, is restricted on weekends and after 5 pm on weekdays. The stairwell doors to these floors are locked at approximately 4:40 pm each weekday. The elevator is locked at 5 pm, but can still be used between the Subplaza and the first floor after that time. The stairwell doors and the elevator are unlocked by 7:30 am on weekdays.

How can I schedule an event during the “free hour”?
When scheduling an event during the day, the “free hour” is often used by both faculty and student groups.

Mondays and Wednesdays are reserved for student events. Faculty members can schedule review classes during the free hour on those days only under truly extraordinary circumstances.

Events related to Admissions and Career Services are also scheduled primarily on Mondays and Wednesdays. After the fourth week of the semester Career Services may schedule events on any day of the week.

Tuesdays and Thursdays are reserved for faculty events. Student groups can schedule events on these days reserved for make-up classes only in truly extraordinary circumstances.

Student and faculty events (including make-up classes) can be scheduled at the end of the day following completion of all classes for that day.

How do I schedule space in Hulston Hall?
To reserve a classroom for events sponsored by student organizations, please come to Room 203 in person. Our administrative staff will show you the classroom calendar and together you can determine a time and place suitable for your event.
What are the eating, drinking and smoking rules?
This is your home and the home of your colleagues for three years. Let’s work together to keep it looking nice.

It is permissible to eat and to drink in the classrooms but it is not permissible to fail to clean up after yourself.

In recognition of the health, safety and comfort benefits of smoke-free air, the University of Missouri is smoke-free. Mizzou employees, students and visitors who wish to smoke must leave campus before lighting up. Additional information about this policy is available at [http://smokefree.missouri.edu/](http://smokefree.missouri.edu/).

When can I use the tables that I see around the building?
The law school has several 6' tables for general use in the building. When you or your group uses these tables, they must be returned to the storage area at the end of the hall outside Room 6. These tables may not be kept in any student office area.

What are acceptable uses of the university’s computer resources?
The university has policies on acceptable use of computers. These policies are available at: [http://catalog.missouri.edu/academicpolicies/examinationsl/](http://catalog.missouri.edu/academicpolicies/examinationsl/).

The law school has an IT department and help desk which is accessible only to law school faculty, staff and students. The Law IT Help Desk is located in 225 Hulston Hall on the second floor of the law library. You may also contact the Helpdesk by calling 884-7800 or sending an e-mail to mulawhelpdesk@missouri.edu.

Use of computers in class is determined by each individual faculty member, who may permit, condition or prohibit such use.

Use of a computer on examinations is, in the first instance, determined by each individual instructor and is then subject to the law school’s rules, which are available online.

What are acceptable uses of law school e-mail listservs?
Use of the e-mail distribution lists should be limited to the dissemination of information related to official law school activities. It is permissible to use the e-mail distribution lists to advertise student organization events and activities; however, we recommend that your student organization creates its own e-mail list so you can send targeted e-mails to individuals likely to be interested.

What are acceptable uses of cell phones?
Use of a cell phone during a law school classes should be avoided as it is disruptive and disrespectful to the professor and to your fellow students. Please turn off or put cell phones on vibrate during class. Occasionally, there will be slip-ups. When a slip-up happens to you, please turn the phone off as quickly as possible.

Cell phones should generally be stowed away during class period. Sometimes a family issue or emergency requires keeping a cell phone out and on during class. Do not hesitate to mention this fact to your faculty member. If you must take a call or other communication during class, please leave the classroom to do so.

Use of cell phones to surf the Internet to find cases, answers to classroom questions or to otherwise gain an advantage over other students in the class is not permissible.
Students may not have cell phones or any other electronic devices in their possession during examinations, even if those cell phones are not directly on the student’s person or are turned off. All cell phones are collected at the beginning of an exam and are returned at the conclusion of the exam.

**When can I park in front of Hulston Hall?**

Parking in front of the building is prohibited. Doing so may block access for someone with a disability and you may be blocking the line of sight for the crosswalks. The campus police regularly ticket and tow cars parked in front of the building.

**ACADEMIC MATTERS**

**What is the Grading Scale?**

The law school operates under a 65-100 grading scale. The lowest passing grade under this scale is 70. Thus, any grade of 65-69 inclusive is a failing grade and, in required courses, may require the course to be repeated.

Individual grades are, and will remain, the exclusive province of the individual faculty member. Faculty, however, tend to follow some guidelines in first year courses and required upper level courses. The median grades in those courses tend towards:

- First-year courses, both semesters — median of 83.5
- Upper level required courses (Constitutional Law, Evidence, Professional Responsibility, Criminal Procedure) — median of 84

The rules for dismissal and probation are available at [http://law.missouri.edu/current/polices/](http://law.missouri.edu/current/polices/).

**What is my official GPA? How do I get it and/or a transcript?**

All of your Grades and your GPA are kept in the campus’ MyZou system. All official transcripts must come from MyZou. To obtain a transcript:

- Use your PawPrint to go to MyZou
- Select Self-Service
- Select Academic Records
- Official Transcript
- To view an unofficial transcript click on Rqst Student Academic Profile
- Select Submit
- An official transcript will be emailed to your Mizzou email account.

**When will I get my class rank?**

Class ranks are calculated following both the fall and spring semesters, but they are not recalculated after summer school. Class ranks post as soon as possible after grades are released in MyZou following both the fall and spring semesters. Any grades earned in summer school will immediately appear in your law school cumulative GPA in MyZou, but they will not be reflected in your class rank until the end of the fall semester.
What is the Upper Level Writing Requirement?
All students at the School of Law must complete an upper level writing requirement. The writing requirement is defined as “a writing experience that results in a paper at least 20 pages, based on independent research, with both a draft and a redraft, and under the supervision of a full-time faculty member.”

The Upper-level writing requirement can be satisfied through:

- A writing course (e.g., Law & Literature)
- Independent research
- Writing for one of our journals
- A writing section of a regular course (designated by a “W” in the class list). A “writing section” is a course specifically designated for that purpose, by requiring a paper of at least 20 double-spaced pages; requiring that after a draft of the paper is completed, there is a meeting between faculty member and student about the paper; and by requiring a redraft of the paper.

What is the Professional Perspectives Requirement?
You must complete a certain number of Professional Perspective credits each year to remain in good standing and to ultimately be eligible to graduate.

Matters counting for Professional Perspectives credit are broken into two categories:

- Professional Perspectives are those programs that give students a new or different perspective on the law or its practice;
- Career Development are those programs that give students information about professional planning and development and career strategies for legal and other marketplaces.

Any program approved for credit will designate the category applicable to that program.

The Professional Perspectives requirement for each class of students is as follows:

For first year law students:
- 1 Professional Perspectives and 1 Career Development program in the fall semester;
- 1 Professional Perspectives and 1 Career Development program in the spring

For second and third year law students:
- 2 Programs each semester:
  - At least two of the programs during the year must be from the Professional Perspectives series;
  - At least one program during the year must be from the Career Development series.
What is the Law School Honor Code?

The complete Honor Code is available in the on-line student handbook at http://law.missouri.edu/current/policies-rules-student-conduct/. Generally offenses under the Honor Code fall into the following categories:

- Cheating
- Dishonesty
- Obstructing the work of another
- Impeding the administration of the Honor Code
- Word plagiarism
- Idea plagiarism
- Professional misconduct
- Obstruction of the performance of law school functions
- M-Book violations
- Promoting or facilitating prohibited conduct
- Attempting to commit prohibited conduct

What are the limitations on working during the semester?

The following American Bar Association regulation applies to the School of Law:

“The Law School shall not award full-time residency credit to a student who does not devote substantially all of the student’s working hours to the study of law or engages in employment for more than 20 hours per week, whether outside or inside the Law School.”

As a result, the following rule is applicable to all Mizzou Law students:

For all law students who are employed by the School of Law in any capacity, including research assistant or other part-time student employment, the School of Law cannot process for payment time sheets which indicate more than 20 hours per week of work. Law school faculty and staff are not authorized to permit or require law student employees to work more than 20 hours per week. Each student will be required to sign a certificate promising to not be employed for more than 20 hours per week in any capacity.

Where can I find the student handbook?

The School of Law’s policies and rules are available online at http://law.missouri.edu/current/policies/.

As law students, you are also students of the University of Missouri. As a result, you need to be aware of the provisions of the University’s M-Book, which is available online at http://mizzoulife.missouri.edu/resources/m-book/.

As prospective attorneys, you are also subject to the Rules of Professional Conduct for attorneys, which is available at http://www.courts.mo.gov/page.jsp?id=707.
What do I do if I have a disability and need accommodations?

Any student with a special need addressed by the Americans with Disabilities Act should review information at: http://catalog.missouri.edu/academicpolicies/disabilityaccomodations/.

Each semester, a disability must be verified by the Office of Disability Services, located at S5 Memorial Union (882-4696 / http://disabilityservices.missouri.edu). Students who believe they qualify for accommodation should contact the Office of Disability Service as soon as possible after the start of the semester. That office will then make a determination and advise the law school of the type of accommodation needed.

For more information on all policies and procedures please visit law.missouri.edu