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INTRODUCTION
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. While you may not need to print out this document, you are encouraged to save to your hard drive and be able to refer to it when you have questions about these topics.

COMMUNICATION ISSUES
How is the law school going to communicate with me?
The primary method for communicating important Notices to you is through University of Missouri email. Please note:

When email 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, such as weekly calendars, 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 email list. That is, of course, the choice of the student. Not being on the email list, however, does not excuse the student from the content of any notices posted on an official MU email 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. Check those signs often.

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

Finally, in emergencies or when time does not permit other notice, such as late cancellation of a class, when email may not work, notices may be placed on the entrance doors to Hulston Hall.

What about Emergency Notices?
The law school participates in the campus Emergency Mass Notification System. Your participation is your choice. If, however, we need to get out an emergency notification, including one when the building is occupied, we will send it out using this emergency notification system.
If you are a participant, the notice will come both to your campus email, to any secondary email you have identified in the system AND as a TEXT message to your cell phone.

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. REMEMBER, standard text rates will apply for any messages we send via TEXT. If you have elected to not receive email from the university, you will likewise NOT receive any emergency notification.

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 you in the event we must close the law school because of some weather or other emergency.

We will, however, also test this system once in the fall and once in the spring—and will provide you several days notice that we are testing the system.

In addition, the law school has developed an evacuation plan to be followed in case of fire or other emergency. The plan is located on the law school website at: http://law.missouri.edu/about/evacuation.shtml
Please familiarize yourself with the evacuation.

**Is the Law School active in social media sites (e.g. FACEBOOK, TWITTER, LINKEDIN)?**

Yes. We invite you to join the following sites as we will use these sites as appropriate to share information about the Law School community:

Facebook – “Like” the University of Missouri School of Law Facebook page.

Twitter – “Follow” mulawschool.

Linkedin – “Connect” with MU School of Law Professional Network

**What about Notices for Law School Events?**

The Official Law School Calendar of events is posted on the law school webpage - http://law.missouri.edu/calendar/. You should visit it often.

Every Thursday, you will receive an email from Robin Nichols advising you of the next two weeks events as they exist on the law school calendar.

Obviously, the calendar changes often so consult it regularly.
If you wish to have an event posted on the Law School website, please see Robin in Room 227, the Dean’s Suite or contact her at (882-6381).

All events posted on the online Calendar are also posted on the Digital Sign outside Room 103.

**Can my group post signs and notices pretty much any place we want?**

No posters, signs, announcements or notices of any kind are to be attached to the brickwork, pillars, walls, classroom doors, restroom doors or glass in the building (unless posted there by a person in authority at the School of Law).

Notices may be placed on the student bulletin boards or student office areas.

Temporary, small (i.e. 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.

You **MAY NOT** use Duct Tape, Masking Tape, or Packing Tape to post these notices;

You **MUST** use Removable Tape for them. The Office in 203 has removable tape and will provide it for you if you do not have it.

All permitted signs must be removed immediately after the event.

If you wish to have your event posted on the Digital Sign outside Room 103, please see Robin Nichols (nicholsrkn@missouri.edu). Such posting is always discretionary depending on what other events are posted—but you should still ask.

You should also see Robin Nichols to have your event listed on the law school calendar.

Finally, simply because you have listed your event on the law school calendar DOES **NOT** guarantee a room for that event. You **MUST** contact Susan Rayl in Room 203 to arrange a room for your event.
USE OF LAW SCHOOL FACILITIES

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

With this access comes certain responsibilities. 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.

Only you may enter, and only you may use your ID for that purpose!

Allowing someone to enter after hours without use of their ID, or using your ID could be dangerous to you and your colleagues and could result in the termination of your privileges to enter after hours as well as further disciplinary action.

If an emergency occurs after hours, contact the University of Missouri Police at 911 or the UMPD dispatcher at 882-720.

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.

When can we schedule an event? How are the Free Hours used?
The free hour in the law school calendar is designed for both faculty and student groups/events.

Mondays and Wednesdays are RESERVED for Student Events thus, faculty members can schedule review classes during the free hour on those two days only under truly extraordinary circumstances.

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

Tuesdays and Thursdays are RESERVED for Faculty Events. Thus, student events can be scheduled on these days reserved for make-up classes only in truly extraordinary circumstances.

Student/Faculty events (including make-up classes) can also be scheduled at the end of the day following completion of ALL classes for that day.
How do we Schedule a Room?
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.

When are the main office, Room 203, and Faculty Offices open?
Room 203 is open from 8:00 a.m. to 5:00 p.m.

Access to the 2nd and 3rd floors, where faculty and administrative offices are located, is restricted after 5 p.m and all weekends. The stairwell doors to the 2nd and 3rd floors are locked at approximately 4:40 p.m. The elevator is locked at 5:00 p.m., but can still be used between the basement and the 1st floor. The stairwell doors and the elevator are unlocked by 7:30 a.m. on week days.

What are the eating, drinking, smoking rules?
This is your home and the home of your colleagues for three years. Let’s work together to keep it looking good. It is permissible to eat and to drink in the classrooms but it is NOT permissible to fail to clean up after yourself.

Beginning in July 1 of this year, and in recognition of the health, safety and comfort benefits of smoke-free air, the University of Missouri became a smoke-free area. Mizzou employees, students and visitors who wish to smoke must leave campus before lighting up. Additional information about the new policy is available at 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. Information on such policies is available on the IATS website at: http://law.missouri.edu/students/policies/computerpolicy.html.

The law school itself 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.
The Law IT Helpdesk phone number is: 884-7800

The Law IT Help Desk email address is: mulawhelpdesk@missouri.edu

Use of computers in class is determined by the individual faculty member, who may permit, permit with restrictions, or not permit such use.

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

**What are acceptable uses of law school email?**

Use of the email distribution lists should be limited to the dissemination of information related to Law School activities. It is permissible to use the Law School’s email distribution lists to advertise activities of the various student organizations. However, we recommend that your student organization creates their own email lists so that you can send targeted emails to those individuals more likely to be interested in attending.

**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 either 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.

Sometimes a family issue requires keeping a cell phone on during class. That is understandable. Do not hesitate to mention this fact to your faculty member. If you must take a call during class, please leave the classroom to do so.

Use of cell phones to surf the internet to find cases, answers to class room questions, or to otherwise gain an advantage over other students in the class is also not permissible.

Students MAY NOT have cell phones (or any other electronic devices including PDA’s) 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 the building?**

Parking in front of the building is prohibited. When you park in front of the building, you may be blocking access to someone with a disability and you may be blocking the line of sight for drivers of the crosswalk.
signs. 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. The faculty, however, tends 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/students/policies.

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. In conjunction with the MyZou system, all OFFICIAL TRANSCRIPTS MUST COME FROM MyZou. To obtain a transcript:

- Use your PawPrint to go to MyZou;
- Select Self-Service;

You will be able to select an Unofficial Academic Record—this is the new MyZou equivalent to your law school Record of Grades.

When will I get my class rank?
Class ranks are calculated following both the Fall and Spring semester—they are NOT recalculated after summer school. Class ranks post as soon as possible after grades are released on the MyZou system following both the Fall and Spring semesters.

When do my Summer School Grades show up in my class rank?
Any grades earned in summer school will immediately appear in your law school cumulative GPA on 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 in 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. A course can be so designated if it requires a paper of at least 20 double-spaced pages; the course requires that after a draft of the paper is completed, there is a meeting between faculty member and student about the paper; and there is then a redraft of the paper.

What is the Professional Perspectives Requirement?
You must complete a certain number of Professional Perspective hours 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 prospective 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 at the on-line student handbook at [http://law.missouri.edu/students/policies/conduct.html#code](http://law.missouri.edu/students/policies/conduct.html#code). Please review this very important document. 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.” This is not the School of Law’s rule. We are, however, required to honor it.

As a result, the following rule is applicable to all MU School of 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 a capacity.
Where can I find the student handbook?
The School of Law’s policies and rules are available online at http://law.missouri.edu/students/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. The M-Book is available at: http://mizzoulife.missouri.edu/resources/m-book/.

As prospective attorneys, you are also subject to the Rules of Professional Conduct for attorneys. The current Missouri Rules of Professional Conduct are available online at: http://www.courts.mo.gov/sup/index.nsf/9F4CD5A463E4C22386256AC4004A490F/FB60E740A3398CEA86256F0B005AEAAE?OpenDocument

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://www.law.missouri.edu/students/handbook/disabilities.html.

Each semester, a disability MUST be verified by the Office of Disability Services, located at S5 Memorial Union, 882-4696, http://disabilityservices.missouri.edu. Any student who believes they qualify for accommodations 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.