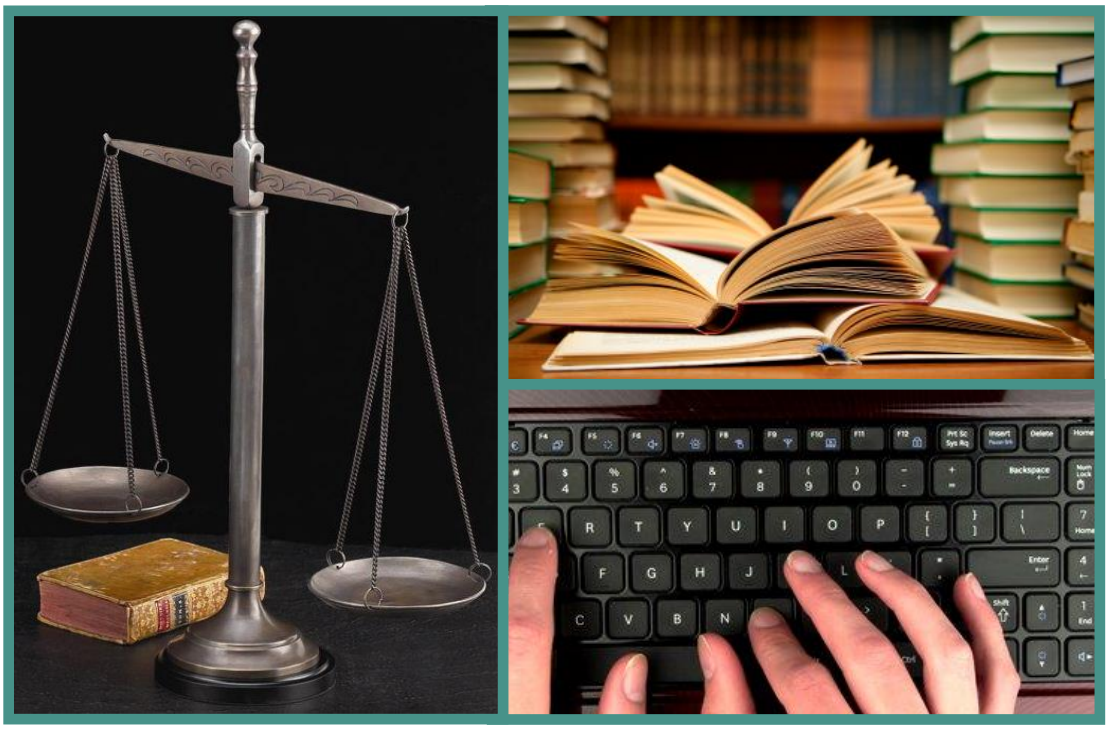
AMERICAN UNIVERSITY

WASHINGTON COLLEGE OF LAW

SJD PROGRAM

SJD CANDIDATE HANDBOOK



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Chapter 1: Overview of the SJD Program

The SJD Program is a vibrant center of intellectual life at American University Washington College of Law ("WCL"). With approximately 20 active SJD Candidates from around the world, the SJD Program is designed for aspiring legal academics and other top legal professionals to pursue sustained independent research and writing in a given field of legal specialization. The SJD Program culminates in a dissertation of publishable quality that represents a valuable original contribution to the scholarship in that Candidate's field and a Candidate's public presentation and defense of his or her dissertation before an SJD examining committee and members of the legal community. Upon successful completion of the SJD Program requirements, we are pleased to celebrate our new Doctors of Juridical Science, the most advanced law degree offered by WCL.

The SJD Program covers a breadth of legal topics ranging from international human rights law to international finance and intellectual property law. The Program takes pride in its diverse community of Candidates, faculty, and legal topics. SJD Candidates represent a distinct intellectual community and go on to pursue an array of scholarly, judicial, and political careers in the U.S. and abroad.

SJD Program Faculty and Administration

The Program's Faculty and Administration are available and eager to make your experience in the SJD Program a successful one. Faculty and Administration biographies are available at http://bit.ly/SJDFacultyandStaff and contact information is available in Appendix A.

Program Stages

The SJD program is a three to five-year research and writing focused program. Degrees are typically granted after four years, though some Candidates choose to complete the program in three years while others take five. The first year of the program must be completed in residence at the Washington College of Law.

First Year

Residency, Research, and Planning:
During the first year, Candidates participate in the innovative Doctoral Colloquium, audit law school courses necessary for their dissertation research, and conduct advanced legal research on their dissertation topic. By the end of the first year, Candidates have a completed draft outline of their dissertation.

Second and Third Years

Writing and Editing:
During the second and third years, Candidates draft their dissertation and receive feedback from their faculty advisors and committee members.

Final Years

Editing and Oral Defense:
During the final years, Candidates edit and finalize their dissertations and participate in the rigorous oral defense of their dissertations.

Although the Program expects all upper-level Candidates to devote a significant amount of their time to their dissertation and accompanying requirements, the Program recognizes that Candidates who return to their home countries often must meet financial, work, and family obligations that may preclude them from working full-time on their dissertations. In such circumstances, Candidates are expected to spend a reasonable amount of time devoted to their obligations, recognizing that the Program must nevertheless be completed in no more than five years. By contrast, Candidates who remain in the United States on a student visa must be engaged in the full-time study of law and must make substantial progress on their dissertations consistent with full-time work expectations pursuant to federal law and regulations. Candidates will not be permitted to remain on an American University-sponsored visa unless they are engaged in the full-time study of law.

Chapter 2: Academics

Registration

SJD Candidates are automatically registered for the SJD Program in advance of the first day of the semester. SJD Candidates who intend to stay at WCL over the summer and want to use University facilities (including the Jacobs or Cassell Fitness Center) need to be registered for classes earlier in order to enjoy uninterrupted access. In such circumstances, the Candidate should email Diana Sawyer by **May 1st** to request early registration.

SJD Candidates may audit up to two classes during each of their first two semesters in the Program (i.e., fall and spring semesters). Course audits are not available for summer courses. Candidates who wish to audit classes during the summer semester will be charged the per-credit rate currently in effect. There are no exceptions to this rule.

SJD Candidates must meet with their advisors to discuss which, if any, courses the advisors recommend the Candidates should audit. Candidates should email the list of courses they would like to audit to Diana Sawyer (dsawyer@wcl.american.edu) as soon as possible so that they can secure a seat in the courses.

Upper-level SJD Candidates may request permission to audit one course after their first year, but only upon exigent circumstances. The prime goal of SJD Candidates must be to write their dissertation, and auditing classes beyond the first year has impeded the progress of past candidates. Accordingly, course audits are typically reserved only for first-year Candidates. Upper-level SJD Candidates who audit classes will be charged the per-credit tuition rate currently in effect.

Doctoral Colloquium

The Doctoral Colloquium, taught by Professor Elizabeth Cavanagh, is the only required class in the SJD Program and is required in both semesters of the first year of the Program. The class provides SJD Candidates the foundation necessary to succeed in the SJD Program. Topics include dissertation formulation, planning and drafting, U.S. and international legal research, and academic presentations. The course syllabus details the dates and times of the course.

Semester Progress Plans

Each semester, SJD Candidates must submit a Semester Progress Plan ("SPP") to their Faculty Advisor for approval and feedback. The Faculty Advisor must approve the plan no later than September 15th in the fall semester and January 31st in the spring semester. If the due date falls on a weekend or holiday, the plan must be approved no later than the following business day.

The Semester Progress Plan can be accessed online at http://bit.ly/SJDProgressPlan. Candidates should use their AU username and password to sign in and complete the SPP.

Proceeding to Upper Level Status and Certification of Completion of Residency Year Requirements

In order to be permitted to proceed to upper level status in the SJD Program, Candidates must achieve a passing grade in the Doctoral Colloquium in each of the fall and spring semesters and must meet all of the residency requirements set out in this handbook. SJD Candidates must ensure that their Faculty Advisor completes the Certification of Completion of Residency Requirements form no later than May 31st of the residency year. The form is available at bit.ly/ResidencyCompletionForm and on the SJD Program MyWCL page.

Tuition Structure

During the first year of the Program, Candidates are charged full-time tuition and fees. Second year Candidates are charged the equivalent of 2 academic credits per semester but are registered for 8 credits. In subsequent years, Candidates are charged the equivalent of 1 academic credit and fees per semester and are registered for 8 credits. Both the first-year and upper-level registration status meet the registration requirements for F-1 visa holders. Upper-level Candidates may continue their work at WCL or in their home countries. There is no distinction in tuition structure between residency and out-of-residency status.

The Board of Trustees sets tuition and fees on an annual basis. Increases of five to seven percent have occurred in recent academic years, and there is no guarantee that tuition will not increase in subsequent academic years.

Candidates who are in the United States on visas must confer with International Student & Scholar Services ("ISSS") before leaving the country to ensure that all visa obligations are met.

Leaves of Absence

Once enrolled, Candidates are expected to continue the Program in consecutive semesters until they graduate. If a leave of absence becomes necessary due to extenuating circumstances, students must request a leave of absence in advance of the semester in which they seek leave. To seek a leave of absence, a Candidate must email Elizabeth Cavanagh with an explanation of why a leave of absence is sought. Leaves of absence are granted only on a per-semester basis. Students seeking to extend a leave of absence must seek an extension before the beginning of the second semester in which the leave is sought by emailing Elizabeth Cavanagh. Absent compelling circumstances, leaves of absence typically will not be granted for more than two semesters.

Candidates who are in the United States on visas must confer with ISSS before requesting a leave of absence, and, if the leave is granted, must coordinate with ISSS to ensure that all visa obligations are met.

Work Space at Pence Law Library

SJD Candidates who expect to spend most of their time researching and writing at the Pence Law Library are entitled to exclusive use of a study carrel in the Library. All first-year Candidates are automatically assigned a carrel and cabinet upon matriculation. Upper-level Candidates must affirmatively request a study carrel by contacting the Circulation Desk Manger, Jean-Richard Rosemond (rosemond@wcl.american.edu), by the first day of classes of the fall semester.

Candidates who intend to leave the United States or otherwise not use their study carrel must vacate it no later than two weeks before fall classes begin in any given academic year.

All Candidates in residence are also assigned a locker to store their personal items and study materials.

Introduction to Faculty

The new SJD Candidates are introduced to the WCL faculty during a faculty meeting in the Fall semester. Candidates should note their full name, home country, dissertation title, Faculty Advisor, and a one- or two-sentence description of their research objectives.

Chapter 3: Responsibilities of Faculty Advisors and Committee Members

Responsibilities of Faculty Advisors

The main responsibilities of Faculty Advisors as the Candidate progresses through the SJD Program are listed below. Depending on the nature of the working relationship between the Faculty Advisor and the Candidate, the responsibilities may increase or decrease in any given semester.

General

• Read the SJD Candidate Handbook and, in particular, Chapter 4: Program Guide, Chapter 5: The Dissertation Writing Process, which details the dissertation requirements, and Chapter 8: The Oral Defense Process.

• Confer with Candidate in person or over the telephone at least once every six weeks during the first year and at least twice per semester thereafter.

• Respond in a timely manner to communications from the Candidate. Candidates should expect to receive a response from an email or phone call within two weeks. If a Candidate has not received a response within that time, he or she should contact the SJD Program.

• Beginning in the Candidate's residency year, work closely with the Candidate to develop a plan that will result in program completion (including oral defense and approved dissertation) no later than the end of the fifth year of study, with an expectation that the Program will be completed in three to five years. Notify the SJD Program immediately if it appears that the Candidate will not be able to complete the program in five years.

• Counsel Candidate in completion of Semester Progress Plan ("SPP"), approving or returning SPP for revision as appropriate. SJD Candidates and Advisors must electronically submit an SPP by September 15th in the fall semester and January 31st in the spring semester in order to remain enrolled in the SJD Program. Failure to complete and submit this form will result in the disenrollment of the Candidate from the SJD Program. The online SPP form is available at bit.ly/SJDProgressPlan. Faculty Advisors will receive an email when the Candidate's SPP is ready for review.

• Monitor Candidate's compliance with SJD Program deadlines and information requests, assisting Program administrators with enforcement as appropriate.

• Counsel Candidate on research and writing strategies and plans.

• Encourage Candidate to attend SJD, Program on Law and Government, and WCL events.

Residency Year

• In Candidate's residency year, discuss course enrollment plans with Candidate and, if appropriate, require enrollment (as an auditor) in particular courses.

• Review and provide feedback on Candidate's thesis statement, literature review, and initial bibliography (first semester of the residency year).

• Review Candidate's outline and working bibliography and provide feedback (second semester of the first year).

• Schedule permitting, attend the Candidate's initial research presentation (Fall) and Public Doctoral Research Presentation (Spring) and provide feedback to Candidate regarding presentation skills and thesis development progress.

At end of the residency year, sign and submit Certification of Completion of Residency Requirements if Candidate has met the principal Program requirements for residency year. This form must be completed no later than May 31st of the Candidate's residency year. Failure to complete and submit this form will result in the disenrollment of the Candidate from the SJD Program.

Subsequent Years

• With Candidate's assistance and suggestions, recruit two additional members of Candidate's dissertation examination committee and ensure that the Candidate notify the SJD Program of committee composition (name, contact information, title and affiliation for each) no later than October 31st of the second year of the Program.

- Committee Members must primarily reside in the United States.
- Committee members should be affiliated with a university. In exceptional cases, one member of the committee need not have an academic affiliation, although that

person must have either a J.D. or a Ph.D. and must be an expert in the field.

- Establish deadlines for the submission of chapters of the dissertation to Advisor, Committee Members, and Bill Ryan (for University Review).
- Review and comment on drafts as appropriate. Alert SJD Program if it appears that the Candidate will not be able to graduate by his/her anticipated graduation date.

Final Year

- Before scheduling the Candidate's defense, consult with other members of the SJD committee to ensure that they agree Candidate is ready to defend the dissertation.
- Before scheduling the Candidate's defense, work with the SJD program and Librarian Bill Ryan to ensure that the University will approve the dissertation.
- Work with the SJD Program to coordinate and schedule the dissertation oral defense. Four weeks' notice is required for oral defense scheduling. The deadline for spring defenses is March 1st.
- Chair examination committee during oral defense and lead the questioning following the Candidate's opening presentation. For more specific information, see Chapter 8: The Oral Defense Process.
- If necessary, provide Candidate with memo outlining revisions required for dissertation approval.
- If necessary, review additional submissions after defense to ensure compliance with the Committee's required revisions.
- Counsel Candidate on strategies for publishing dissertation.

Responsibilities of Committee Members

- Candidates and Committee Members are encouraged to contact the Candidate's Faculty Advisor, Amanda Frost, or Elizabeth Cavanagh with any questions or concerns.
- Read the SJD Candidate Handbook and, in particular, Chapter 5: The Dissertation Writing Process, which contains a guide to what constitutes an acceptable dissertation, and Chapter 8: The Oral Defense Process.
- Schedule permitting, attend Candidate's initial research presentation (Fall) and Public Doctoral Research Presentation (Spring) and provide feedback to Candidate regarding presentation skills and thesis development progress.[2]
- Working with the Faculty Advisor, set a schedule for submission of drafts, including whether submission should be chapter by chapter.
- Provide timely and substantial feedback on drafts in advance of the oral defense.
- Review final submission for clarity, substance, and proper citation, and advise Candidate of any necessary changes.
- Work with Candidate and SJD Program to set a date for Candidate's oral dissertation defense.
- If not a WCL Faculty Member, complete a W-9 form and an internal honorarium form before the defense. The forms are available from Samantha Brown.
- Attend oral dissertation defense.
- During the Oral Defense, ask appropriate questions of the Candidate. Following the defense, deliberate and render a verdict. For more specific information, see Chapter 8: The Oral Defense Process.
- If necessary, provide Faculty Advisor with memo outlining revisions required for dissertation approval.
- If necessary, review additional submissions after defense to ensure compliance with the Committee's required revisions.

[2] Applies only to Committee Members appointed during the residency year. Committee Members appointed later may (but are not required to) review the recording of the presentation by contacting Diana Sawyer at dsawyer@wcl.american.edu.

Chapter 4: Program Guide

In order to provide Candidates, Faculty Advisors, and Committee Members with an understanding of the SJD Program's requirements and expectations, the SJD Program has created timelines detailing the academic requirements of the Program. In order to successfully complete the Program, SJD Candidates must satisfactorily meet all of the requirements set forth below. Each semester, Candidates must meet certain benchmarks to show their progress in the Program and must meet various deadlines. These benchmarks must be addressed by Candidates in their Semester Progress Plan. **Those deadlines which require Faculty Advisor or Committee Member involvement are noted in bold.**

Candidates have the option of completing the Program in three, four, or five years. Degrees are typically granted after four years, though some Candidates choose to complete the program in three years while others take five. Candidates are strongly encouraged to begin the Program setting out to complete the Program in four years. The four-year guide is the baseline for all Candidates, although three-year and five-year guides are also included in this manual. Candidates who meet all of the requirements may complete the Program in three years, but that is not the norm nor is it expected. Candidates should choose the guide that best conforms to their current progress in the Program.

If a deadline in this guide falls on a Saturday, Sunday, or holiday, the deadline will be the following business day. Deadlines for the Doctoral Colloquium submissions are included in the syllabus for that course.

Any questions about the requirements or deadlines outlined in this Guide should be directed to Amanda Frost or Elizabeth Cavanagh.

(**Please review the full program guides on the next several pages.**)

First-Year Timeline

	Benchmarks	***Deadlines***
First Year, Fall Semester	Draft your thesis statement (deadline in Doctoral Colloquium syllabus). Maintain a research log of all searches that you conducted, databases you used, and sources you have read or will read. Collect sources to read throughout the academic year. Keep copies of all sources you may use in your dissertation, and maintain an updated bibliography of sources. Draft your Literature Review and working bibliography (deadline in Doctoral Colloquium Syllabus). Attend all scheduled dissertation defenses.	***After submitting your seat deposit*: Consult your Faculty Advisor about auditing fall courses.** Ensure that audited courses do not conflict with the Doctoral Colloquium. *August*: Check your Eagle Finance page on myau.american.edu under the finance tab and make sure you do not have an account stop that will prevent you from registering (e.g., outdated address, unpaid bills, etc.). Unresolved account stops will result in your disenrollment from the SJD Program. *August:* Attend Orientation. ***Throughout the Semester*: Meet regularly with your Faculty Advisor (a minimum of twice per semester is required).** *Throughout the Semester*: Attend the Doctoral Colloquium and complete all course requirements. *Date TBA:* Attend the WCL Faculty Meeting to be introduced to WCL Faculty. *August 30*: Complete your section of your Semester Progress Plan (SPP).

	Benchmarks	***Deadlines***
	Begin the IRB Approval Process, if necessary. Begin the Responsible Conduct of Research training process, if necessary.	***August 30 – September 15*: Meet with your advisor to discuss your proposed SPP.** *September 15*: Ensure that your Faculty Advisor has completed his/her section of the SPP (You will receive a copy of the completed SPP once it is submitted). Failure to submit your approved SPP on time will result in your disenrollment from the SJD Program. *September*: Submit your thesis statement worksheet to Elizabeth Cavanagh and your Faculty Advisor. (Formulation of thesis statements will be discussed in the Doctoral Colloquium). *Date TBA:* Present initial research findings to colleagues and advisors. (To be discussed in Doctorial Colloquium). *Date TBA:* Present initial research findings to Mid-Atlantic Roundtable. ***November 1*: Consult your Faculty Advisor about auditing Spring courses.** Ensure that audited courses do not conflict with the Doctoral Colloquium. *Date TBA*: Register for spring classes. *November:* Submit your Literature Review and working bibliography to Elizabeth Cavanagh. (To be discussed in the Doctoral Colloquium). *December 15*: Check your Eagle Finance page on myau.american.edu under the finance tab and make sure you do not have an account stop that will prevent you from registering (e.g., outdated address, unpaid bills, etc.). Unresolved account stops will result in your disenrollment from the SJD Program.

First Year, Spring Semester	Continue your research. Keep copies of all sources, maintain an updated bibliography, and Bluebook now to avoid issues later! Complete your outline and Working Bibliography. Attend all scheduled dissertation defenses.	***Throughout the Semester*: Meet regularly with your Faculty Advisor (a minimum of twice per semester is required).** *Throughout the Semester*: Attend the Doctoral Colloquium and complete all course requirements. *January 10*: Complete your section of your Semester Progress Plan. ***January 10 - January 24*: Meet with your Advisor to discuss your proposed SPP.** *January 31*: Ensure that your Faculty Advisor has completed his/her section of the SPP (You will receive a copy of the completed SPP once it is submitted). Failure to submit your approved SPP on time will result in your disenrollment from the SJD Program. *January 31:* After incorporating revisions and suggestions from Elizabeth Cavanagh, submit your Literature Review and Working Bibliography to your Faculty Advisor and schedule a meeting to discuss feedback. *March*: Exchange Outlines and Working Bibliographies in the Doctoral Colloquium. *March*: Review colleagues' Outlines and Working Bibliographies and provide substantive comments and constructive criticism. *April*: Set up meeting with Elizabeth Cavanagh to discuss your proposed outline**.** *April*: Revise Outline and Working Bibliography based on feedback from colleagues and Elizabeth Cavanagh. *April*: Present updated research findings to WCL Community. (To be discussed in Doctoral Colloquium). ** **Faculty Advisors (and any anticipated committee members) are strongly encouraged to attend.** *April*: Submit your edited Outline and Working Bibliography to your Faculty Advisor, appointed Committee Members, and Bill Ryan (for University Review). ***April – May*: Meet with your Faculty Advisor to discuss your Outline and Working Bibliography (and edit, if necessary). Develop a timeline for work expected to be completed over the summer, if any.** ***April – May*: Meet with Bill Ryan to discuss changes to your bibliography and other questions about citation.** ***May 31*: Ensure that your Faculty Advisor has submitted the**

		Certification of Completion of Residency Requirements Form. Failure to submit the Certification of Completion of Residency Requirements Form on time will result in disenrollment from the Program.

Four-Year Guide

Refer to the First-Year Timeline for first-year benchmarks and deadlines. The Four-Year Guide is as follows:

	Benchmarks	*Deadlines*
Second Year, Fall Semester	**Develop plan with your faculty advisor for submission of chapters of the dissertation to Advisor, Committee members, and Bill Ryan (for University Review).** Submit chapters of your dissertation to your Faculty Advisor, Committee members, and to Bill Ryan (for University Review) to receive feedback while drafting. Identify your Committee members. Cite and Bluebook as you write – avoid problems later! Finalize your list of Committee members.	*By August 15*: Check your Eagle Finance page on myau.american.edu under the finance tab and make sure you do not have an account stop that will prevent you from registering (e.g., outdated address, unpaid bills, etc.). Unresolved account stops will result in your disenrollment from the SJD Program. ***Throughout the Semester*: Meet regularly with your Faculty Advisor (a minimum of twice per semester is required).** *August 30*: Submit your proposed Semester Progress Plan (SPP) to your Faculty Advisor. ***August 30 – September 15*: Meet with your Advisor to discuss your proposed SPP.** Out-of-residence Candidates may meet with their Advisor by phone. *September 15*: Submit your approved SPP to the SJD Program. Failure to submit your approved SPP on time will result in your disenrollment from the SJD Program. ***October 31*: Work with your advisor to suggest Dissertation Committee members (information about Committee composition is addressed in Chapter 5).** Provide a final list of your Committee members (name, title, affiliation, and contact information) to the SJD Program by completing the SJD Program Committee Appointment Form available at bit.ly/SJDCommittee. *December 15*: Submit the first quarter of your dissertation (in polished draft form) to your advisor and committee members. *December 15*: Check your Eagle Finance page on myau.american.edu under the finance tab and make sure you do not have an account stop that will prevent you from registering (e.g., outdated address, unpaid bills, etc.). Unresolved account stops will result in your disenrollment from the SJD Program. *January 10*: Submit your proposed SPP to your Faculty Advisor.

Second Year, Spring Semester	Continue providing chapters to your Faculty Advisor, Committee members, and Bill Ryan (for University Review) for feedback. Complete the first half of your dissertation and submit it in polished draft form to your Faculty Advisor, Committee members, and Bill Ryan (for University review). Keep copies of all sources, maintain an updated bibliography, and Bluebook now to avoid issues later!	***January 10 – January 30*: Meet with your Advisor to discuss your proposed SPP.** Out-of-residence Candidates may meet with their advisor by phone. *January 31*: Submit your approved SPP to the SJD Program. Failure to submit your approved SPP on time will result in your disenrollment from the SJD Program. *March 15:* Check your Eagle Finance page on myau.american.edu under the finance tab and make sure you do not have an account stop that will prevent you from registering (e.g., outdated address, unpaid bills, etc.). Unresolved account stops will result in your disenrollment from the SJD Program. *May 1*: Submit the first half of your dissertation (in polished draft form) to your Advisor, Committee members, and Bill Ryan (for University Review). *May – June*: Meet with you Faculty Advisor and Committee Members to receive feedback on your draft and to create timelines for submissions. *May – June*: Meet with Bill Ryan to receive feedback on your citation and formatting.
Third Year, Fall Semester	Edit your dissertation for clarity, substance, and proper citation. Complete three quarters of your dissertation and submit it in polished draft form to your Faculty Advisor and Committee members	***Throughout the Semester*: Meet regularly with your Faculty Advisor (a minimum of twice per semester is required).** *By August 15*: Check your Eagle Finance page on myau.american.edu under the finance tab and make sure you do not have an account stop that will prevent you from registering (e.g., outdated address, unpaid bills, etc.). Unresolved account stops will result in your disenrollment from the SJD Program. *August 30*: Submit your proposed Semester Progress Plan (SPP) to your Faculty Advisor. ***August 30 – September 15*: Meet with your Advisor to discuss your proposed SPP.** Out-of-residence Candidates may meet with their Advisor by phone. *September 15*: Submit your approved SPP to the SJD Program. Failure to submit your approved SPP on time will result in your disenrollment from the SJD Program. *December 1*: Submit three-quarters of your dissertation (in polished draft form) to your Advisor and Committee members. *December – January*: Meet with your Faculty Advisor and Committee Members to receive feedback on your draft and to

		create timelines for submission. *December – January*: Meet with Bill Ryan to receive feedback on your citation and formatting.
Third Year, Spring Semester	Submit final draft of dissertation to your Committee.	***Throughout the Semester*: Meet regularly with your Faculty Advisor (a minimum of twice per semester is required).** *January 10*: Submit your proposed SPP to your Faculty Advisor. ***January 10 - January 30*: Meet with your Advisor to discuss your proposed SPP.** Out-of-residence Candidates may meet with their Advisor by phone. *January 31*: Submit your approved SPP to the SJD Program. Failure to submit your approved SPP on time will result in your disenrollment from the SJD Program. *March 15*: Check your Eagle Finance page on myau.american.edu under the finance tab and make sure you do not have an account stop that will prevent you from registering (e.g., outdated address, unpaid bills, etc.). Unresolved account stops will result in your disenrollment from the SJD Program. ***May 1*: Submit polished full draft to your Advisor and Committee members. Failure to submit a full draft by May 1st will preclude a timely defense.** *May – June*: Meet with your Faculty Advisor and Committee Members to receive feedback on your draft and to create timelines for submission. *May – June*: Meet with Bill Ryan to receive feedback on your citation and formatting.
Fourth Year, Fall Semester	Edit your dissertation for clarity, substance, and proper citation. Submit your dissertation for University Review (by November 1st). Draft your Abstract, Acknowledgements, Table of Contents, and Bibliography. Ensure that your dissertation does not violate the WCL Honor Code and that your dissertation does not contain any plagiarism. Work with Bill Ryan on	***May – September*: Meet with your Advisor, Committee members, and Bill Ryan to discuss the draft you submitted in May.** (The SJD program encourages these meetings to take place over the summer, but recognizes that is not always feasible. If it is not feasible, meet in September or October, as long as a full draft can be submitted by November 1.) *August 15*: Check your Eagle Finance page on myau.american.edu under the finance tab and make sure you do not have an account stop that will prevent you from registering (e.g., outdated address, unpaid bills, etc.). Unresolved account stops will result in your disenrollment from the SJD Program. *August 30*: Submit your proposed Semester Progress Plan (SPP) to your Faculty Advisor.

	formatting and citations. Submit your final dissertation to your Committee. Schedule your dissertation defense.	***August 30 – September 15*: Meet with your Advisor to discuss your proposed SPP.** Out-of-residence Candidates may meet with their Advisor by phone. *September 15*: Submit your approved SPP to the SJD Program. Failure to submit your approved SPP on time will result in your disenrollment from the SJD Program. *September-October*: Draft your Abstract, Acknowledgements, Table of Contents, and Bibliography. *September-October*: Edit the substance of your dissertation based on the feedback you received from the Committee and Bill Ryan. Finalize the title, table of contents, and bibliography. Edit citations to conform to Bluebook rules. *September – October*: Ensure that your dissertation meets the requirements of the WCL Honor Code. Remember that your SJD can be retroactively revoked for plagiarism! *November 1*: Submit your completed dissertation to Bill Ryan, the International Law Librarian, for review of whether your dissertation complies with the Provost's formatting requirements and citation norms. The University Review process may take up to three months. You may not orally defend your dissertation until the University Review is complete. *November 1*: Submit your completed dissertation to your Dissertation Committee for substantive review. *November 15*: Check your Eagle Finance page on myau.american.edu under the finance tab and make sure you do not have an account stop that will prevent you from registering (e.g., outdated address, unpaid bills, etc.). Unresolved account stops will result in your disenrollment from the SJD Program. *November – December*: While the University Review is ongoing, continue to edit your dissertation for clarity, substance, and proper citation in consultation with your Dissertation Committee. ***November – December*: Work with your Committee and the SJD Program to set a tentative date for your oral dissertation defense. Defenses must be planned at least 8 weeks in advance and must take place no later than March 1st to graduate in the spring semester. If you are planning to use a PowerPoint presentation or need other accommodations, tell the SJD Program as far in advance as possible.** *By December 15*: Dissertation defense scheduled, dissertation finalized.

Fourth Year, Spring Semester	Defend your dissertation. After your dissertation defense, complete any follow-up work that your Committee requires in order for you to graduate. Complete and return all ProQuest (publishing) forms to Bill Ryan. You cannot receive your diploma until you submit these forms.	***Throughout the Semester*: Meet regularly with your Faculty Advisor (a minimum of twice per semester is required).** *January*: Schedule your dissertation defense. Defenses must be planned **at least 8 weeks in advance** and must take place no later than March 1st to graduate in the spring semester. *January 10*: Submit your proposed SPP to your Faculty Advisor. ***January 10 - January 30*: Meet with your Advisor to discuss your proposed SPP.** Out-of-residence Candidates may meet with their Advisor by phone. *January 31*: Submit your approved SPP to the SJD Program. Failure to submit your approved SPP on time will result in your disenrollment from the SJD Program. ***January*: Meet with Bill Ryan to discuss the status of dissertation and any additional work required to complete University Review.** You may not orally defend your dissertation until after the University Review is complete. *January*: Meet with your Committee to discuss any required changes to your dissertation. *January*: Begin preparing for your oral dissertation defense. See Chapter 8, "Overview of The Oral Defense Process" for more information. *January – April*: Order commencement gowns and photographs. *March 15*: Check your Eagle Finance page on myau.american.edu under the finance tab and make sure you do not have an account stop that will prevent you from registering (e.g., outdated address, unpaid bills, etc.). Unresolved account stops will result in your disenrollment from the SJD Program. ***Date/Time TBD (no later than March 1st)*: Defend your dissertation before your Faculty Advisor, Committee Members, SJD Community and the Public.** After your dissertation defense, complete any follow-up work that your Committee or the Library requires in order for you to graduate. *May*: Attend commencement and celebrate! At Commencement, your Faculty Advisor will place the doctoral hood over your head, conferring your Doctor of Juridical Science degree and will address you as Doctor. Information about commencement will be announced at http://www.wcl.american.edu/commencement.cfm.

Five-Year Guide

The Five-Year Guide also follows the same schedule in the first year, but spreads out the deadlines in the third and fourth years over three years instead of two. The Five-Year Guide is as follows:

	Benchmarks	*Deadlines*
Second Year, Fall Semester	**Develop plan with your Faculty Advisor for submission of chapters of the dissertation to Advisor, Committee Members, and Bill Ryan (for University Review).** Submit chapters of your dissertation to your Faculty Advisor, Committee Members, and Bill Ryan (for University Review) to receive feedback while drafting. Identify your Committee members. Cite and Bluebook as you write – avoid problems later! Finalize your list of Committee members. Write first chapter of your dissertation.	*By August 15*: Check your Eagle Finance page on myau.american.edu under the finance tab and make sure you do not have an account stop that will prevent you from registering (e.g., outdated address, unpaid bills, etc.). Unresolved account stops will result in your disenrollment from the SJD Program. ***Throughout the Semester*: Meet regularly with your Faculty Advisor (a minimum of twice per semester is required).** *August 30*: Submit your proposed Semester Progress Plan (SPP) to your Faculty Advisor. ***August 30 – September 15*: Meet with your Advisor to discuss your proposed SPP.** Out-of-residence Candidates may meet with their Advisor by phone. *September 15*: Submit your approved SPP to the SJD Program. Failure to submit your approved SPP on time will result in your disenrollment from the SJD Program. ***October 31*: Work with your advisor to suggest Dissertation Committee members (information about Committee composition is available in Chapter 5).** At least one committee member (in addition to the Chair) must be a WCL Faculty Member. The other committee members may be a WCL Faculty Member, a professor at another school, or an expert in your chosen field. Provide a final list of your Committee members (name, title, affiliation, and contact information) to the SJD Program by completing the SJD Program Committee Appointment Form available at bit.ly/SJDCommittee. *December 15*: Check your Eagle Finance page on myau.american.edu under the finance tab and make sure you do not have an account stop that will prevent you from registering (e.g., outdated address, unpaid bills, etc.). Unresolved account stops will result in your disenrollment from the SJD Program. *December 15*: Submit at least one chapter of your dissertation (in polished draft form) to your Advisor, Committee members, and Bill Ryan, International Law Librarian.

Second Year, Spring Semester	Continue providing chapters to your Faculty Advisor, Committee members, and Bill Ryan (for University Review) for feedback. Keep copies of all sources, maintain an updated bibliography, and Bluebook now to avoid issues later! Complete one-third of your dissertation and submit it in polished draft form to your Faculty Advisor, Committee members, and Bill Ryan (for University Review).	*January 10*: Submit your proposed SPP to your Faculty Advisor. ***January 10 – January 30*: Meet with your Advisor to discuss your proposed SPP.** Out-of-residence Candidates may meet with their advisor by phone. *January 31*: Submit your approved SPP to the SJD Program. Failure to submit your approved SPP on time will result in your disenrollment from the SJD Program. *March 15*: Check your Eagle Finance page on myau.american.edu under the finance tab and make sure you do not have an account stop that will prevent you from registering (e.g., outdated address, unpaid bills, etc.). Unresolved account stops will result in your disenrollment from the SJD Program. *May 1*: Submit one-third of your dissertation and submit it in polished draft form to your Faculty Advisor, Committee members, and Bill Ryan (for University Review). *May – June*: Meet with your Faculty Advisor and Committee Members to receive feedback on your draft and to create timelines for submissions. *May – June*: Meet with Bill Ryan to receive feedback on your citation and formatting.

Third Year, Fall Semester	Edit your dissertation for clarity, substance, and proper citation. Complete one half of your dissertation and submit it in polished draft form to your Faculty Advisor, Committee members, and Bill Ryan (for University Review)	***Throughout the Semester*: Meet regularly with your Faculty Advisor (a minimum of twice per semester is required).** *By August 15*: Check your Eagle Finance page on myau.american.edu under the finance tab and make sure you do not have an account stop that will prevent you from registering (e.g., outdated address, unpaid bills, etc.). Unresolved account stops will result in your disenrollment from the SJD Program. *August 30*: Submit your proposed Semester Progress Plan (SPP) to your Faculty Advisor. ***August 30 – September 15*: Meet with your Advisor to discuss your proposed SPP.** Out-of-residence Candidates may meet with their Advisor by phone. *September 15*: Submit your approved SPP to the SJD Program. Failure to submit your approved SPP on time will result in your disenrollment from the SJD Program. *December 1*: Submit one half of your dissertation in polished draft form to your Faculty Advisor, Committee members, and Bill Ryan. *December – January*: Meet with your Faculty Advisor to create timelines for submissions. *December – January*: Meet with Bill Ryan to receive feedback on your citation and formatting.
Third Year, Spring Semester	Complete two-thirds of your dissertation.	***Throughout the Semester*: Meet regularly with your Faculty Advisor (a minimum of twice per semester is required).** *January 10*: Submit your proposed SPP to your Faculty Advisor. ***January 10 - January 30*: Meet with your Advisor to discuss your proposed SPP.** Out-of-residence Candidates may meet with their Advisor by phone. *January 31*: Submit your approved SPP to the SJD Program. Failure to submit your approved SPP on time will result in your disenrollment from the SJD Program. *March 15*: Check your Eagle Finance page on myau.american.edu under the finance tab and make sure you do not have an account stop that will prevent you from registering

		(e.g., outdated address, unpaid bills, etc.). Unresolved account stops will result in your disenrollment from the SJD Program. *May 1*: Submit two-thirds of your dissertation in polished draft form to your Faculty Advisor, Committee members, and Bill Ryan. *May – June*: Meet with your Faculty Advisor and Committee Members to receive feedback on your draft and to create timelines for submissions. *May – June*: Meet with Bill Ryan to receive feedback on your citation and formatting.
Fourth Year, Fall Semester	Continue to edit your dissertation for clarity, substance, and proper citation.	***Throughout the Semester*: Meet regularly with your Faculty Advisor (a minimum of twice per semester is required).** *By August 15*: Check your Eagle Finance page on myau.american.edu under the finance tab and make sure you do not have an account stop that will prevent you from registering (e.g., outdated address, unpaid bills, etc.). Unresolved account stops will result in your disenrollment from the SJD Program.. *August 30*: Submit your proposed Semester Progress Plan (SPP) to your Faculty Advisor. ***August 30 – September 15*: Meet with your Advisor to discuss your proposed SPP.** Out-of-residence Candidates may meet with their Advisor by phone. *September 15*: Submit your approved SPP to the SJD Program. Failure to submit your approved SPP on time will result in your disenrollment from the SJD Program.

Fourth Year, Spring Semester	Complete final draft of dissertation.	***Throughout the Semester*: Meet regularly with your Faculty Advisor (a minimum of twice per semester is required).** *January 10*: Submit your proposed SPP to your Faculty Advisor. ***January 10 - January 30*: Meet with your Advisor to discuss your proposed SPP.** Out-of-residence Candidates may meet with their Advisor by phone. *January 31*: Submit your approved SPP to the SJD Program. Failure to submit your approved SPP on time will result in your disenrollment from the SJD Program. ***May 1*: Submit polished full draft to your Advisor, Committee members, and Bill Ryan. Failure to submit by May 1st will preclude a timely defense.** *May – June*: Meet with your Faculty Advisor and Committee Members to receive feedback on your draft and to create timelines for submissions. *May – June*: Meet with Bill Ryan to receive feedback on your citation and formatting.
Fifth Year, Fall Semester	Edit your dissertation for clarity, substance, and proper citation. Draft your Abstract, Acknowledgements, Table of Contents, and Bibliography. Ensure that your dissertation does not violate the WCL Honor Code and that your dissertation does not contain any plagiarism. Work with Bill Ryan on formatting and citations. Submit your final dissertation to your Committee. Schedule your dissertation defense.	***May 1 – September 1*: Meet with your Advisor, Committee members, and Bill Ryan to discuss the draft you submitted in May.** (The SJD program encourages these meetings to take place over the summer, but recognizes that is not always feasible. If it is not feasible, meet in September or October, as long as a full draft can be submitted by November 1.) *August 15*: Check your Eagle Finance page on myau.american.edu under the finance tab and make sure you do not have an account stop that will prevent you from registering (e.g., outdated address, unpaid bills, etc.). Unresolved account stops will result in your disenrollment from the SJD Program. *August 30*: Submit your proposed Semester Progress Plan (SPP) to your Faculty Advisor. ***August 30 – September 15*: Meet with your Advisor to discuss your proposed SPP.** Out-of-residence Candidates may meet with their Advisor by phone. *September 15*: Submit your approved SPP to the SJD Program. Failure to submit your approved SPP on time will result in your disenrollment from the SJD Program. *September-October*: Draft your Abstract, Acknowledgements, Table of Contents, and Bibliography. *September-October*: Edit the substance of your dissertation

		based on the feedback you received from the Committee and Bill Ryan. Finalize the title, table of contents, and bibliography. Edit citations to conform to Bluebook rules. *September – October*: Ensure that your dissertation meets the requirements of the WCL Honor Code. Remember that your SJD can be retroactively revoked for plagiarism! *November 1*: Submit your completed dissertation to Bill Ryan, the International Law Librarian, for review of whether your dissertation complies with the Provost's formatting requirements and citation norms. The University Review process may take up to three months. You may not orally defend your dissertation until the University Review is complete. *November 1*: Submit your completed dissertation to your Dissertation Committee for substantive review. *November 15*: Check your Eagle Finance page on myau.american.edu under the finance tab and make sure you do not have an account stop that will prevent you from registering (e.g., outdated address, unpaid bills, etc.). Unresolved account stops will result in your disenrollment from the SJD Program. *November – December*: While the University Review is ongoing, continue to edit your dissertation for clarity, substance, and proper citation in consultation with your Dissertation Committee. ***November – December*: Work with your Committee and the SJD Program to set a tentative date for your oral dissertation defense. Defenses must be planned at least 8 weeks in advance and must take place no later than March 1st to graduate in the spring semester. If you are planning to use a PowerPoint presentation or need other accommodations, tell the SJD Program as far in advance as possible.** *By December 15*: Dissertation defense scheduled, dissertation finalized.
Fifth Year, Spring Semester	Defend your dissertation. After your dissertation defense, complete any follow-up work that your Committee requires in order for you to graduate. Complete and return all ProQuest (publishing) forms to Bill Ryan. You cannot receive your diploma until you submit these forms.	***Throughout the Semester*: Meet regularly with your Faculty Advisor (a minimum of twice per semester is required).** January: Defenses must be planned **at least 8 weeks in advance** and must take place no later than March 1st to graduate in the spring semester. *January 10*: Submit your proposed SPP to your Faculty Advisor. ***January 10 - January 30*: Meet with your Advisor to discuss your proposed SPP.** Out-of-residence Candidates may meet with their Advisor by phone. *January 31*: Submit your approved SPP to the SJD Program. Failure to submit your approved SPP on time will result in your

		disenrollment from the SJD Program. ***January*: Meet with Bill Ryan to discuss the status of dissertation and any additional work required to complete University Review.** You may not orally defend your dissertation until after the University Review is complete. *January*: Meet with your Committee to discuss any required changes to your dissertation. *January*: Begin preparing for your oral dissertation defense. See Chapter 8, "Overview of The Oral Defense Process" for more information. *January – April*: Order commencement gowns and photographs. *March 15*: Check your Eagle Finance page on myau.american.edu under the finance tab and make sure you do not have an account stop that will prevent you from registering (e.g., outdated address, unpaid bills, etc.). Unresolved account stops will result in your disenrollment from the SJD Program. ***Date/Time TBD (no later than March 1st)*: Defend your dissertation before your Faculty Advisor, Committee Members, SJD Community and the Public.** After your dissertation defense, complete any follow-up work that your Committee or the Library requires in order for you to graduate. *May*: Attend commencement and celebrate! At Commencement, your Faculty Advisor will place the doctoral hood over your head, conferring your Doctor of Juridical Science degree and will address you as Doctor. Information about commencement will be announced at http://www.wcl.american.edu/commencement.cfm.

Three-Year Guide

The Three-Year Guide also follows the same schedule in the first year and condenses the deadlines in the additional years into two years instead of three or more years. The Three-Year Guide is as follows:

	Benchmarks	***Deadlines***
Second Year, Fall Semester	Work with your Faculty Advisor to identify your Committee members **Develop plan with your Faculty Advisor for submission of chapters of the consideration to Advisor, Committee Members, and Bill Ryan (for University Review).** Submit chapters of your dissertation to your Faculty Advisor, Committee members, and Bill Ryan to receive feedback while drafting. Cite and Bluebook as you write – avoid problems later! Complete the first half of your dissertation and submit it in polished form to your Faculty Advisor.	*By August 15*: Check your Eagle Finance page on myau.american.edu under the finance tab and make sure you do not have an account stop that will prevent you from registering (e.g., outdated address, unpaid bills, etc.). Unresolved account stops will result in your disenrollment from the SJD Program. ***Throughout the Semester*: Meet regularly with your Faculty Advisor (a minimum of twice per semester is required).** *August 30*: Submit your proposed Semester Progress Plan (SPP) to your Faculty Advisor. ***August 30 – September 15*: Meet with your Advisor to discuss your proposed SPP.** Out-of-residence Candidates may meet with their Advisor by phone. *September 15*: Submit your approved SPP to the SJD Program. Failure to submit your approved SPP on time will result in your disenrollment from the SJD Program. ***October 31*: Work with your Advisor to suggest Dissertation Committee members** (information about Committee composition is available in Chapter 5). Provide a final list of your Committee members (name, title and affiliation) to the SJD Program by completing the SJD Program Committee Appointment Form available at bit.ly/SJDCommittee. *December 15*: Submit the first half of your dissertation (in polished draft form) to your advisor and Committee members. *December 15*: Check your Eagle Finance page on myau.american.edu under the finance tab and make sure you do not have an account stop that will prevent you from registering (e.g., outdated address, unpaid bills, etc.). Unresolved account stops will result in your disenrollment from the SJD Program..

	Benchmarks	*Deadlines*
Second Year, Spring Semester	Continue providing chapters to your Faculty Advisor, Committee members, and Bill Ryan (for University Review) for feedback. Complete the first draft of your dissertation and submit it to your Faculty Advisor and Committee Members in polished form. Keep copies of all sources, maintain an updated bibliography, and Bluebook now to avoid issues later!	***Throughout the Semester*: Meet regularly with your Faculty Advisor (a minimum of twice per semester is required).** ***January*: Meet with your Advisor and Committee members to discuss the draft you submitted in December**. *January 10*: Submit your proposed SPP to your Faculty Advisor. ***January 10 - January 30*: Meet with your advisor to discuss your proposed SPP.** Out of residence Candidates may meet with their advisor by phone. *January 31*: Submit your approved SPP to the SJD Program. Failure to submit your approved SPP on time will result in your disenrollment from the SJD Program. ***May 1*: Submit a polished draft of your completed dissertation to your Advisor and Committee members. Failure to submit by May 1st will preclude a timely defense.** *May – June*: Meet with your Faculty Advisor and Committee Members to receive feedback on your draft and to create timelines for submissions. *May – June*: Meet with Bill Ryan to receive feedback on your citation and formatting.
Third Year, Fall Semester	Edit your dissertation for clarity, substance, and proper citation. Submit your dissertation for University Review (by November 1st). Draft your Abstract, Acknowledgements, Table of Contents, and Bibliography. Ensure that your dissertation does not violate the WCL Honor Code and that your dissertation does not contain any plagiarism. Work with Bill Ryan on formatting and citations. Begin scheduling your dissertation defense. Submit your final dissertation to	***Throughout the Semester*: Meet regularly with your Faculty Advisor (a minimum of twice per semester is required).** *August 15*: Check your Eagle Finance page on myau.american.edu under the finance tab and make sure you do not have an account stop that will prevent you from registering (e.g., outdated address, unpaid bills, etc.). Unresolved account stops will result in your disenrollment from the SJD Program. ***August 30 – September 15*: Meet with your Advisor to discuss your proposed SPP.** Out-of-residence Candidates may meet with their Advisor by phone. *August 30*: Submit your proposed Semester Progress Plan (SPP) to your Faculty Advisor. *September 15*: Submit your approved SPP to the SJD Program. Failure to submit your approved SPP on time will result in your disenrollment from the SJD Program. ***September*: Meet with your Advisor, Committee members, and Bill Ryan to discuss the draft you submitted in April.** (The SJD

	Benchmarks	***Deadlines***
	the Committee. Begin preparing for your defense.	Program encourages these meetings to take place over the summer but recognizes that is not always feasible.) *September*: Draft your Abstract, Acknowledgements, Table of Contents, and Bibliography. *September – October*: Ensure that your dissertation meets the requirements of the WCL Honor Code. Remember that your SJD can be retroactively revoked for plagiarism! *September – October*: Edit the substance of your dissertation based on the feedback you received from the Committee and Bill Ryan. Finalize the Title, Table of Contents, and Bibliography. Edit citations to conform to the Bluebook. *November 1*: Submit your completed dissertation to Bill Ryan, the International Law Librarian, for review of whether your dissertation complies with the Provost's formatting requirements and citation norms. The University Review process may take up to three months. You may not orally defend your dissertation until the University Review is complete. **Failure to meet the University Review deadline will delay your defense date and your graduation date.** *November 1*: Submit your completed dissertation to your Dissertation Committee for substantive review. *November – December*: While the University Review is ongoing, continue to edit your dissertation for clarity, substance, and proper citation in consultation with your Dissertation Committee. *December 15*: Check your Eagle Finance page on myau.american.edu under the finance tab and make sure you do not have an account stop that will prevent you from registering (e.g., outdated address, unpaid bills, etc.). Unresolved account stops will result in your disenrollment from the SJD Program. ***November – December*: Work with your Committee and the SJD Program to set a tentative date for your oral dissertation defense. Defenses must be planned at least 8 weeks in advance and must take place no later than March 1st to graduate in the spring semester. If you are planning to use a PowerPoint presentation or need other accommodations, alert Diana Sawyer as far in advance as possible.**
	Work with Bill Ryan on formatting and citations. Defend your dissertation.	***Throughout the Semester*: Meet regularly with your Faculty Advisor (a minimum of twice per semester is required).** ***January*: Meet with your Advisor and Committee members to discuss the draft you submitted in December.**

	Benchmarks	***Deadlines***
Third Year, Spring Semester	After your dissertation defense, complete any follow-up work that your Committee requires in order for you to graduate. Complete and return all ProQuest (publishing) forms to Bill Ryan. You cannot receive your diploma until you submit these forms.	*January:* Submit graduation application. Defenses must be planned **at least 8 weeks in advance** and must take place no later than March 1st to graduate in the spring semester. *January 10*: Submit your proposed SPP to your Faculty Advisor. ***January 10 - January 30*: Meet with your Advisor to discuss your proposed SPP.** Out of residence Candidates may meet with their Advisor by phone. *January 31*: Submit your approved SPP to the SJD Program. Failure to submit your approved SPP on time will result in your disenrollment from the SJD Program. *January*: Meet with Bill Ryan to discuss the status of dissertation and any additional work required to complete University Review. You may not orally defend your dissertation until after the University Review is complete. *January*: Begin preparing for your oral dissertation defense. See "Overview of the Oral Defense Process" for more information. *January – April*: Order commencement gowns and photographs. ***Date/Time TBD (no later than March 1)*: Defend your dissertation before your Faculty Advisor, Committee Members, SJD Community and the Public.** After your dissertation defense, complete any follow-up work that your Committee or the Library requires in order for you to graduate. *May*: Attend commencement and celebrate! At Commencement, your Faculty Advisor will place the doctoral hood over your head, conferring your Doctor of Juridical Science degree and will address you as Doctor. Information about commencement will be announced at http://www.wcl.american.edu/commencement.cfm.

Chapter 5: The Dissertation Writing Process

Structure of the Dissertation

The dissertation structure is 250 words per page. The dissertation must be of publishable quality and must make a novel contribution to the legal literature. The dissertation must prove a central thesis, which must be novel, sound, useful, and non-obvious.

If a portion of a Candidate's dissertation has been previously published, the Candidate must ensure that there are no restrictions in the publication agreement regarding republication of the work. If the work cannot be republished, the dissertation cannot be published and the SJD degree cannot later be conferred. Additionally, the Candidate must receive approval from the SJD Program to use material that has been previously published.

Guide to Dissertation Drafting

While there is no definitive guide on how to write an SJD dissertation, there are many helpful books and resources that address writing a dissertation in another discipline and writing law review articles and other scholarly legal pieces. Two of these highly valuable resources are: the fourth edition of *Academic Legal Writing: Law Review Articles, Student Notes, Seminar Papers, and Getting on Law Review* (5th ed. 2016) by Eugene Volokh and *Developing Quality Dissertations in the Social Sciences: A Graduate Student's Guide to Achieving Excellence* (2009) by Barbara E. Lovitts and Ellen L. Wert. These books are full of tips and suggestions on the dissertation research and writing process. We strongly encourage you to read these to learn how to write an outstanding dissertation.

- For information on how to ensure your dissertation is original and valuable, please read *Developing Quality Dissertations in the Social Sciences: A Graduate Student's Guide to Achieving Excellence* by Barbara E. Lovitts and Ellen L. Wert, pages 4-7.
- For information on how to ensure your dissertation is of outstanding quality, please read *Developing Quality Dissertations in the Social Sciences: A Graduate Student's Guide to Achieving Excellence* by Barbara E. Lovitts and Ellen L. Wert, pages 8-21.
- For tips on what to look for when editing your dissertation, please read *Academic Legal Writing: Law Review Articles, Student Notes, Seminar Papers, and Getting on Law Review* by Eugene Volokh, chapters 10 through 16.

Remember, these resources do not specifically apply to writing an SJD dissertation, so take the information provided and adapt it to your purpose.

Selecting the Committee

The Faculty Advisor serves as the Chair of the Dissertation Committee and two other members must be appointed to make up a full committee. The Committee Chair and at least one committee member must be WCL Faculty Members. In limited cases, when there is not a suitable academic available, one committee member may be a prominent practitioner with expertise in the SJD Candidate's field of study.

Although the Committee composition decision is ultimately left to the Faculty Advisor, SJD Candidates must work closely with their Faculty Advisor in selecting the other members of their Dissertation Committees. Except in atypical circumstances, Committees must be formed by the first semester of the second year so that the Committee can provide timely feedback to the Candidate as the dissertation progresses. SJD Candidates must complete the SJD Committee Appointment Form no later than October 31st of their second year in the Program.

The Faculty Advisor may decide to review drafts of chapters in advance of the Candidate sending those drafts to the other Committee members, but in all cases the Committee must provide substantial feedback in advance of the oral defense.

Faculty Workshops

SJD Candidates are encouraged to attend and participate in the Faculty Workshop Series to immerse themselves in the academic community and to learn from other scholars about effective research, writing, and presentation approaches. The SJD Director will send an email at the start of each semester notifying SJD Candidates of the dates and subjects of the faculty workshops, which are all held in Room 603.

Peer Review Panels

The Program offers Candidates the opportunity to "workshop" their papers, chapters, and ideas with other members of the SJD community. Generally held twice per semester, the SJD Candidates and faculty will meet to discuss the work of one or two Candidates and provide feedback and critique. Candidates who wish to present at a workshop should contact the Director of the SJD Program. SJD Candidates may present at any time during their Program beginning in the second semester of their residency year. All SJD Candidates are strongly encouraged to attend these workshops. Please note that these panels are held only at SJD Candidates' requests, and it is incumbent on the Candidates to request that they take place.

National Roundtable

Each year the SJD Candidates from universities across the U.S. meet to discuss their dissertations and to receive feedback on their research and establish contacts with other SJD Candidates. The Roundtable is held in November. Additional information will be provided in the fall semester. All SJD Candidates in residence are required to attend the Roundtable.

Association of Transnational Law Schools

The SJD Program is a member of The Association of Transnational Law Schools ("ATLAS"). ATLAS was formed in 2006 with the mission of bringing together talented doctoral students in the field of law. Every year, ATLAS holds a two-week meeting of student and faculty representatives from the partner institutions at which students have a chance to attend seminars and to workshop their research. In addition, ATLAS encourages students from member institutions to engage in research exchanges with partner schools. More information about ATLAS can be found http://bit.ly/SJDATLAS.

ATLAS's partner schools currently include University of Montreal (Canada), Bucerius Law School (Germany), the National University of Singapore (Singapore), Bar-Ilan University (Israel), Queen Mary University (London), and Osgood Hall Law School (Canada). Several additional universities may become partners in ATLAS over the coming year, including universities in China, Hong Kong, and Ireland.

If you are interested in a semester exchange with any of these universities, please contact SJD Director Amanda Frost.

Editing

Due to the unique nature of the SJD Program, SJD Candidates are permitted to engage editors to review the grammar, structure, and citation form of their dissertations. Editors may not contribute to the substantive aspects of the dissertation. The original thought contained in the dissertation must be the Candidate's alone. SJD Candidates are required to comply with the WCL Honor Code in all respects.

The Program maintains a list of editors who have indicated interest in working with SJD Candidates on their dissertations. The Program makes no representations about the qualifications of these editors, nor is the Program involved in any way in the relationship between the Candidate and the editor. SJD Candidates are encouraged to talk with other Candidates about expected level of compensation and editing expectations.

The list of potential editors is available at bit.ly/SJD_editors. Individuals who are interested in becoming editors may complete the form available at bit.ly/SJD_Editor_Form to be added to the list of potential editors.

The entities below are familiar with the University's formatting requirements and have successfully assisted main campus Ph.D. Candidates in the past. These companies charge a fee for the formatting and editing services they provide. Candidates may utilize these resources, but there is no obligation to do so. The websites for these services can be found at the following links:

- Dissertation Formatting - www.dissertationformatting.com/
- Top Copyediting Services - www.topcopyediting.com/home
- Manuscript Edit - www.manuscriptedit.com/

Whenever engaging any editor, Candidates are advised to interview the editor to understand the editor's level of experience, especially with the Bluebook.

Zotero

To help SJD Candidates with formatting their dissertations, International Law Librarian John Heywood created a custom WCL SJD Bluebook Style in Zotero. The style can be downloaded from http://bit.ly/SJDBluebookBiblio or refer to the index of this handbook which includes detailed instructions on the use of the custom style. If Candidates have any issues with the program, they should contact John Heywood at heywood@wcl.american.edu.

Chapter 6: Dissertation Formatting and Submission

American University requires certain formatting and dissertation submission processes. Because these rules are mandated by the University, Candidates must fully comply with them in order to obtain their degrees. SJD Candidates must review the guide and templates available at bit.ly/dissertationguide for information about the formatting and submission process. The process is complex and time-consuming and Candidates are encouraged to familiarize themselves with the requirements early in their SJD candidacy to ensure compliance.

Dissertation Templates

As noted, the University's formatting and submission requirements are voluminous. Candidates are therefore urged to use the templates that the University has created to help ensure compliance with the formatting requirements. The University's templates are available at bit.ly/WCLtemplates. Candidates should draft their entire dissertations in the template rather than copying and pasting it. Because of the complex formatting in the templates, copying and pasting the dissertation can disturb the formatting.

Submission Requirements

American University requires dissertations to be submitted electronically. Students must submit the final document to WCL on or before the published submission deadline. Dissertations must be submitted electronically through ProQuest Dissertations and Theses database (PQDT) and the American University Research Commons (American University's digital repository).

The deadlines for submission of the completed dissertation are:
- December Graduation: December 7th
- May Graduation[3]: April 29th
- August Graduation: August 8th

[3] *Note:* any formatting changes requested by the University may be completed after the published submission deadline.

Dissertation Checklist

This checklist is meant to serve only as a quick reference to the dissertation guidelines established by American University. The full text of the guidelines should be reviewed to ensure all requirements are met before final submission.

Sequence of Pages

___ Correct order

Title Page

___ Matches American University's web templates/samples

___ No page number can be displayed on this page

___ Title should display at least 1 inch from the top of the page (1.25 inches from the top of the page is recommended)

___ Full title in all capital letters

___ Title centered on page

___ No period after the title

___ "By" followed by student's name centered on page below title

___ Degree Statement centered on page below student's name

___ List of dissertation committee members with signature lines on right side of document

___ List "Dean of the Washington College of Law" with signature line and date on left side of document

___ Year degree was granted followed by "American University, Washington, D.C. 20016"; centered at the bottom of the page

Copyright Page

___ Copyright statement

___ Student's name

___ Year of actual graduation

Abstract Page

___ Title of Dissertation, centered, written in capital letters at top of page

___ Student's name, centered

___ The word "Abstract", centered

___ The body of the abstract, left or full-justified

Page Numbering

___ No page number displayed on title page

___ Page numbers are consistent throughout dissertation

___ Page numbers fall within the margin, at least ¾ of an inch from the edge of each page
___ Page numbers are either at bottom center, bottom right, or top right of each page

Margins
___ Top: 1"; left: 1"; bottom: 1"; right: 1"; page numbers (within the margins) set at least ¾ of an inch from the edge of each page
___ Consistent margins throughout the dissertation
___ Text is either left-justified or full-justified

Line Spacing
___ Space-and one-half or double-space line spacing
___ All paragraphs are indented from the left margin
___ Text is double-spaced (with few exceptions such as block quotations, scholarly references, and titles where single spacing is allowed)

Fonts
___ Same font used throughout dissertation
___ No italics used
___ 10 pt Arial or 12 pt Times New Roman used for text
___ Chapter and section headings are no larger than 14 pt
___ Tables, captions, and footnotes are no less than 10 pt

Table of Contents
___ All content in dissertation, beginning with Abstract, but excluding ToC is listed. (e.g. chapter title, appendices, references, etc.)
___ Two levels of subheadings at maximum
___ Chapter subheadings are single-spaced
___ Page numbers are flush right

Tables and Figures
___ List of Tables is formatted in the same as ToC
___ Must fit within the margins of dissertation
___ Illustrations must be numbered consecutively and placed within 1-3 pages of the text to which it refers.
___ Figure captions are no smaller than 10 pt

Body
___ Body is typed continuously
___ Text is double-spaced
___ Each new chapter begins on a fresh page

Letters of Permission
___ Letters requested
___ Letters received
___ Letters submitted to UMI

Formatting
___ Fonts embedded
___ One single PDF file with no security settings

ProQuest

To facilitate the required electronic submission of a dissertation the University requires each Candidate to create an electronic ProQuest account. ProQuest is the University contracted distributor of all dissertations and thesis completed at AU.

To create a ProQuest account, go to the ETD homepage at bit.ly/ETDhome. This address may also be found on the website of the Vice Provost for Research and Dean of Graduate Studies, bit.ly/ThesesGuide, under the ETD Submission Site link. From the ProQuest home page, click on "Submit my Dissertation/Thesis" and create and account when prompted.

In order to graduate, the University requires each Candidate to create an account and complete the ProQuest application, including choosing a publishing option. ProQuest provides two publishing options: either traditional publishing or open publishing. Information concerning these options is available on the ProQuest site. There is no cost to Candidates who choose traditional publishing. Open publishing will cost the Candidate $65. Additionally, Candidates may also choose to have ProQuest file for U.S. copyright for them and may also choose to purchase copies of their published dissertations from ProQuest. If the Candidate chooses either of these last two options or open publishing, he or she must include a credit card number in the appropriate place on the application form. Candidates cannot graduate if they do not complete this requirement.

Chapter 7: Research Policies and Training

ORCID: Open Researcher and Contributor Identifier

Your name alone is too ambiguous to globally, uniquely identify you (and your work) as a researcher. A solution: ORCID, the Open Researcher and Contributor Identifier.

ORCID provides a persistent digital identifier that distinguishes you from every other researcher and, through integration in key research workflows such as manuscript and grant submission, supports automated linkages between you and your professional activities ensuring that your work is recognized. All SJD Candidates must register for an ORCID ID. Registration for an ORCID ID can be accessed at http://bit.ly/AUsjdORCID.

Responsible Conduct of Research Policy

Research, scholarship, professional, and creative activities conducted at American University are to be done according to the highest ethical and professional standards. A framework for imparting the "best practices" associated with ethical and professional standards, and increasingly regarded as a critical component of scholarly and career development, is training in the Responsible Conduct of Research (RCR). The initial National Institutes of Health (NIH) policy on RCR was published in 1989. RCR training was mandated for graduate students and postdoctoral fellows and faculty funded by the NIH training grants and career awards. New standards for RCR training were issued by the NIH on January 24, 2010.

RCR training is required for NIH Institutional Research Training Grant Awards, Individual Fellowship Awards, Career Development Awards (Institutional and Individual), Research Education Grants, Dissertation Research Grant Awards, and other grant awards with a training component as noted in the funding opportunity announcement and must meet more specific guidelines. As of January 4, 2010, RCR training is also required for undergraduates, graduate students, and postdoctoral fellows funded by the National Science Foundation (NSF). **Beyond these regulations, RCR training is strongly encouraged for all faculty, staff, and students engaged in scholarly work, regardless of funding source or field of study.**

RCR training usually includes the following topics.

- Research Misconduct (falsification, fabrication, plagiarism)
- Conflict of Interest and Conflict of Commitment
- Authorship and Publication
- Data Management and Data Ownership
- Mentor and Traineeship Responsibilities
- Peer Review
- Collaborative Research
- Protection of Human Subjects
    - Welfare of Laboratory Animals

Other topics frequently considered in RCR training include ethical deliberation, whistle blowing, lab management, environmental and lab safety, intellectual property, national security and export control, research in international and intercultural environment, and public diplomacy/policy.

American University is in the process of developing resources for RCR training, including an on-line course developed by the Collaborative Institutional Training Initiative (CITI). The CITI on-line course can be accessed at bit.ly/CITIprogram. Be sure to affiliate with American University during registration. Do not select "Human Subjects Research" modules from the "Select Curriculum" screen unless directed by your Faculty Advisor or the Institutional Review Board (IRB).

Institutional Review Board Requirements and Approval Process

Federal regulations and American University policy require that any research conducted using human subjects must be submitted to the Institutional Review Board (IRB) for approval. Such research includes any information gained from other humans, including interviews. The Program expects that the research for many SJD

Candidates may ultimately be exempted from the review process. As a member of the American University community, however, Candidates must undertake the following steps to ensure that you are in compliance with the IRB policies.

Notice - The IRB has discontinued the use of Adobe PDF files effective September 1, 2015. Cayuse IRB, an online protocol management and review system is currently in use.

Cayuse IRB is available to American University faculty, staff, and students. Students will also need a faculty advisor to use the online system.

Please use the Cayuse Account Request to gain access to the new system.

Notice - Please submit forms at least one month prior to the projected start of research.

1. Unsure if your project qualifies as human subjects research? Use the IRB determination tool. If you are instructed to apply for IRB exemption or approval, proceed to step 2.
2. To apply for exemption (review the categories for exemption) from IRB approval, complete a request for exemption form. If your research is not exempt, complete an IRB application and attach all supplements and required signatures and mail to Matt Zembrzuski, IRB Coordinator, 158 Sports Center Annex. Alternatively, you may e-mail PDF files with signature pages scanned to zembrzus@american.edu. Be sure to provide certification that you have completed the required training to conduct human subjects research. Students must obtain an endorsement from their faculty research supervisor before the application will be reviewed.
3. Your application will be reviewed to determine if it is complete. Incomplete applications will be rejected and returned to the investigator. Completed applications will be evaluated to determine if they fall within one or more of the specified categories of exempt research per federal regulations, or if they should have either an expedited (review the categories for expedited review,) or full board review.
4. Exempt requests will be reviewed by the designated IRB member or the Unit IRB Liaison, and/or the IRB Coordinator. Denials will be forwarded to the IRB chair for expedited review. Once it is determined if an application is exempt, the investigator will be informed of the decision.
5. Expedited requests will be reviewed by the IRB Chair or the designated IRB member and/or the IRB Coordinator. Approvals will be valid for up to one year. Denials for expedited review will be forwarded for full board review by the IRB. The investigator will be informed of the decision.
6. The IRB will meet once a month and review applications. Approved applications will be valid for up to three years. Federally funded research must be renewed on an annual basis. The investigator will be informed of the decision.
7. Work on a project cannot extend beyond the date approved by the IRB. If it is necessary for work to extend beyond this date, a Continuation/Termination Request must be submitted.
8. Work on a project cannot be modified from the approved protocol. If any changes are to be made, a Modification Request Form must be submitted.
9. No research can be conducted until the investigator has received confirmation from the IRB Coordinator that the application is either exempt or approved, or in the case of renewals and modifications, until they are approved.

The IRB Process is explained in more detail on the IRB website. Please read the explanation below as well as the materials on that site so that you familiarize yourself with the process and requirements. Please contact the IRB Coordinator at (202) 885-3447 if you have questions about the process or to check the status of your application.

Please note that the IRB meets only once a month and you cannot conduct any human subject research until the IRB confirms that you are either exempt or approved. For these reasons, if you are intending to do any research that may require IRB exemption or approval in the coming months, you should submit the required paperwork as soon as possible.

What is the purpose of IRB Approval?
Research conducted using human participants is overseen by American University's IRB. Its purpose is to facilitate human subjects research

and to ensure the rights and welfare of human subjects are protected during their participation.

What needs IRB approval?
All Human Subjects Research must receive approval from the IRB. Therefore, if your research meets the definitions of both research and human subjects, you must complete the IRB process.

What are the definitions of research and human subjects?
Federal regulations define research and human subjects as follows:

Research is a systematic investigation, including research development, testing and evaluation, designed to develop or contribute to generalizable knowledge. Activities which meet this definition constitute research for purposes of this policy, whether or not they are conducted or supported under a program which is considered research for other purposes. For example, some demonstration and service programs may include research activities.

A *human subject* is a living individual about whom an investigator (whether professional or student) conducting research obtains:
1. Data through intervention or interaction with the individual, or
2. Identifiable private information.

In determining whether you meet these definitions, consider the following three questions:

1. Does your project constitute human subjects research, as defined in federal regulations?
Research is a systematic investigation, including research development, testing and evaluation, designed to develop or contribute to generalizable knowledge.

One way of thinking about the meaning of "designed to develop or contribute to generalizable knowledge" is to consider whether the intent is to publish the results (e.g., in a journal that the students from SIS publish called Journal of International Service or a peer-reviewed scholarly journal) or present them at a professional conference. If so, the project is research. If not, in particular if the main intent is advancing the student's research training, then in the eyes of the IRB, the project is not research. The responsibility for monitoring it lies with the faculty supervisor (who should complete human subjects ethics research training), not the IRB.

A human subject is a living individual about whom an investigator (whether professional or student) conducting research obtains:
1. Data through intervention or interaction with the individual, or
2. Identifiable private information.

The word "about" is important here. Asking a subject what she or he thinks about the IRB process at American University, and collecting this information anonymously, would not constitute research with human subjects because the information is not "about" the subjects but rather about the IRB process.

2. Does your research involve vulnerable populations (children, prisoners, pregnant women, or handicapped or mentally disabled persons)?
If so, it should be submitted to the IRB, regardless of whether it meets the federal definition of human subjects research.

3. Does your research pose minimal risk to participants?
Minimal risk means that the probability and magnitude of harm or discomfort anticipated in the research are not greater in and of themselves than those ordinarily encountered in daily life or during the performance of routine physical or psychological examinations or tests. If the research is more than minimal risk, it should be submitted to the IRB no matter what.

In sum, if your SRP project is minimal risk and does not involve a vulnerable population and does not meet the federal definition of human subjects research, then it does not have to be submitted to the IRB and can instead be supervised solely by your Faculty Advisor.

If you have any questions about the application of this analysis to your project, contact the IRB Coordinator Matt Zembrzuski at irb@american.edu.

What is the general process for obtaining IRB approval?

Use the IRB determination tool to see whether your project qualifies as human research. If you are instructed to apply for IRB exemption, register and create an account with Cayuse IRB and complete a request for exemption form.

If your research is not exempt:

Complete the IRB application. Complete the required training.

Completed applications will be evaluated to determine if they fall within one or more of the specified categories of exempt research per federal regulations, or if they should have either an expedited (review the categories for expedited review,) or full board review.

If your application is incomplete, it will be returned to you.

Complete applications will continue the IRB process.

Citation Requirements

All citations within the dissertation must conform to the format and rules outlined in *The Bluebook: A Uniform System of Citation* (20th ed.). Bluebook citation requirements are discussed extensively in the Doctoral Colloquium. The closest approximation to a dissertation type of document addressed in *The Bluebook* is the law review article. Candidates should follow the rules and format that applies to this style of legal writing.

The Bluebook must be followed throughout the dissertation, with two exceptions.

First, *The Bluebook* does not contain guidance concerning the formulation, organization, and content of the Bibliography, a University requirement for the dissertation as well as a universally recognized part of an academic work. The general rule is to use exactly the same citation you have used in an introductory footnote, without a pincite. Furthermore, you may, but are not required to, include the place of publication and the publisher for a book. For all citations with an author (e.g., books, periodicals, etc.), you must switch the order of the names in the citation. For example, consider the following footnote:

DEBORAH L. RHODE, JUSTICE AND GENDER 56 (1989). One option of a proper citation in a bibliography is: RHODE, DEBORAH L., JUSTICE AND GENDER (1989). A second option of a proper citation in a bibliography is: RHODE, DEBORAH L., JUSTICE AND GENDER (Oxford, Oxford Univ. Press 1989). If you choose to include the place of publication and publisher for one book, you must do so for all.

Second, although *The Bluebook* provides guidance about how to cite non-U.S. material in Table T.2, not all jurisdictions are covered. If the jurisdiction is not contained in Table T.2, Candidates should contact Bill Ryan to devise a system for citing to the jurisdiction.

Chapter 8: The Oral Defense Process

Scheduling the Oral Defense

SJD Candidates and their Advisors must schedule the defense with the SJD Program as soon as is practicable in the semester before the Candidate intends to graduate (but no earlier than October 31st for a spring defense). Because Committees often require Candidates to revise the dissertation significantly after the defense, all defenses must take place early in the semester in which a Candidate intends to graduate. When scheduling the dissertation defense, candidates must give at least four weeks' notice to Amanda Frost and Elizabeth Cavanagh. Following the defense, Candidates must comply with all directions from their Committee members, the Library, and the SJD Program by the deadlines below.

Two conditions must be met before scheduling of the defense can commence:

1. The Committee must be in agreement that the Candidate has made sufficient progress on the written work product such that the Candidate will be able to complete all requirements before the end of the semester.

2. Bill Ryan must certify that the Candidate has made sufficient progress on the formatting and citation requirements such that the Candidate will be able to achieve University certification no later than the following dates:[4]

	Defenses must be completed by:	Dissertations must be completed and approved by all Committee members and the Library by:
December Graduation	October 15th	December 7th
May Graduation	March 1st	April 29th
August Graduation	July 15th	August 8th

[4] If the deadline falls on a Saturday, Sunday, or holiday, the deadline will be the following business day.

Preparing for the Oral Defense

The purpose of the dissertation defense is to share the results of the doctoral dissertation, to demonstrate to the faculty and academic community the depth, breadth, and contribution of the work, and to convince the examination committee that the quality of the dissertation research and writing is worthy of conferral of a doctoral degree. Candidates must also demonstrate their ability to publicly speak about their work and their ability to defend their work when questioned.

The scope of the oral dissertation presentation should include the basis for the position and the core argument of the dissertation. Candidates must be prepared to answer questions about the legal, historical, and political background of their topic as well as the finite details and assertions of the dissertation.

Examination Committee

The examination committee is comprised of the Faculty Advisor and the dissertation committee members who were appointed in the Candidate's second year. At least two members of the committee must be faculty at American University. One member of the committee may be faculty at another university. In exceptional cases, one member of the committee need not have an academic affiliation, although that person must have either a J.D. or a Ph.D. and must be an expert in the field. Committee Members must primarily reside in the United States.

Committee members and SJD Faculty and Administration members will be seated at tables in the front of the room and the rest of the audience will be seated behind them.

Audience

The oral dissertation defense is open to any interested members of the academic or professional community including, but not limited to, committee members, students, faculty, deans, professionals, program graduates, and other members of the public. Personal guests may attend but must respect the professional nature of the event. Personal guests may not ask questions.

Procedure

Candidates are encouraged to use PowerPoint or other computer presentations during their defense. Candidates are responsible for creating their own visual aids but should notify the SJD Program in advance of the defense of the aids they intend to use in order to ensure that the correct technology is present. Such notifications should be sent to lawandgov@wcl.american.edu. Candidates should not include any American University Washington College of Law logos in their presentation and/or presentation materials.

The Candidate should arrive at least 30 minutes before the scheduled start time to ensure presentation materials (posters, PowerPoint, etc.) are ready, to check that the room is comfortable for the audience, and to greet committee members and audience members as they arrive. Candidates should be particularly careful to ensure that the audio visual equipment is working in advance of the scheduled start time. Candidates should host the event in a professional manner reflective of the quality and contribution of the work they are presenting.

The Candidate must stand at the podium in front of the room throughout the defense and the questioning period. Candidates must act in a professional manner throughout the defense.

Defense Timeline

The dissertation defense, which lasts approximately two hours, takes the following form:

Introduction: The SJD Program Director or Associate Director opens the defense, greets the audience, provides a general outline of the proceedings, and introduces the Candidate and Faculty Advisor. The Chair of the Examination Committee introduces the other examination committee members.

Oral Presentation: The Candidate delivers his or her oral presentation of the dissertation for no more than 25 minutes. Interruptions from the examination committee are limited to only those that are absolutely necessary (i.e., to clarify a material point, instruct the Candidate to speak louder or more slowly, etc.).

Questioning by the Committee: The Advisor leads the examination committee in approximately 45 minutes of sustained, probing, and challenging questioning of the Candidate's conclusions, arguments, and assumptions. Questions will be tailored to the Candidate's topic, but types of questions the Candidate should be prepared to answer or respond to include the following:

- Explanation of "basic" law on your topic.
- What is the point of your thesis? Why?
- What are alternatives to your theory, conclusion or proposal?
- What are the practical consequences of your proposed solution?
- If you propose a change to the law: what legislative bodies would need to pass the bill/amendment/rule? What is the practical likelihood of the proposed change passing? What procedural hurdles might the proposal face?
- What are historically relevant events and legal/political theories as well as the possible criticisms that those theorists may have on your thesis?
- What criteria are you using to measure whether the state of the current law is sufficient? And if it is not, then why is it not?
- What would be the economic benefits & burdens of your proposal?
- Has there been an effort in the subject circle to make the changes you propose? What were the results?
- How will your proposal be legally binding?
- Who will be affected by your proposal? How will they react to that proposal? Countries? Organizations? People?

Questioning by the Audience: The Advisor invites questions from observers, and the examination committee monitors the Candidate's responses to one or two questions.

Committee Deliberation: Before the Committee retires, the Faculty Advisor may either (1) invite observers to remain in the defense room and continue questioning the Candidate in the committee's absence and then remain for the

delivery of the committee's verdict or (2) adjourn the public portion of the defense.

Committee verdict: Once the examination committee has reached a verdict, it returns to the defense room and the Faculty Advisor delivers one of five possible verdicts (described below). The advisor may then lead the examination committee in the provision of feedback to the Candidate.

Potential Verdicts

In its deliberations, the examination committee must decide among five verdicts, mindful that the standard for degree conferral is the submission and defense of a dissertation of publishable quality that makes a scholarly and original contribution to the literature and the area of the Candidate's specialization, and that is typically from between 150 and 300 pages in length. The five verdicts are:

1. ***Unconditional Substantive and University Clearance Pass.*** This verdict means that the SJD Degree will be conferred without any additional required edits to the dissertation, although informal suggestions for improvement can be offered to the Candidate. Candidates who have not yet received University clearance are not eligible for this verdict.

- Following this verdict, all three committee members will sign the title page of the dissertation.

2. ***Unconditional Substantive Pass and Conditional University Clearance Pass.*** This verdict means that the SJD Degree will be conferred without any additional substantive edits to the dissertation, although informal suggestions for improvement can be offered to the Candidate, but the Candidate still needs to receive University clearance. Candidates who have met all substantive requirements but who have not received University clearance before the defense must receive this verdict.

- Following this verdict, all three committee members will sign the title page of the dissertation.

3. ***Approval of the Dissertation Conditioned on Minor Improvements.*** This verdict means that the SJD Degree will be conferred only upon submission to the advisor of a final dissertation draft incorporating relatively minor substantive improvements, within six weeks of the oral defense.

- Following this verdict, the two committee members other than the committee chair will sign the title page of the dissertation.
- The Faculty Advisor shall prepare and deliver within one week to the Candidate a memorandum detailing the reasons supporting the verdict and the specific conditions attached to approval of the dissertation and, thus, the degree's conferral.

4. ***Approval of the Dissertation Conditioned on Major Improvements.*** This verdict means that the SJD Degree will be conferred only upon submission to the full examination committee of a final dissertation draft incorporating relatively major substantive improvements, within twelve weeks of the oral defense.

- Following this verdict, no committee members sign the title page of the dissertation.
- The Faculty Advisor shall prepare and deliver within one week to the Candidate a memorandum detailing the reasons supporting the verdict and the specific conditions attached to approval of the dissertation and, thus, the degree's conferral.

5. ***Failure.*** Failure of the defense should be reserved for those Candidates whose dissertations require improvements not capable of being made within 12 weeks.

- Following this verdict, no committee members sign the title page of the dissertation.
- The Faculty Advisor shall prepare and deliver within one week to the Candidate a memorandum detailing the reasons supporting the verdict.

Chapter 9: Graduation Requirements and Commencement

Application for Graduation

SJD Candidates must submit an Application for Graduation in the Office of the Registrar before the end of the Add/Drop period for their final semester of study. The application will trigger a review of the student's academic record to determine whether it is possible for the student to complete degree requirements at the end of that term. The Office of the Registrar cannot process the necessary information for final clearance to graduate until the application is submitted either in-person or electronically. SJD Candidates who fail to complete all degree requirements by the end of the term for which they applied to graduate must reapply in order to graduate later. The Application for Graduation is available online at the MyAU Eagle Finance Student Registration and Planning Portal. Students can also submit a paper application to the Registrar's Office in Capital 101.

Students anticipating graduation in August must complete the graduation application form during the registration period in the **Spring** semester. This will ensure that August graduates are provided timely information about commencement logistics and festivities.

Commencement

All Candidates are encouraged to attend their Commencement exercises. The date for Commencement is in the Academic Calendar, which is located at bit.ly/WCLRegistrar. Students are advised to check MyWCL, the WCL website, and their american.edu email accounts for information as commencement approaches.

Students are advised to check bit.ly/WCLCommencement during the Spring semester for updated information about commencement.

Eligibility to Attend Commencement

Commencement is held every May. Only Candidates who have completed all requirements for the degree may participate in Commencement. Candidates who have defended their dissertations but have not completed all additional work required by their committees and/or the Library may not participate in Commencement. The names of August graduates are listed in the Commencement Program for the next academic year, even if students participate in Commencement the May before they graduate. August and December graduates are invited and encouraged to attend the first Commencement held after they graduate, i.e. in May.

Academic Regalia

Cap, gown, and hood rental information will be available in March at bit.ly/WCLCommencement. Herff Jones provides the academic regalia. When ordering regalia, Candidates should request the same regalia as LLM graduates. Graduation announcements and other graduation mementos can also be ordered at this time. Students may pick up their regalia in May at the Campus Book Store a couple of days before the commencement ceremony. Students may keep their tassels, but all other regalia must be returned to the Campus Book Store after the commencement ceremony. If the regalia is not returned, the University requires that a hold be placed on transcripts and bar forms.

Photographs

Group photographs of the graduating SJD Candidates in full academic regalia are taken before Commencement begins. Students are advised to check MyWCL, the WCL website, and their american.edu email accounts for information on purchasing the photographs.

Ceremony

Commencement Exercises are held at the Bender Arena on American University's Main Campus. No tickets are required for entry. SJD Candidates are announced individually and the individual Candidate is "hooded" by his or her Faculty Advisor in front of all attendees.

Reception

Following the Commencement ceremony, a reception is held for all graduates on Main Campus.

Celebrations

Graduates Reception

WCL holds a mid-year reception to honor all August and December graduates. August and December graduates are encouraged to attend both this reception and the reception outlined below.

WCL Commencement Reception

The Dean invites all graduating students to a reception the evening before Commencement. The event is open to graduates and a limited number of their friends and family. More information is announced in the spring semester. Dress ranges from party attire to semi-formal.

Chapter 10: Law School and University Services and Opportunities

American University Writing Lab

The Writing Lab is open to all students enrolled in undergraduate or graduate level courses at American University. Writing Lab counselors are available to assist students in every stage of the writing process. The Writing Lab also conducts a workshop for international students on how to write in the United States. The Writing Lab is located in the Academic Support Center in MGC 243 on Main Campus. To make an appointment with a counselor, please visit bit.ly/writinglabappt. For more information on the Writing Lab, please visit bit.ly/AUWritingLab or email writinglab@american.edu

Center for Teaching, Research & Learning (CTRL) Services

The Center for Teaching, Research & Learning (CTRL) provides opportunities for American University faculty and students to enhance their research skills and knowledge of research methods. Located in Room 214 in the Hurst Building on Main Campus, CTRL unites faculty and students from across disciplines to discuss research practices. CTRL is open Monday through Friday from 9:00 a.m. to 5:00 p.m. The Research Support Group of CTRL also offers access to specialized software and technical support. For more information, please visit bit.ly/CTRLmain or call (202) 885–2117.

1. The CTRL Lab - The CTRL Lab provides access to specialized research-related software and computer programs. Lab consultants are available on site to provide support. The CTRL Lab is located on the second floor in Room 202 of the Hurst Building on Main Campus and is open during fall and spring from 9:30 a.m. to 8:30 p.m. on Monday through Thursday; from 9:30 a.m. to 7:00 p.m. on Friday; and from 12:00 p.m. to 7:00 p.m. on Saturday. The CTRL Lab is open during summer and Winter Break from 9:30 a.m. to 5:30 p.m. on Monday through Friday. For more information on the CTRL Lab, please visit bit.ly/CTRLlab or email rsg@american.edu. For more information on the software available in the CTRL Lab, please visit bit.ly/AUsoftware.

2. GIS and Mapping - CTRL offers geographic information system (GIS) software to create and analyze maps. GIS can be a useful tool in analyzing the impact of certain laws. For example, GIS has already been used in public law to show the outcomes of criminal cases by geographical district. CTRL offers online tutorials and one-on-one sessions with staff to create maps that best suit your needs. For more information on GIS, please visit bit.ly/GISandmapping or email rsg@american.edu.

3. Research Consultations - CTRL has consultants who are available to assist students and faculty in learning the various types of software that the CTRL Lab supports. No appointment is needed for a personal tutorial. The schedule and availability of consultants can be found at bit.ly/CTRLconsult.

4. Research Events - CTRL offers research methods seminars that showcase the work of professional researchers. Researchers present a recent project with emphasis on method selection, implementation, and analysis. The seminars may provide information on new methods and resources to research specific topics. For more information on the seminars, and to locate past and future events, please visit bit.ly/RSGevents.

Graduate Research Center (GRC) Services

The Graduate Research Center is a study and event space for graduate students. The Center is located on Main Campus between the Library and the School of International Service. The Center is open 24 hours a day, 7 days a week for graduate student use while classes are in session. Center staff is on site from 8:00 a.m. to 8:00 p.m. on Monday through Friday and from 9:00 a.m. to 8:00 p.m. on Saturday and Sunday. Graduate students must use their student ID cards to access the Center after hours. For more information on the Center, please visit http://bit.ly/GRCenter or call (202) 885-3202.

1. Collaborative Workroom Reservations - The Graduate Research Center has two workrooms that are available for student use. Each workroom can facilitate groups of two or more students. Graduate students can reserve a workroom for up to three hours between the hours of 8:00 a.m. and midnight. The workrooms are available on a first-come, first-serve basis at all other times. For more information and to learn how to make a reservation, please visit bit.ly/LibraryPolicies.

2. Day-Use Locker Checkout - Students can rent lockers at for up to 24 hours at the Center from the GRC desk. Lockers are due when the library closes the following day. For more information on locker policy, please visit http://bit.ly/GRCenter or call the GRC desk at (202) 885–3202.

3. Dissertation Formatting Assistance -- GRC staff is available to assist students in organizing and formatting their dissertations. Assistance is available on a walk-in basis between 8:00 a.m. and 8:00 p.m. on Monday through Friday and between 9:00 a.m. and 8:00 p.m. on Saturday and Sunday. Any specific questions involving research, content, or citations should be directed to an appropriate person at WCL, such as a research librarian, professor, or dissertation advisor.

Continuing Legal Education (CLE) Credit

SJD Candidates who are members of a bar in the United States may be eligible to receive Continuing Legal Education (CLE) credit for attending classes or WCL events for which CLE credit has been applied. WCL is an accredited provider for Virginia, Pennsylvania, and New York. Accreditation for all other states is applied for as requested. For more information or to start the process, students should contact Jennifer Dabson, Director of the Office of Special Events and Continuing Legal Education, at jdabson@wcl.american.edu. The process can be lengthy and students are encouraged to seek CLE certification as early in the Program as is feasible.

Requesting an Official Transcript

Students and alumni can order transcripts online. WCL, in partnership with SCRIP-SAFE International, provides twenty-four-hour access to online ordering and delivery of official transcripts. Your credit card will be charged $5.00 per transcript at the time of your order. Order updates are emailed to you, and you may check your order status and history online. Order your transcript at: iwantmytranscript.com/american. Students will be directed to create a personal profile and user ID and password, which they will use to place future orders. Students will be required to sign a consent form one time. Students can elect to have their transcripts sent electronically or by mail to designated third parties.

Full instructions are available on the Registrar's website at bit.ly/TranscriptInstructions.

Class Recording Requests

When possible and appropriate, students who need to miss classes may have them recorded by the Office of Technology. To request that a class be recorded, a student must email the Office of Student Affairs (studentaffairs@wcl.american.edu), the professor of the class that is being missed, and the Media Control Center (mcc@wcl.american.edu). Third-party documentation accompanying the request may be required to fulfill such requests; the documentation should be provided in advance when the situation warrants, or following the need for class recording when prior documentation is unavailable.

Class recording will be authorized when a compelling, non-volitional circumstance causes a student to have to miss a class. Such circumstances may include a death in the family, serious family or medical emergencies, observance of a religious holiday, and jury duty. Other circumstances may also arise and will be assessed on a case-by-case basis in consultation with the Associate Dean for Student Affairs, David Jaffe. Students should carefully consider their situation before making the request.

Inclement Weather Information

The University Provost decides whether or not to close or to delay the opening of the university. In the event that the opening of the university is delayed or cancelled, any classes scheduled to begin before the time the campus opens will not

meet. All other WCL classes will meet as scheduled.

The resources below can provide you information on school closings and class cancellations or delays:

- AU Information Line (202-885-1100)
- WCL Class Cancellation Line (202-274-4400)
- Local TV and radio stations, including:
    - WAMU (88.5 FM)
    - WASH (97.1 FM)
    - WMAL (630 AM)
    - WTOP (103.5 FM)

Students may call 202-885-1100 beginning at 6:00 a.m. to hear a recording announcing inclement weather and closings. Students are also encouraged to call the WCL Class Information Line at 202-274-4400 during inclement weather because individual class cancellations may occur even if WCL is open.

RAVE Alerts

To receive text messages and/or emails from the University about closings, delayed openings and other emergencies, students should sign up for RAVE Alerts. RAVE alerts will be used only for critical communications. Standard text messaging rates may apply. Call 202-885-2550 or e-mail helpdesk@american.edu with any questions.

To register for RAVE Alerts:

- Visit www.getrave.com/login/american.
- Step 1: Register using myau.american.edu username and password.
- Step 2: Enter first and last name. Select Finish. Select Continue.
- Step 3: Select Activate RAVE Now to add a mobile phone number.
- Step 4: Enter a ten-digit mobile number and confirm carrier. If the incorrect carrier is displayed choose carrier from the dropdown list. Select Next.
- Step 5: A four-digit confirmation code will be sent to the mobile phone via text message. The four-digit code should be input into in the Confirm Mobile Number field. Select Finish.
- Step 6: Agree to Rave Terms and Conditions. Select Submit.

Disability Support

WCL is committed to making all of its educational opportunities accessible to students with disabilities by providing them with reasonable accommodations. Accordingly, students are encouraged to notify the school of their disability as early as possible after submitting seat deposits. The notification and accommodation request process is confidential.

The Office of Student Affairs works closely with the Academic Support and Access Center ("ASAC") on main campus to coordinate a variety of services for students with disabilities. Services vary according to the type and level of impairment experienced by each student. To ensure that appropriate accommodations are received in a timely manner, students should follow these general procedures in their request for accommodations:

Students should contact the ASAC for ADHD/learning disabilities or for other disabilities to discuss the request for accommodations. Students seeking accommodations will be asked to fill out paperwork and/or provide documentation of their disability. For more information on guidelines for documentation of disabilities and services provided by the ASAC, visit bit.ly/ASACMainPage.

ASAC will recommend a plan of accommodation based on evaluation of documentation provided and discussion with students. The recommended accommodations will be forwarded to Sarah Stanley, Assistant Director of Student Affairs, who is responsible for implementing accommodations for Candidates with disabilities. Students must contact Sarah directly at sstanley@wcl.american.edu to discuss recommended accommodations and policies for the implementation of accommodations.

The Office of Student Affairs handles the implementation of accommodations for all law classes and the administration of exams for all Candidates with disabilities. All accommodations

will be implemented in a manner that seeks to assure confidentiality. Students with disabilities are expected to comply fully with all examination policies. For more information, please review the Handbook for Applicants and Students with Disabilities, available at bit.ly/handbookdisabilities.

Diversity Services

The Office of Diversity Services works with all segments of WCL - students, administration, faculty, and alumni - to address issues that are important to maximizing the participation of groups who have been historically or statutorily discriminated against. The Office's mission is to develop programming relevant to admission/retention, academic success, professional preparation, and cultural celebration among those communities and generally within the Law School community. The Director of the Office of Diversity Services, Sherry Weaver (sweaver@wcl.american.edu), counsels students individually, collectively, and in collaboration with the Dean of Students and other advisors.

Student Health Center, Insurance, & Immunizations

American University and the Student Health Center ("SHC") are committed to keeping students healthy so they can achieve success in all areas of campus life. The SHC provides primary care medical services, health education, and wellness programming to students. The SHC also provides gynecological care, immunizations, and allergy injections. The SHC is open Monday, Tuesday, and Thursday from 9:00 a.m. to 6:00 p.m. and Wednesday and Friday from 9:30 a.m. to 6:00 p.m. Although the SHC can meet many student health care needs, it may be necessary for students to access additional medical services. Health insurance will help cover the costs of additional care and services. To schedule an appointment at the SHC, you must register on the SHC website at bit.ly/SHCRegister.

For more information on the SHC, please visit bit.ly/studenthealthcenter.

Health Insurance Requirements

Health insurance is required of all full-time degree, resident, and international students with F1 and J1 visas. If a student falls into one of these categories, the student health insurance premium is automatically assessed to his/her student account unless waived through the MyAU portal. The American University student health insurance plan has been developed especially for AU students. The plan provides coverage for accidents and sicknesses that occur on and off campus and includes special cost-saving features to keep the coverage as affordable as possible.

Waiver Information

Student Health Insurance Waivers are available before the start of each semester through the MyAU portal. Detailed instructions on how to waive health insurance are available in Appendix K. Failure to submit the waiver will result in automatic billing of the full health insurance amount to your student account. For more information, visit bit.ly/HealthInsWaiver.

Immunizations

District of Columbia law requires that all students under age twenty-six enrolled in schools within the District provide proof of having had various immunizations. The mandatory immunization must be completed by a healthcare provider and must have both the provider's signature and the office stamp. Forms that are submitted and are incomplete may result in a delay in a student's registration for an upcoming semester. For more information, students should visit bit.ly/studenthealthcenter.

Books

Professors provide information about textbooks online via my.wcl.american.edu and on their syllabi. Textbooks are available at the University Bookstore (Butler Pavilion, Main Campus) or the Equal Justice Foundation Book Sale. Students may also purchase their books through an online retailer or borrow a book from the Reserve section of the Library.

Identification Cards

Identification cards are available in the Housing & Dining Programs Office on the First Floor of Anderson Hall (Main Campus). ID cards are issued Monday through Thursday from 9:00 a.m. to 5:00 p.m.; Friday from 11:30 a.m. to 5:00 p.m.; and Saturday from 11:00 a.m. to 3:00 p.m. More information is available at bit.ly/WCLHousing.

ID pictures are used by the school for specific purposes, including class rosters.

Students should never use Social Security numbers on American University documents. A student's only ID number is their AU ID number, which is found on their ID card.

Course Information

Information about classroom locations and syllabi is available on MyWCL and by clicking on courses through the Course Listings page: bit.ly/WCLClassLocations.

WCL Daily

WCL Daily is sent every day by the Office of Student Affairs. It is a valuable source of information about events happening at the law school as well as deadlines and opportunities. Students may submit entries to WCL Daily at http://bit.ly/WCLDailyForm.

Working Part-Time at American University

American University Washington College of Law ("WCL") and American University ("AU") offer students several options for on-campus employment. Students on visas must confirm their employment eligibility with ISSS before commencing working or risk deportation. First year SJD Candidates are not normally permitted to work.

• **Dean's Fellowships:** WCL offers part-time Dean's Fellowships during the semester. Fellows typically work for a program or professor for 15-20 hours per week and are tasked with various research, programming, and administrative projects. Professors and programs advertise available Fellowships through program listservs, the WCL Daily, and the MyWCL portal. Interested students can also contact professors directly.

• **Library Circulation Desk:** The WCL Pence Law Library offers a limited number of positions for students to work at the Circulation Desk during the semester. Students typically work 3-10 hours per week on an as-needed basis. To apply, email your resume to circ@wcl.american.edu

• **MyAU Portal- Work @ AU**: Your MyAU portal offers links to available on-campus student and staff positions through the "Work@AU" tab. Students may also directly visit bit.ly/AUStudentJobs for a list of available part-time student positions and bit.ly/AUStaffJobs for a list of available staff positions on campus. Some student positions require a Federal Work Study Award.

Jacobs and Cassell Fitness Centers

All American University Students have access to the fitness center but must have an American University ID Card to gain access to the facility. The Jacobs Fitness Center is located in the Sports Center on American University's main campus and the Cassell Fitness Center is located on the first floor of Cassell Hall, the residence hall on the northwest corner of American University's main campus. During the first visit to the fitness center, new students will be required to fill out a registration form. Access to the facility ceases when the student is no longer registered for classes. For May graduates, membership ends on May 31st. Students may purchase an Alumni Membership for $570.00 in order to continue access to all fitness facilities at bit.ly/AUFitness.

Counseling Services

WCL students can meet with Elizabeth Cavanagh or Associate Dean of Student Affairs David Jaffe to discuss personal issues in their lives, but are urged not to wait for small matters to become major issues before scheduling a meeting. Whether familial, financial, academic, or otherwise, WCL assures a confidential and safe space in which students can come to figure out how to address matters affecting them.

Additionally, there are Counseling Center Services available at WCL. Students should call 202-885-3500 to schedule an appointment at WCL.

Other resources for counseling assistance include the American University Counseling Center, bit.ly/AUCouseling, which provides on-site counseling services and, in emergency situations, referrals to off-campus counseling services; the Student Health Center, bit.ly/AUSHC, which has a psychiatrist on staff; and the D.C. Bar's Lawyers Assistance Program, bit.ly/DCBarAssistance, a free and confidential program assisting law students who experience problems that interfere with their personal lives.

Finally, students who feel they may be in or near crisis should consider the University's confidential Mental Health Self Quiz, bit.ly/AUSelfHelpQuiz, or the About My Drinking and Other Drug Use screening tool, bit.ly/AboutMyDrinking, provided by the Hazelden Legal Professionals Program. Students utilizing this quiz are encouraged to follow up in confidence with the WCL Office of Student Affairs, the AU Counseling Center, or Student Health Center.

Notary Services

WCL has in-house Notary Services available. Please contact the Pence Law Library at (202) 274-4350 for availability and costs.

Chapter 11: The SJD Community

Individual Biographical Webpages

As part of the SJD Program's presence on the WCL website, the SJD Program includes individual biographical webpages for each of our SJD Candidates. Although Candidates are not required to maintain a web presence, this is a practice that is now common at a number of SJD-granting institutions and the SJD Program encourages all Candidates to consider submitting biographical information. These web bio pages are a good way for Candidates to promote their research endeavors and raise their profiles within and outside our law school community. Some Candidates use their web bios as online profiles for prospective academic and professional appointments. The SJD Program itself will use the pages to publicize the SJD Candidates' accomplishments.

To build and upload these bio pages, Candidates should send the following information, as it should be displayed on the WCL website, to Diana Sawyer (dsawyer@wcl.american.edu) by September 1st of the residency year:

(1) The Candidate's name as it should appear on the bio page.

(2) The Candidate's academic and professional affiliations (other than WCL).

(3) The working title of the Candidate's dissertation.

(4) The Candidate's fields of study and professional expertise.

(5) The Candidate's higher educational academic credentials, including schools and degrees and graduating years.

(6) Any notable past or present academic appointments and fellowships.

(7) Any additional information including languages spoken or read.

Candidates may not send a resume or CV in lieu of the specific items above. The information on these pages is very selective and designed to highlight SJD Candidates' most important credentials. The SJD Program depends on each Candidate to provide the specific points to highlight. When crafting their biographies, Candidates may wish to review current biographies on the SJD Program's page for guidance. The page is available at bit.ly/sjdcomm. Candidates may also contact Diana Sawyer with any questions about the process or to provide biographical updates.

Connecting with Other Students

In Person

Social and educational events abound in the Program and at WCL. SJD Candidates are encouraged to attend as many events as they can, consistent with their academic responsibilities. WCL events are almost always free of charge. These events are an excellent way for SJD Candidates to meet other WCL students.

Social Media

The Program's web presence is a place for students, alumni, faculty, staff, and friends of the Program to meet online. Take a moment now to sign up for these initiatives:

- Like the Program on Facebook http://www.facebook.com/lawgovAUWCL
- Join the WCL Law & Gov LLM and SJD Students and Alums Facebook Group https://www.facebook.com/groups/LLMSJDstudentsandalums/
- Follow us on Twitter @LawGovAUWCL
- Join the Program on Law and Government Group on LinkedIn (search for "Program on Law and Government")

SJD Community Events

The SJD Program holds a welcome reception each Fall. All SJD Candidates are encouraged to attend. The Program encourages the SJD Candidates to be active socially both among the SJD Candidates and the greater WCL Community.

The Law and Government Newsletter

LLM in Law and Government students and SJD Candidates receive the Law and Government newsletter via email once weekly (on Mondays). The newsletter provides information about upcoming events, job and externship postings, and congratulatory news about student

achievements. LLM in Law and Government students and SJD Candidates also receive the Law and Government Academic Reminders Newsletter via email on Wednesdays.

Candidates are encouraged to share news with the rest of the community, including published articles, speaking engagements, and professional appointments. To submit information to be included in the newsletter, email lawandgovnews@gmail.com by Friday at 1:00 p.m.

Providing Feedback to the SJD Program

The SJD Program very much values student feedback and constructive criticism. Students are encouraged to provide feedback through any of the avenues below:

Meetings with the Director or Associate Director

Students may contact Amanda Frost or Elizabeth Cavanagh to discuss any issues or problems.

Mid-Semester Survey

The Program invites Candidates to provide candid, constructive feedback on all aspects of the SJD Program in a survey distributed each semester. The results of the survey are used to change and improve the Program so Candidates are encouraged to be frank in their feedback.

Chapter 12: Honor Code

All students, but especially internationally-trained students and those who have not recently graduated from law school, are encouraged to review citation rules and norms to ensure that they do not inadvertently violate the Honor Code. *The Rowman & Littlefield Guide to Writing with Sources* (4th Edition) provides a helpful refresher and is a quick read. Several copies of this book are available in the Pence Law Library.

Below is a brief overview of the Honor Code, with a description of its basic structure and operation. By its design and existence, the Code gives notice that students at WCL have entered a professional school that adheres to the high standards of the legal profession and enforces those standards in the same self-regulating manner as the profession.

The full text of the Honor Code of American University Washington College of Law is available in Appendix E to this Handbook, in the WCL Catalog, and at http://bit.ly/WCLHonorCode. The American University Student Code of Conduct is incorporated into the Honor Code. It is available at bit.ly/AUCodeofConduct.

Basic Structure and Operation

The Code is modeled on the process used by a court of general jurisdiction to resolve disputes with the exception that all members of the Law School community have an affirmative obligation to report facts which establish reasonable grounds to believe a violation of the Code has occurred. Failure to do so and to assist the Honor Code Committee (all full-time faculty members and students appointed by the Student Bar Association) in determining formally if a violation has occurred are specific violations of the Code. Reports of possible violation are investigated by a prosecution team consisting of a faculty prosecutor appointed by the Dean and a student prosecutor appointed by the President of the Student Bar Association. If the prosecution team concludes that clear and convincing evidence exists to support a prima facie case of violation (one which resolves any and all conflicting factual inferences in favor of the prosecution), the team may elect to proceed in two ways.

First, it may elect not to formally charge a student with a violation if he or she agrees to accept and abide by sanctions deemed appropriate to the violation by the team. In this situation, no report of the violation is made to any court or bar examining authority inquiring of the Law School about the student's character and fitness to practice law. Second, it may elect to formally charge a student with a violation and either proceed to a negotiated resolution approved by the Dean, or ask the Dean to appoint a panel of the Honor Code Committee (three faculty members and two students) to hear and determine the matter. The panel may be appointed initially or later if efforts to reach a negotiated resolution fail. In either case, the fact that a student was formally charged with a violation means that notice of this fact and the outcome of the proceeding (negotiated resolution or hearing) are always reported to any court or bar examining authority inquiring of the school about the student's character and fitness to practice law. There is no right of appeal from any negotiated resolution of a charge of violation of the Code.

Hearings before a panel of the Honor Code Committee are conducted in an adversarial manner. The prosecution team presents its case through witnesses, documents, and other forms of evidence, and the student presents her or his case in the same manner. Students are permitted to be represented by legal counsel at the hearing stage. The normal rules of evidence are suspended except for common law and constitutional privileges. If the panel determines that a violation of the Code has occurred, it must recommend to the Dean the sanctions it believes should be imposed. A graduated scheme of sanctions is available, ranging from an oral reprimand not made a permanent part of a student's record to expulsion, with several stages between these two extremes. The Dean may accept the panel's sanctions recommendations or reduce them but cannot increase them. A student found to have violated the Code by a panel of the Honor Code Committee may appeal the finding of violation to the Standards, Evaluation, and Grievance Committee and the recommended sanctions to the Dean. If the ultimate outcome of the proceedings is a finding of violation, notice of that outcome is published in the Docket (the school's official legal newspaper) without revealing the

student's name. If the ultimate outcome is a finding of no violation, the student may have a notice to this effect placed in the Docket.

Activity Prohibited by the Code

The Code defines what constitutes academic dishonesty and prohibits it. The Code also incorporates the non-academic, or conduct, sections of the American University Code of Conduct and the American Bar Association Model Code of Professional Responsibility. There are academic, conduct, and ethical violations of the Code. Academic violations include familiar matters such as cheating on exams, plagiarism, and interfering with the "broadest possible access to library resources." Conduct violations include harassment, failure to abide by any university or Law School policy, and adjudicated violations of local criminal law occurring on campus. Ethical violations include acts of misrepresentation such as those made to secure admission to the school, on resumes submitted when seeking employment, and when seeking financial aid. Ethical violations can also occur off-campus in professional work settings and educational settings (externships, for example).

Conclusion

The success of the Code in fostering the development of appropriate standards of behavior rests on several sources: knowledge and understanding of the code; its reason for being; affirmative embracing of the Code as the standard of academic, personal, and ethical conduct; and the commitment to implement the Code by example, by counseling compliance when appropriate, and, when necessary, reporting possible violations.

Chapter 13: Financial Information

Student Accounts and Billing

Office of Student Accounts/AU Central

The Office of Student Accounts (Student Accounts) is the central billing resource for American University Students. Student Accounts generates and mails statements, accepts tuition payments, and provides other financial services. These services do not include Financial Aid services such as grants, scholarships, loans, and work study. The Office of Student Accounts can be reached at (202) 885-8000, AUCentral@american.edu, or during business hours at 201 Asbury Building, Main Campus.

Eagle Finance

Eagle Finance (myAU.american.edu) provides detailed, dynamic, and user-friendly accounting of student finances, for current and prior terms, with a breakdown of Charges, Payments, Anticipated Financial Aid, and Refunds.

To access Eagle Finance: *Step One*: Log into myau.american.edu. *Step Two*: Click on the "Finances" tab in the top middle side of the screen. *Step Three*: Under the "Finances" drop-down list, select "Student Account". *Step Four*: select "Eagle Finance" option on the right side.

Through Eagle Finance, students may view:
eBill – students can view their most up-to-date bill using eBill in Eagle Finance. eBill can be used to view, print, and email the PDF bill. To access eBill in Eagle Finance, click the Account Activity Tab, select your term, and click View Statement.

Payments Received – payments received are broken down into Student, Financial Aid, and Sponsor Payments.

Online Payments – the student account bill can be paid online with Credit card payments (Visa, MasterCard, or Discover) in addition to eCheck payments. Credit card payments will be charged a non-refundable convenience fee of 2.55%.

Financial Aid - description of individual, anticipated, and disbursed award amounts, including reasons why award amounts have not disbursed.

Refunds – refunds processed and the method of the refund (e-check or paper check).

Living Expense Refunds

Loans taken out in excess of tuition and fees can be used to support students' living expenses while attending American University. A student may borrow up to the cost of attendance of attending American University as listed on bit.ly/FinAID. After accepting the awards package with the Financial Aid Office, the Student Snapshot will indicate when a credit has been posted on the student account.

Refunds will be processed within five to seven business days after the loan is paid to the student account and a refund request is on file. Loans generally are disbursed the first week of classes, provided all paperwork is complete.

To receive a living expense refund: *Step One:* Log into myAU.american.edu. *Step Two:* Click on the "Finances" tab in the top middle side of the screen. *Step Three:* For direct deposit, under the "Finances" drop-down list, click "ACH Bank Information" and enter the required information for a direct deposit to your account of choice. *Step Four:* Under "Finances," select "Student Accounts Refund Request" and complete the online form.

Billing

Student Accounts provides information on student charges on the Student Snapshot page. To pay a bill, Student Accounts accepts payments online, by mail, or in person. Please visit http://bit.ly/AUStudentAccounts for more information.

Bills are due before the end of the Add/Drop period. Any balance after pending financial aid is deducted is due immediately. Students must ensure that lenders and the Financial Aid office have all required information so that funds can be released in a timely manner.

Third Party Billing

If a sponsoring organization, employer, or scholarship program will be paying all or part of your tuition expenses, please contact Diana

Sawyer to make the necessary arrangements with the Student Accounts office.

Financial Aid Policies

Eligibility

The following requirements must be met to receive financial aid:

• Enrollment: To qualify for federal or private loan support, students must be enrolled in a degree program at least half time. For financial aid purposes half-time enrollment is defined as a minimum of six credit hours.

• Citizenship: Only U.S. citizens and eligible non-citizens are eligible to receive federal loan assistance, secure private loan funds and apply for WCL need-based grants.

• Satisfactory Academic Progress (SAP): Full-time students must complete 24 credit hours per academic year and maintain a minimum 2.00 cumulative grade point average. Part-time students are required to complete 80% of attempted academic year credits and maintain a cumulative 2.0 grade point average. SAP is measured once yearly at the end of the school year.

Additional requirements may apply for various programs.

International Students

International students are required to document their ability to finance educational expenses prior to departure for study in the United States. Neither federally-funded programs administered by WCL nor WCL need-based grants are available to international students. Students are encouraged to explore other sources for possible funding.

• Private Loans: Some U.S. lending institutions will provide loans to foreign nationals. These loans are often expensive for non-citizens and usually require a co-borrower who is a U.S. citizen or a permanent resident residing in the United States.

• Employment: Employment for international students is permitted under strictly defined and enforced regulations. Students may contact the University Office of International Student & Scholar Services (ISSS) at bit.ly/ISSShomepage for additional information.

• Home embassies in Washington, D.C.: Students' home embassies may be a source for scholarship funding or information on funding sources.

• The Foundation Center: A reference library for funding sources is located at 1001 Connecticut Avenue, NW, Suite 938, Washington, D.C. 20016.

• Funding for U.S. Study: A Guide for Foreign Nationals. This reference book provides a listing of scholarships, grants, fellowships and paid internships. It is available for $39.95 from the Institute of International Education, 809 United Nations Plaza, New York, N.Y. 10017-3580, phone: 212-984-5412.

Financial Aid Checklist

The following steps are necessary for timely processing of student financial aid. Attention to deadlines and procedures ensures maximum consideration for aid offered by WCL.

• Complete the Free Application for Federal Student Aid (FAFSA) by the March 1 priority deadline at www.fafsa.gov. The AU Title IV Code is **001434**.

• File federal income tax returns early to report actual income figures on the FAFSA. Estimated figures may be used if tax filing is delayed.

• Submit Student Aid Report (SAR) corrections to the FAFSA processor promptly.

• Respond to requests for additional documentation promptly. Income documents are most often requested.

• Accept the financial aid offer at myau.american.edu.

• Complete and sign the Master Promissory Notes (Subsidized/Unsubsidized and Graduate Plus) for federal loans, if necessary.

• Complete Loan Entrance Counseling requirements. *This requirement applies to first-time borrowers at AU.*

• Review credit reports for potential problems when considering supplemental loan/Grad PLUS assistance. Contact any of the following credit bureaus for information: Experian (www.experian.com), Equifax (www.equifax.com) or TransUnion (www.tuc.com).

• File the supplemental loan application early to ensure receipt of funds by the start of classes. Refer to "Types of Aid – Supplemental Loans" on the financial aid web site for details. Incoming students should apply for supplemental loans by June 1 and continuing students should apply by July 1. **Note: The Grad PLUS application is filed at https://studentloans.gov/.**

• Organize and keep a record of all financial aid related documents and correspondence. Pay particular attention to notices from your lender(s).

• Contact the Financial Aid Office at 202-274-4040 if you have further questions.

Throughout the process students are encouraged to maintain communication with the Financial Aid advisor assigned to them. All e-mailed correspondence with the financial aid office must come from the student's AU email account. Students should check periodically through the process to make sure they are current with all forms and applications.

Chapter 14: Pence Law Library

Hours

During the fall and spring semesters, Pence Law Library is staffed Monday through Friday from 8:00 am to midnight and Saturday through Sunday from 9:00 a.m. to midnight. During the summer and intersessions, the library is still staffed, but the hours are abbreviated.

Access

WCL students may access the Library 24/7 using their AU ID card. Access is granted by swiping a current AU ID over the card reader to the right of the Library's entrance. Library services are not available outside of regular Library hours.

Users without AUID cards cannot access the library after 8:00 p.m. on weekdays and after 5:00 p.m. on weekends.

During the reading and exam period, access to the Pence Law Library will be limited to AU/WCL faculty, staff, and students, WCL Alumni, and Government Depository users.

Services

The Library offers a variety of services to students. You can find this information at bit.ly/WCLlibrary.

AudioCaseFiles

Pence Library provides access to CVN Law School's AudioCaseFiles and CVN courtroom video. Through this service, students can access a collection of audio and video files of actual court proceedings. Students can use these files to learn about advocacy techniques in practice. Registration instructions can be found at bit.ly/LibraryAudioFiles.

CALI Lessons

The Center for Computer Assisted Legal Instruction offers lessons online for law students. These lessons range from first year doctrinal subjects to particularized areas of advanced law. The library offers an account for students who wish to take advantage of these lessons. CALI can be accessed at cali.org/lesson. Contact a librarian at reflib@wcl.american.edu for the access code.

ExpressO

ExpressO is a service operated by the Berkeley Electronic Press. It allows for easy submission of manuscripts to over 750 law reviews, including the top 100 reviews. The Library maintains an institutional account which can be accessed by WCL Students and Faculty to submit law review articles to the journals of their choice. Visit ExpressO at law.bepress.com/expresso.

Interlibrary Loan (Illiad)

Interlibrary loan (ILL) is a service that allows WCL faculty, students, and staff to borrow books and other materials from libraries around the world, including American University's Bender Library, when they are not available in the Pence Law Library. The Pence Law Library ILL service is available only to WCL faculty, students and staff. Illiad can be accessed from library.wcl.american.edu/ill.cfm.

Loaner Laptop Program

Under circumstances in which a student's personal laptop must be returned to the manufacturer for repair, a student may borrow - for a period of one week - a PC or Mac laptop from the Circulation Desk at the Pence Law Library. For more information, please visit bit.ly/LoanerLaptop.

Reference Services

Professional reference assistance is available in the main reading room on the first floor of the Library. Reference desk service during the academic year is available:

Monday - Thursday	10:00 a.m. - 8:00 p.m.
Friday	10:00 a.m. - 2:00 p.m.
Saturday - Sunday	Noon - 6:00 p.m.

You may contact a reference librarian at reflib@wcl.american.edu or by telephone at 202-274-4352.

You may also send an instant message to a reference librarian at bit.ly/AskPence during the following hours:

Monday - Thursday	10:00 a.m. - 8:00 p.m.
Friday	10:00 a.m. - 2:00 p.m.
Saturday and Sunday	Noon - 6:00 p.m.

WCL Exams Database

The exams database contains all of the examinations placed on reserve with the Pence Law Library by professors since 1990. If there are sample answers on reserve, these answers will be linked to the appropriate examination. A few exams will require a password for access; most will not. Exams can be searched either by course or by professor. Access them at bit.ly/WCLExams.

Ask a Librarian

Students can access librarians via instant message Monday through Thursday from 10:00 a.m. to 8:00 p.m.; Friday from 10:00 a.m. to 2:00 p.m.; and Saturday and Sunday from noon to 6:00 p.m. To send an instant message to a librarian, students should use Yahoo! Messenger, AOL Instant Messenger, MSN/Windows Live Messenger, or Google Talk. The library's screen name is AskPenceLibrary. For more information, visit bit.ly/AskPence.

Circulation Times

The following items are available for three-hour circulation: loose-leafs, supplemental treatises, reporters, codes, statutes, European Union materials, reserve books, journals, and photocopied materials. Audiovisual items are available for twenty-four hours. Most books in the collection are available for a six-week circulation.

Renewals

Unless a hold has been placed on an item, renewals may be requested either in person at the Circulation Desk; by telephone at 202-274-4300; or online using the myLeagle link bit.ly/Leagle from the Library home page. Reserve material and loaner laptops must be renewed in person at the Circulation Desk.

Overdue Books: Fines & Policies

Overdue fines are $0.25 per day or, for reserve material, $1.00 per hour. The default cost of a lost or damaged book is $100 with a processing fee of $20.00. Fines and replacement charges must be paid by check or money order by the end of each semester or a University-wide stop will be placed on your account.

The Library notifies borrowers of overdue items within one day (1st notice) and seven days (2nd notice) of the due date. Items are billed after being overdue for fourteen days. Overdue notices and bills are sent via email.

There is a seven-day grace period when non-reserve late items may be returned without owing any fines. Books returned after the grace period has ended will be subject to fines accrued from the date the book was due.

myLeagle

The Pence Law Library's online catalog is called myLeagle. Students may access myLeagle here: bit.ly/Leagle. To log into myLeagle, students should enter their last name and seven-digit AU ID number and then click "Display My Library Record." Once logged into myLeagle, students can access their patron records, see what material they have checked out, check when materials are due, renew items, see whether they owe any fines, and check what titles are placed on hold.

Library Resources

Pence Law Library has a variety of databases available to all WCL staff, faculty and students. The A-Z list of resources is available here: bit.ly/PenceResources.

Group Study Rooms

Group study rooms must be signed out at my.wcl.american.edu. The use of group study rooms is limited to groups of WCL students. A group is defined as two or more students using the room concurrently. Reservations must be booked in contiguous time blocks up to two hours per day. Group study rooms are subject to availability and reservations may be modified at any time by Library staff. Group study room use is limited to two hours per user per day to ensure availability for all users. Individual students may use empty rooms but may not reserve rooms. Students using a room without a reservation may be asked to leave the room by the group with a reservation. Furnishings from other parts of the Library may not be brought into group study rooms without Library authorization. All Library and Law School policies apply to students using group study rooms. These policies are subject to change.

Chapter 15: Technology

Technology Support Services

The Student Help Desk is located on the Terrace Level of the Warren Building in Room NT10. The Help Desk is open Monday through Friday from 8:30 a.m. to 6:00 p.m. The Help Desk can also be contacted at helpdesk@wcl.american.edu.

All audio-visual needs at WCL are handled by the Media Control Center (MCC), which is also located on the Terrace Level of the Warren Building in Room NT10. MCC is open Monday through Friday from 8:30 a.m. to 6:00 p.m. MCC can also be contacted at mcc@wcl.american.edu.

Email

WCL's email system is run through myau.american.edu. Students are automatically assigned an email address upon matriculation. Students should check this account on a regular basis as it is the primary means by which the law school communicates with students (including MyWCL). The myau.american.edu portal also allows students to view their course schedules and register for upper-level courses. Any technical problems should be reported to the Office of Technology, helpdesk@wcl.american.edu. A useful guide for getting oriented to technology at WCL can be found at bit.ly/WCLtechoffice.

The AU-sponsored Gmail service is available to all students who are not also in a faculty or staff position at the university. The AU-sponsored Gmail address takes the form of username@student.american.edu.

Students can access their email in a variety of ways, including access via mail.student.american.edu and supported IMAP clients (like Mac Mail, Thunderbird, and Microsoft Outlook 2007).

Student email accounts are kept open for a few months after students graduate. Following graduation, students can request an Alumni email account by emailing helpdesk@american.edu.

Forwarding AU Email Accounts

If students do not plan to check their american.edu student accounts, they MUST forward this email to the account they check most often. Failure to do so can result in missing emails regarding classes and graduation, and may have an effect on ability to graduate. WCL Faculty & Staff will email students **only** at their american.edu account.

How to forward AU Student Email:

- Log into your AU Student Google email account and click on Settings in the upper right-hand corner of the screen.
- When the "Settings" options appear, select the "Forwarding and POP/IMAP" tab. Directly below that, click the "Add a Forwarding Address" button.
- A pop-up window will appear. Enter the email address to which you want your email forwarded, and click "Next." The system will then notify you that a confirmation email has been sent to the address you entered.
- Check the forwarding address for the confirmation email and follow the email's directions to complete set-up of the email forwarding process.

MyWCL

MyWCL is the central communication tool for WCL. Students can customize their MyWCL by specifying their favorite departments and topics. They will then receive an e-mail highlighting events that may be of interest to them. Technical support for MyWCL is available by email at mywcl@wcl.american.edu.

Each course has a corresponding MyWCL page that students enrolled in the course may access. Professors can use MyWCL to contact students, list their course hours, and distribute exams, among other things. To sign up to receive course alerts, students should visit the course page and select "Manage Course Alerts" on the left hand side. A list called Course Alert Configuration will appear and students should select the option "Course Announcements." A drop down menu will appear and students will be able to choose settings to receive course announcements. This must be done individually for each class.

There are numerous benefits for students to use MyWCL. It provides a platform to see all upcoming events at WCL, contact classmates, obtain course documents, reserve a group study room in the library, and complete various other tasks.

SJD Program on MyWCL

The Program has a dedicated page on MyWCL listed on the top bar under Programs. All Candidates enrolled in the Program are given access to this page. Students experiencing issues viewing the SJD Program page should contact mywcl@wcl.american.edu.

All Program forms are available through the SJD Program page. Students are encouraged to set alerts on MyWCL if they do not plan to check MyWCL daily.

Podcasts

The WCL community is an active one, with a regular schedule of conferences, lectures, student events, and other interesting programs. LLM students may find it harder to participate as fully as their counterparts in the school's extracurricular life given their additional demands. They may, however, be able to view at their convenience a number of events by subscribing to the WCL Podcast service at bit.ly/WCLPodcast.

The Office of Technology podcasts almost every event that takes place at WCL, so students, faculty, and the world can listen when it is convenient for them. In addition, the Office of Technology can stream media to allow for live and/or on-demand attendance via webcast at WCL events.

A calendar of events at WCL is also available on the WCL website. Students can check this calendar ahead of time for events that interest them and, if possible, rearrange their schedules to attend a daytime event.

Printing

To print through WCL's printers, students must follow the instructions available at bit.ly/WCLprinting.

- Print by inputting ID number or swiping card.
- Students have a $100 credit on their printing accounts for the fall and spring semesters and a $50 credit for the summer semester.
  - Black and white printing: 10¢/page or 14¢/double sided
  - Color- 50¢/page
  - Unused credits carry over to the next semester.
  - If students need more money for printing, Eagle Bucks can be added.

Chapter 16: Dining, Transportation, and Facilities

Dining Options

WCL Cafeteria

The WCL Cafeteria serves breakfast, lunch, and dinner Monday through Thursday. On Fridays, only breakfast and lunch only are served. Breakfast hours are 8:00 a.m. to 10:00 a.m. Lunch hours are 11:00 a.m. to 2:00 p.m. Dinner hours are 4:00 p.m. to 7:30 p.m.

The Atrium Café is open from 8:00 a.m. to 8:00 p.m. on Monday through Thursday. On Fridays, it is only open 8:00 a.m. to 3:00 p.m.

Weekly cafeteria menus are available on MyWCL under the "Facilities Management" page. The cafeteria also has vending machines for snacks and drinks, a water purifier that provides cold and hot water, refrigerators, and microwaves so students can bring their own meals.

Meetings and Events

At WCL, organizations and offices regularly host lunch programs, some of which cater food. Students may RSVP for these events and meetings. A listing of events is available in The WCL Daily.

Local Eateries

The local community offers dining options within walking distance of WCL that provide alternatives to the cafeteria should students wish to venture out beyond campus. Restaurants include Jimmy John's, Chipotle, Burger, Tap & Shake, Starbucks, Popeyes, Subway, Panera Bread, Z-Burger, Whole Foods, and Guapo's.

EagleBucks

EagleBucks can be added to students' AU ID cards. Students may set up an Eagle Bucks account through www.eaglebucks.com. Additionally, EagleBucks may be used on main campus and at some local eateries. For a complete list of vendors, please visit http://bit.ly/EagleBucks.

AU Main Campus

American University's Main Campus has a variety of dining options including Bene Pizzeria, Subway, Einstein Brothers Bagels, Tavern, Freshii, Elevation Burger, P.O.D. Market, Global Fresh, Starbucks, Terrace Dining Room, and Argo Tea. EagleBucks accounts are accepted at all dining locations on the Main Campus at 4400 Massachusetts Avenue.

Metro, Bus, & Shuttle Information

The closest Metro stop to WCL is Tenleytown/AU on the Red Line.

From the Tenleytown/AU Metro stop students can take the free American University shuttle to Main Campus. The blue line services Main Campus and parks next to the Metro station on 40th Street. The blue line does stop at WCL on Nebraska Ave. NW at second driveway to WCL Tenley Campus.

From Monday - Thursday, the shuttle blue line service runs 20-minute intervals between 6:15 a.m. to 7:00 a.m., 10-minute intervals from 7:00 a.m. to 10:30 p.m., and 15-minute intervals from 10:30 p.m. to 12:30 a.m. On Friday, service runs 20-minute intervals between 6:15 a.m. to 7:00 a.m., 10-minute intervals from 7:00 a.m. to 10:30 p.m., and 15-minute intervals from 10:30 p.m. to 3:30 a.m. On Saturday, service runs 11 to 14-minute intervals between 8:00 a.m. to 11:20 a.m., 8 to 11-minute intervals from 11:20 a.m. to 7:34 p.m., and 15-minute intervals from 12:00 a.m. to 3:30 a.m. Finally, on Sunday, service runs 11 to 14-minute intervals between 8:00 a.m. to 11:20 a.m. and 15-minute intervals from 12:00 a.m. to 3:30 a.m.

The white line (superloop) runs evenings during Summer Session (Sat-Sun) and Holidays.

The detailed shuttle schedule is available at bit.ly/WCLShuttle. For more information, please call (202) 885-3302.

AU Main Campus Maps

The main AU website has a detailed and interactive map of Main Campus available at http://bit.ly/AUMainCampMap . This website can be used to get directions to any building on Campus. This website is also designed to work well on Smart Phones.

Parking

Students may not park in the neighborhood streets surrounding the Law School. Students are asked to assist in WCL's efforts to have a good relationship with the neighbors and abide by these rules. Students with a zone three parking permit rescind their use of the permit near WCL and therefore, possession of a valid zone three sticker does not constitute an exclusion from the parking policy.

If a vehicle is identified and is registered to a student or family member of a student of the Law School, an email will be sent to the student notifying them of the offense. Failure to submit payment and/or appeal within fifteen days of the ticket may result in a hold being placed on the student's account, preventing them from further registering for classes. For more information, contact Facilities Management at (202) 274-4008.

Parking Permits

SJD Candidates can purchase a permit to park in the WCL Garage. Parking permits are sold throughout fall, spring, and summer semesters. Fall permits expire December 31st; while spring, summer, and year permits expire August 15th. Between semesters, students who purchased only a fall semester permit are required to renew their parking permit stickers by bringing their hang tags to the Facilities Management Office. A permit may be purchased in the Facilities Management Office, Room YT05, during normal business hours. An online parking permit application can be filled out at bit.ly/WCLParking. All parking permits are billed through Student Accounts.

Parking Fees [5]

	Full-Time Students	Part-Time Students
Semester	$506	$240
Academic Year	$1012	$480
Occasional Student Permit	$6.00 per day, up to 10 per month *Occasional student permits are available for purchase online and MUST be picked up in the Facilities Office in YT05.	

[5] As of June 2017.

Parking Policy

The purpose of this policy is to address the parking and transportation requirements of the faculty, staff and students of WCL. In accordance with District of Columbia Zoning Order 949 and American University's Good Neighbor Policy, parking is restricted on the streets surrounding American University's main campus and the Washington College of Law. All members of the university community, including students, faculty, staff, visitors and guests are required to park on campus or to use public transportation when coming to any AU affiliated campus.

All students must electronically sign this policy to indicate they have read and understand its terms, regardless of whether they drive to school or are eligible to have a car on campus. Signing the policy is a condition of student registration and signifies acceptance of its terms and conditions during the entire term of a student's relationship with WCL. An electronically signed policy must be submitted by all accepted students prior to their arrival at WCL. The parking policy is available at bit.ly/WCLparkpolicy.

SJD Candidates may park in the WCL Garage and the Katzen Garage. Parking in the WCL Garage is on a first come, first serve basis. If the WCL Garage is full, parking is available in the Katzen Garage.

Enforcement

WCL will regulate the following:

- Impose fines and collecting fees
- Enforce parking restrictions
- Handle appeals
- Issue WCL Garage Parking Permits.

Fines

In addition to fines assessed for general parking violations on university property, any member of the WCL community who does not park on campus or fails to register a vehicle in an effort to circumvent the parking policy will receive a $75.00 fine for the first offense. Each repeated violation will result in a fine of $75.00 per offense. All fines must be paid in full or an academic hold will be placed on the individual's student account. Fines must be paid in full to receive final grades, register for the next semester and/or graduate. The

Washington College of Law Facilities Management Office is responsible for imposing fines, collecting fees, enforcing parking restrictions, making decisions on appeals and issuing permits for the campus and surrounding community.

Appeals

Questions or concerns regarding parking should be directed to the Facilities Management Office. If still not satisfied with the resolution, a person who has been issued a violation ticket can appeal the ticket. An appeal of any violation must be submitted in writing to the Appeals Board within fifteen calendar days of issuance.

The Appeals Board is comprised of members of the WCL Community, the Assistant Director of Facilities, two students designated by the SBA President, and one faculty member. The Board meets regularly throughout the year to review appeals.

Questions

Students may contact the Facilities Management Office at (202) 274-4008 with any questions.

Facilities

WCL Information Desks

WCL Information Desks provide convenient services to assist guests with general questions and concerns.

Information Desks are located in the Capital/Atrium, Warren, and Yuma entrances. The Information Desks are open 6 days a week, except when WCL is closed due to holidays, administrative closings, or inclement weather. Request can be submitted 24 hours a day via email. Ways to connect:

1. **In person:** Capital/Atrium, Warren or Yuma entrances.
2. **By telephone:** (202) 274-4016
3. **Email:** infodesk@wcl.american.edu

Warren Desk

Monday - Thursday	8:00 a.m. - 8:00 p.m.
Friday	8:00 a.m. - 6:00 p.m.
Saturday	9:00 a.m. - 5:00 p.m.
Sunday	Closed (Card access)

Capital/Atrium and Yuma Desks

Monday - Friday	8:00 a.m. - 4:00 p.m.
After 4:00 p.m.	Closed (Card access)
Saturday & Sunday	Closed

During Closed hours, services at the Information Desks will be unavailable. Entrances to the building through these doors will be closed and accessible only by AU ID cards. Announcements will be made and appropriated signs posted. Guests who are non-AU ID card holders must make prior arrangements to gain entry into the building.

AU Public Safety Emergency Operations

If you need assistance or have a question concerning safety or security on the WCL campus, contact the Department of Public Safety (DPS). If you get locked out of your office, contact DPS at the non-emergency number and have your AU ID handy. DPS may be contacted as 24 hours a day. The emergency police line is (202) 885-3636. The non-emergency police line is (202) 885-2527. Further information is available at bit.ly/WCLPublicSafety.

Building Hours

The Warren, Yuma, and Capital/Atrium entrances are open Monday-Thursday from 8:00 a.m. to 8:00 p.m. On Fridays, the Warren entrance is open from 8:00 a.m. to 6 p.m. while both the Yuma and Capital/Atrium entrances are only open from 8:00 a.m. to 4:00 p.m. On Saturdays, only the Warren entrance is open to the public from 9:00 a.m. to 5 p.m. WCL is not open to the public on Sundays.

The Warren Garage door is open Monday-Friday from 8:00 a.m. to 8:00 p.m.

Early, late, and weekend access to the parking garage is available to those who have valid parking permits by swiping their American University Identification card at the reader at the entrance to the garage or by prior arrangements made with the Facilities Management office.

In order to gain access to the building from the garage after hours on P1, P2 and T levels, you

must swipe your AU ID card at the card reader

Visitors entering the building through the garage must stop at the Information Desk in the lobby to sign in and obtain a visitor's badge. A photo ID must be presented to Security personnel to visit WCL.

Room Reservations

All student room reservation requests must be submitted online at events.wcl.american.edu. Please note that email, phone, and walk-in requests for space will not be accepted. All room reservations require a 48-hour notice for confirmation. No room should be considered reserved until an email confirmation has been sent and appears on the WCL events calendar. Rooms are reserved in the order that reservations are received.

Recycling

American University has adopted a zero waste policy. By 2020, American University is striving to send zero waste to landfills and incineration.

Under American University's zero waste policy, students separate their waste into four different categories. Those categories are: (1) Recycling: Paper and Cardboard; (2) Recycling: Metal, Plastic, and Glass; (3) Organic Waste; or (4) Landfill.

adjacent to the doors.

Recycling: Paper and Cardboard

Examples of paper and cardboard waste are: all dry paper, paperboard, sticky notes, newspaper, junkmail, and catalogs/magazines.

Recycling: Metal, Plastic, and Glass

As for metal, plastic, and glass waste, examples would include tin or steel, all plastic (#1-7), all glass, and aluminum foil & cans.

Organic Waste

Organic waste includes all food waste, tea bags and coffee filters, compostable cups and dishes, paper towels, tissues, and napkins, wood (e.g. stir sticks and toothpicks; and wet/soiled paper and cardboard.

Landfill

Landfill waste includes Styrofoam; chip bags/candy wrappers; and plastic wrap. However, Landfill waste does not include recyclables/organics; batteries/lightbulbs; and e-waste/clothes. American University will occasionally host e-waste drives. More information about American University's zero waste policy is available at american.edu/zerowaste.

Appendix A: SJD Program Faculty and Staff

Amanda Frost
Director, SJD Program
Professor of Law
(202) 274-4046
afrost@wcl.american.edu
Office: Y228

Elizabeth Cavanagh
Associate Director, SJD Program
(202) 274-4305
cavanagh@wcl.american.edu
Office: Y346F

Diana Sawyer
Program Coordinator,
Program on Law & Government
(202) 274-4368
dsawyer@wcl.american.edu
Office: Y346G

Sarah Goetz
Program Assistant,
Program on Law & Government
(202) 274-4268
sgoetz@wcl.american.edu
Office: Y346

Appendix B: Contact Quick List

Questions About	Who to Contact	Contact Information
Academic Program &		cavanagh@wcl.american.edu
Billing Questions	AU Central	aucentral@american.edu
Commencement		cavanagh@wcl.american.edu
Disability Support	Sarah Stanley	sstanley@wcl.american.edu
Diversity Services	Sherry Weaver	sweaver@wcl.american.edu
Dissertation Formatting & Citation	Bill Ryan	wryan@wcl.american.edu
Extension of I-20	Elizabeth Cavanagh	cavanagh@wcl.american.edu
Financial Aid	Office of Financial Aid	finaid@wcl.american.edu
Health Insurance & Immunization		edythe@american.edu
Inside Official Washington	Diana Sawyer	dsawyer@wcl.american.edu
Law & Government		dsawyer@wcl.american.edu sgoetz@wcl.american.edu
MyWCL	Office of Technology	mywcl@wcl.american.edu
OPT Applications	Elizabeth Cavanagh	cavanagh@wcl.american.edu
Parking @ WCL	Anthony Roane	roane@wcl.american.edu
Technology Assistance	Office of Technology	helpdesk@wcl.american.edu
Videotaping of Classes	Student Affairs Media Control Center Your Professor	studentaffairs@wcl.american.edu mcc@wcl.american.edu your professor's email

Appendix C: Emergency Numbers and Procedures

Incident	Primary Number	Sequential Number	Follow up Number	Comments
Accident or Illness	**911**	AU DPS # 3636 (202-885-3636)	Facilities # 4357	*AU DPS needs to be called to help direct first responders
Fire In your immediate area	**Pull nearest fire alarm pull station**	AU DPS # 3636 (202-885-3636)	Facilities # 4357	Pull nearest Fire alarm. Pull Stations to sound Alarm. Evacuate - Move away from the front of the building - If possible call AU DPS on fire details.
Disturbing or Suspicious Behavior	AU DPS # 3636 (202-885-3636)	AU DPS # 3636 (202-885-3636)	Facilities # 4357	Provide specific details - location, number of people, - If required AU DPS will provide back up
Violent or threatening behavior (*with visible weapon threat*)	AU DPS # 3636 (202-885-3636) *(911)*	AU DPS # 3636 (202-885-3636)	Facilities # 4357	AU DPS will carry out combined actions with MPD and other responding outside agencies
Active Shooter Response	**911**	AU DPS # 3636 (202-885-3636)	Facilities # 4357	Information can also be dispersed via the 25 internal radios issued to: Security, Facilities, Housekeeping, Student Services, Library, OCPD, Finance, Dean's Office, Clinic, FASS, Admissions,
Bomb Threat	AU DPS # 3636 (202-885-3636)	AU DPS # 3636 (202-885-3636)	Facilities # 4357	While receiving the Bomb Threat Call ask for as many details as possible on location, detonation time , type, who is doing it, why are they doing it

Appendix D: How to Join the Law and Government Program on the Web

Like our Facebook Page
AUWCL Program on Law & Government
http://bit.ly/LawandGovfb

Join our Group
WCL Law and Gov LLM and SJD Students and Alumni

Follow us on Twitter
@ LawGovAUWCL
http://bit.ly/LawGovWCL
Twitter

Join the Program on Law & Government Group on LinkedIn
Program on Law & Government - American University Washington College of Law - Official

(Search for "Program on Law & Government")

Subscribe to our Channel on YouTube
Law & Government
http://bit.ly/LawGovYouTube

Appendix E: Honor Code for the Washington College of Law

Article I Introduction

(A) American University Washington College of Law ("WCL" or "law school") students shall adhere to the highest applicable ethical standards of integrity, professional conduct, personal conduct, and academic honesty and shall conform to the requirements of all regulations governing academic, clinical, and co-curricular programs with which they become associated. This obligation extends to students' academic and nonacademic interactions with students, faculty, administrators, and staff, and students of other law schools, colleges, and universities, and clients, coworkers, and institutions including but not limited to courts, agencies, organizations (whether governmental or private), nonprofit entities, corporations, and law firms with which the student may come into contact.

(B) It is the duty and obligation of every member of the WCL community—faculty, administrators, staff, and students—to assist students in abiding by this Honor Code by counseling compliance and, unless the relationship is subject to the attorney-client or other recognized privilege, by (1) reporting facts which establish reasonable grounds to believe a violation has occurred and (2) assisting those responsible for administering the Honor Code in determining whether a violation has occurred.

(C) Publication of this Honor Code on the WCL Web site constitutes notice to all WCL students of its provisions, and they are presumed to be familiar with its terms.

Article II Jurisdiction

(A) All WCL students are covered by this Honor Code, and individuals shall be subject to its provisions for any events or incidents that occurred while he or she was a student. For purposes of this Honor Code, WCL students include individuals auditing courses or receiving credit from WCL.

(B) In the absence of any conflict with specific items covered by this Honor Code, the American University Codes, Policies and Procedures (or any successor) shall be applicable to all individuals subject to the WCL Honor Code. Furthermore, the standards set forth in the American Bar Association Model Rules of Professional Conduct shall be deemed incorporated in this Honor Code. Further, a student should be aware that during his or her participation in any WCL-sponsored or -affiliated program (including but not limited to a clinic, externship, field component, law journal, or co-curricular activity) the conduct standards, rules, or regulations of the relevant court, nonprofit entity, government agency, law journal, or organization will also be applicable.

(C) The Student Conduct Code is the American University's policy for nonacademic conduct offenses and applies to all students, student groups, and student organizations, including WCL students. However, with the exception of conduct described in Article II (D), alleged prohibited conduct by WCL students will be processed under the procedures set forth in this Honor Code.

(D) Allegations involving conduct covered by the University policy on Discrimination and Sexual Harassment shall be addressed by representatives (or designees) of the Main Campus under the procedures (including appeals, if any) set forth in the Student Conduct Code of the American University and not this Honor Code.

Article III Honor Code Prosecution Team

(A) There is hereby established an Honor Code Prosecution Team ("Prosecution Team") which shall consist of a member of the full-time faculty or bar-admitted staff who is not then a member of the Standards, Library, & Technology Committee (or its successor) and who is selected by the dean of the law school or by another person designated by the dean of the law school and a student selected by the president of the Student Bar Association ("SBA") or by the president's designee.

(1) The Faculty Prosecutor shall be appointed for a term of one academic year; the appointment shall be the equivalent of a major faculty committee assignment. If the Dean of the Law School determines that an appropriate full-time faculty or bar-admitted staff member(s) is not available to serve for a term of one academic year

or that additional assistance is needed, the Dean of the Law School may designate one or more faculty or bar-admitted staff member(s) or other person(s) to prosecute violations of the Honor Code.

(2) The Student Prosecutor shall be selected for a term of one year. If the student cannot fulfill his or her functions as prosecutor for either the entire year or for a particular investigation or matter, the SBA president or his or her designee shall appoint another student as necessary. In the event that the SBA president or Vice-President has a real or apparent conflict of interest in the matter under investigation, the responsibility for nominating a substitute Student Honor Code Prosecutor shall fall to the SBA president pro-tempore. The President pro-tempore shall nominate three students who are in their last year of law school, one of whom will be selected by the Associate Dean for Student Affairs to act as the substitute Student Honor Code Prosecutor.

(B) The prosecution of alleged Honor Code violations shall be performed by the Honor Code Prosecution Team.

Article IV Academic Violations

(A) It shall be a violation of the WCL Honor Code for a student to fail to comply with the rules, procedures, or requirements adopted by any law school program, member of the faculty, or instructor, or program or activity identified in Article II(B).

(B) Without derogation from anything contained in other parts of this Honor Code, the following specific rules relating to academic integrity shall apply to:

(1) Work products submitted in connection with a law school course or program requirement. A student shall not plagiarize by, including, but not limited to:

(a) incorporating into works he or she offers in compliance with such program any passages taken either word for word or in substance from any work of another, unless the student credits the original author's work by quotation marks and footnotes or other appropriate written explanation;

(b) offering in compliance with such program any work prepared by another;

(c) offering in compliance with such program the student's own work substantially included in work submitted in compliance with the requirements of another program at this or any other law school, college, or university, unless prior to such offer the student secures the permission of the professor in charge of the program; or

(d) collaborating with another person on work offered in compliance with such program unless the student secures the permission of the professor in charge prior to such collaboration. A student shall not be deemed to have collaborated with another if, with the instructor's prior permission, he or she merely discusses with others a matter relevant to the work in question or, also with the instructor's prior permission, obtains assistance in style, grammar, or proofreading.

(2) Examinations.

(a) All students must obtain an anonymous grading number in a manner established by the Law School Registrar. By accepting the anonymous grading number, the student agrees to neither receive assistance nor give assistance to any other person during the examination. The anonymous grading number shall appear as an identifier on or in the examination book returned to the professor in charge or his or her designee at the end of the examination.

(b) All examinations must be taken on the day and at the time and in the place indicated.

(c) A student shall not violate the law school security maintained for the preparation and storage of examinations. A student who, with or without violating such security, is advised as to the contents of all or any part of any exam shall immediately inform the Associate Dean for Student Affairs (or his or her designee) of these events.

(d) A student must comply with all instructions given by the professor or staff in charge of the examination and shall not take the examination to any locations other than those designated for the class generally or otherwise specifically authorized.

(e) A student may bring into the examination room only those items previously authorized by the professor or staff in charge.

(f) A student, during an examination, shall not use materials not authorized by the instructions given for the examination, nor shall he or

she discuss the examination with any person other than the professor in charge or his or her designee.

(g) A student shall not take an examination for another student, nor shall he or she permit another person to take an examination for him or her.

(h) A student shall not remove from the examination room a copy of the examination or any portion thereof, or any preliminary notes made by him or her in answering the examination, unless such removal is specifically authorized by the professor in charge or his or her designee.

(i) A student shall not act in any manner that would unreasonably interfere with other examinees during an examination.

(j) Where a student's conduct unreasonably interferes with other examinees, the proctor shall report the matter immediately to the professor in charge or his or her designee, who may order the student to leave and may prevent the student from continuing the examination. The matter shall promptly be reported to the Associate Dean for Student Affairs, who will take action as provided in Article VI(A).

(k) It is the obligation of each student to check that the student received a full examination paper and to assure that the answers are returned to the professor in charge, or his or her designee, at the time indicated at the end of the examination.

(l) Where a student is suspected of cheating during the examination, the matter shall be reported to the Associate Dean for Student Affairs as soon as is reasonably possible.

(m) A student who has taken a particular examination and a student who will take that examination at a subsequent time or date shall not discuss it with each other, and a student who has deferred the taking of an examination shall not attempt to ascertain its contents.

Article V Other Violations

(A) Misrepresentations Generally.

A student may not knowingly misrepresent facts about himself, herself, or any other person in connection with obtaining an academic or financial benefit for himself, herself, or another person, or with the intention to injure another person academically or financially. A student shall not provide untrue information for the purpose of admission to, registration at, or withdrawal from this or any other law school, college, or university, or the programs thereof, or for any use in connection with seeking employment. The obligations set forth in this paragraph are continuing, and the requirement of accuracy and truthfulness extends beyond the filing of any application, résumé, or similar document or assertion. Notice of material changes in circumstances must be provided to persons relying on such documents or assertions.

(B) Misrepresentations of Qualifications.

It shall be a violation of this Honor Code for a student requesting certification by the law school as required by a bar association, bar examiner, court, or agency to misrepresent to the law school that he or she has complied with all prerequisites as to which he or she requests certification, including, where applicable, attendance for the number of classes, completion of required credit hours, and attendance for the required number of hours of instruction.

(C) Library.

To facilitate the broadest possible student access to library resources, students shall not:

(1) tear, mark, tamper with, or otherwise deface, destroy, impair, or disable library materials or equipment;

(2) prevent in any way the use of library materials or equipment by others;

(3) remove library materials or equipment from the library without complying with established library procedures;

(4) conduct himself or herself in a manner which would unreasonably interfere with the use of the library by others; or

(5) violate any library rule, duly posted or otherwise communicated to WCL students.

(D) Co-curricular or Other WCL-Sponsored or -Affiliated Activities.

(1) It shall be a violation of this Honor Code for students to violate the standards, procedures, rules, and regulations of WCL co-curricular or other WCL-sponsored or -affiliated activities, including but not limited to: law journals, moot court, mock trial, or any other organizations sponsored by or in any way affiliated

with WCL. The standards, rules, procedures, and regulations of co-curricular organizations may also apply to the student but will not prevent this Honor Code from exercising jurisdiction over the student.

(2) It shall be a violation of this Honor Code for students to violate any WCL or American University policy regarding conduct or use of equipment and facilities.

(E) Obligation to Report and Assist.

(1) It shall be a violation of this Honor Code for any person subject to this Honor Code to fail to report facts which establish reasonable grounds to believe a violation has occurred, or to fail to assist the Prosecution Team in determining whether an Honor Code violation has occurred.

(2) It shall be a violation of this Honor Code for any person subject to this Honor Code to interfere with or seek to obstruct the filing of a complaint, or the investigation or prosecution of an allegation of an Honor Code violation.

(F) Requirements of Enrollment in Law School Programs and Activities.

Every registration for participation in a law school program, including academic and co-curricular activities, shall be deemed a representation of compliance with the requirements upon which enrollment is predicated, unless the WCL registrar is notified by the faculty member that enrollment is authorized. The registrar will forward the petition to the professor in charge of the program. The Dean of the Law School or his designee will make a determination on the petition after consultation with the professor in charge of the program. Should any material change occur involving the qualification of a student to participate in a program, the student shall inform the professor in charge promptly and, where necessary, withdraw or submit a petition for a waiver of a requirement for participation in the program to the Registrar for determination. All prerequisites that are physically or electronically posted or made available by the Registrar during the period of enrollment, or distributed through electronic media to the WCL community shall be deemed to have been duly communicated to a student.

(G) Course Requirements.

A student, by participating in a final examination, submitting a final paper, or otherwise completing course requirements shall be deemed to represent that he or she has attended and participated in the course or program as required by the faculty member or academic program. A professor (or his or her designee) in charge of the course or program at issue shall offer evidence to the Prosecution Team or Honor Code Committee, as appropriate, that a student has not fulfilled a particular announced requirement.

Article VI Procedures

(A) Any person having knowledge of facts which establish reasonable grounds to believe a violation of any provision of this Code has occurred must advise the Associate Dean for Student Affairs. The Associate Dean for Student Affairs may require a written statement of the reasonable grounds to support a belief that a violation has occurred. The Associate Dean for Student Affairs shall, in appropriate cases, attempt to resolve the matter and may seek the assistance of other university resources. If the Associate Dean for Student Affairs is unable to resolve such a matter or believes that the matter is inappropriate for him or her to resolve, Associate Dean for Student Affairs shall forward the matter to the Prosecution Team.

(B) Within a reasonable amount of time after receiving a referral from the Associate Dean for Student Affairs, the Prosecution Team shall determine if there are reasonable grounds to believe that an Honor Code violation has occurred.

(C) The student may retain counsel at his or her own expense or bring a representative of his or her own choosing and expense to meetings with the Prosecution Team.

(D) WCL shall not retain a record of the referral where the Prosecution Team finds insufficient proof of a violation and the student respondent need not report the investigation or referral to any bar examining authority or other authorities or agencies inquiring about the character and fitness of a student or graduate to practice law, for employment, or for a position of public trust.

(E) If the Prosecution Team believes that there is evidence to support a finding of an Honor Code violation, it shall attempt to resolve the matter,

including meeting with the student against whom a claimed violation of the Honor Code has been made. Any statement made by such student specifically relating to the terms of a potential voluntary resolution in pre-charge settlement 11 discussions with the Prosecution Team shall not be admissible as evidence in any subsequent Honor Code proceeding against the student.

(F) In the event that the Prosecution Team cannot agree to resolve a matter at this stage, the view of the Faculty Prosecutor shall prevail. Such a resolution may include any sanction set forth in Article VIII. The respondent and Prosecution Team must agree on the proposed sanction. If the Prosecution Team settles with the accused student, the settlement is final and not subject to appeal.

(G) If the matter is not otherwise resolved, the Prosecution Team shall prepare a Statement of Charges setting forth the claimed violation(s) of the Honor Code and shall serve the respondent with the Statement of Charges and provide a copy to the Dean of the Law School.

(H) Within a reasonable time of receipt of the Statement of Charges, the Dean of the Law School shall constitute an Honor Code Committee of at least five members, consisting of at least three full-time tenured faculty members and at least two student members. The chair of the Honor Code Committee shall be the faculty member on the Committee with the longest tenure at WCL. The ratio of faculty to students on the Honor Code Committee shall be 3:2. The student members shall be appointed by the president of the Student Bar Association or his or her designee as set forth in Article III(A)(2).

(I) Decisions of the Honor Code Committee shall be made by majority vote.

(J) Upon appointment, the Honor Code Committee shall have exclusive jurisdiction to adjudicate the case and manage its conduct subject to the provisions of Article II.

(K) After the Committee has been constituted, the chair of the Honor Code Committee shall consult with the other members to establish a date and time for an initial appearance and shall notify the respondent and the Prosecution Team of such date and time, giving the respondent adequate time to prepare for a hearing.

(L) The respondent shall be entitled to representation by counsel in a proceeding before the Honor Code Committee and any appeal. If the respondent desires to be represented by counsel but is unable to afford counsel, respondent may apply to the Dean of the Law School to appoint counsel. Eligibility for consideration of appointed counsel shall be based on respondent's financial need taking into account all resources available to the student. The Dean of the Law School will decide whether respondent qualifies for appointed counsel; this decision is not appealable. The Dean of the Law School may appoint counsel any time after the respondent is served with a Statement of Charges. The Dean of the Law School will establish a pro bono roster of attorneys from which he or she will appoint counsel. The decision of whom to appoint is not appealable.

(M) If a respondent fails to appear at a properly noticed hearing or proceeding the Honor Code Committee may enter a default decision against the absent party.

(N) After the Prosecution Team has filed a Statement of Charges, the Prosecution Team may resolve a matter by a negotiated settlement with the respondent, including findings of fact and recommended sanction(s), subject to approval of the Dean of the Law School. In the event the Prosecution Team is unable to agree whether or not to recommend a negotiated settlement, the view of the faculty prosecutor shall prevail. If the Dean of the Law School approves the negotiated settlement, the respondent waives the right to appeal. If the Dean of the Law School rejects the negotiated settlement, the Dean of the Law School shall inform the Prosecution Team and the respondent of this fact. In such event, neither the findings of fact, recommended sanction(s), nor any statements made during negotiated settlement discussions shall be admissible as evidence in any subsequent Honor Code proceeding against the respondent.

(O) In all Honor Code investigations or proceedings involving conduct based upon sex, race, color, national origin, disability, religion, or sexual orientation in which both the complainant and the respondent are subject to this Honor Code, the Faculty Honor Code Prosecutor or the Associate Dean for Student Affairs may direct that both the respondent and the complainant refrain

from contact with the other, either directly or indirectly, during the pendency of the Honor Code investigation and any proceeding initiated based upon the allegations.

Article VII Hearing Procedures

(A) Generally.

(1) All hearings shall be in closed session unless the respondent(s) and complainant(s) agree that the hearing be open to the public.

(2) All hearings shall be recorded by video or audio media.

(3) The deliberations of the Honor Code Committee shall be closed to the public and not recorded by video or audio media.

(B) Evidentiary Rules: Apart from common law and constitutional privileges, rules of evidence in courts of law shall not, as such, be applied. The reliance upon evidence shall be determined by fundamental principles of fair play.

(C) Standards of Proof: The standard of proof to be applied by the Prosecution Team, the Honor Code Committee, and the Appellate Panel in adjudicating violations of this Honor Code is clear and convincing evidence.

(D) Pre-hearing discovery is not available except as the Honor Code Committee may permit in its discretion; interlocutory appeals are not permitted.

(E) Order of Proceedings.

(1) The Prosecution Team shall present the case by calling witnesses who shall be subject to cross-examination by the respondent or by his or her counsel. Members of the Honor Code Committee may ask additional questions based on the evidence presented in direct or cross-examination.

(2) The respondent (or the respondent's representative) shall present the respondent's case. The respondent need not testify in person. The respondent, when he or she elects to testify, and other witnesses shall be subject to cross-examination by one member of the Prosecution Team. Members of the Honor Code Committee may ask additional questions based on the evidence adduced in direct or cross-examination.

(3) The Honor Code Committee may permit rebuttal evidence to be presented by the Prosecution Team, may permit the respondent (or the respondent's representative) a rejoinder to such rebuttal, and shall permit final statements by the Prosecution Team and by the respondent (or the respondent's representative).

(4) Within a reasonable time after the hearing on the merits ends, the Honor Code Committee shall advise the respondent (and respondent's representative), the Prosecution Team, and the Dean of the Law School of its findings on the merits. The findings shall be in writing and shall indicate the relevant facts upon which the decision is based and shall specify the provision of the Honor Code at issue.

(5) Unless the respondent has availed himself or herself of the opportunity to do so at the hearing on the merits, the respondent shall have the right as to any sanction to present evidence in mitigation, adduce character witnesses, and make a separate argument on sanctions. The Prosecution Team also may present evidence, call witnesses, and make an oral argument on sanctions.

(6) Within a reasonable time after the hearing on sanctions ends, the Honor Code Committee shall advise the respondent (and the respondent's representative), the Prosecution Team, and the Dean of the Law School of any sanction it has determined to impose.

(8) There shall be no appeals from decisions of the Honor Code Committee made during the hearing, except those which are final and adverse to the moving party and terminate the proceedings.

Article VIII Sanctions

(A) The Honor Code Committee may impose, among others, the sanctions listed below, either singularly or in combination, as it deems appropriate:

(1) Admonition: An oral censure that he or she is violating or has violated the Honor Code.

(2) Warning: Notice, in writing, that continuation or repetition of conduct found wrongful, within a period of time stated in the

warning, may be the cause for the imposition of a more severe sanction.

(3) Reprimand: A written censure for violation of the Honor Code.

(4) Restitution: An order to reimburse WCL, American University, or other victims for physical damage to or misappropriation of property.

(5) Probation: A student may be placed on probation for a specified period of time. If a student violates the Code during probation, then upon a finding of guilt for the subsequent violation the Honor Code Committee will consider the student's probationary status when determining sanctions. Probation may also require specific action or omissions on the part of the respondent.

(6) Suspension:

(a) Suspension of eligibility for participation in WCL-sponsored or -affiliated co-curricular activities;

(b) Suspension of eligibility for law school–recognized offices;

(c) Suspension of eligibility for specific law school programs; or

(d) Suspension from the law school for an indicated period of time.

(7) Reduction or elimination of grade or credits: the Honor Code Committee may reduce or eliminate a grade or credits in a program in which the respondent was found to have committed academic dishonesty, and/or revoke an award or recognition for academic performance or other activity.

(8) Expulsion: Termination of student status.

(B) The Honor Code Prosecution Team may, as part of a voluntary resolution, authorize removal of a written notation from the student's file after a set period of time.

Article IX Appeals

(A) A petition of appeal from the final determination (a decision on the merits and, if applicable, the imposition of a sanction) of the Honor Code Committee shall be addressed to the Dean of the Law School, and shall be filed within two weeks of the respondent's receipt of the Honor Code Committee's final determination.

(B) A petition of appeal must be in writing and shall set forth any errors of law to be reviewed on appeal.

(C) The appeal will review issues of law, not facts.

(D) Within a reasonable time of receipt of the petition of appeal, the Dean of the Law School shall convene an ad hoc Appellate Panel.

(E) The Appellate Panel shall consist of two Associate Deans chosen by the Dean of the Law School and a third-year (full-time) or fourth-year (evening division) student chosen by the SBA. The chair of the Appellate Panel shall be the Associate Dean on the Appellate Panel with the longest tenure as an Associate Dean at WCL.

(F) All decisions of the Appellate Panel shall be made by majority vote.

(G) There shall be no oral presentation unless requested by the Appellate Panel.

(H) The Prosecution Team and/or the respondent, as the case may be, shall file a response within two weeks of receipt of the petition. Any further filings are by the permission of the chair of the Appellate Panel.

(I) The Appellate Panel may reduce, but not increase, a sanction. A report to a bar examining authority or other organization pursuant to Article XII shall not be deemed an increase in a sanction.

(J) The Appellate Panel may affirm, modify, vacate, or remand the matter to the Honor Code Committee to determine a matter in accordance with its instructions.

(K) The Appellate Panel shall advise the respondent (or respondent's representative), the Prosecution Team, and the Dean of the Law School of its disposition of the appeal within two weeks of the last filing contemplated by Article IX(H).

Article X Conflicts of Interest

The existence of a real or apparent conflict of interest or other grounds for recusal of the Dean of the Law School, a member of the Prosecution Team, Honor Code Committee, or Appellate

Panel may be raised by a member of the Prosecution Team, a member of the Honor Code Committee, a member of the Appellate Panel, the complaining witness, the respondent, or any other person with an interest in the matter. For good cause shown, the Dean of the Law School, a member of the Prosecution Team, Honor Code Committee, or Appellate Panel shall recuse himself or herself. If such a member does not elect recusal, the Dean of the Law School or his or her designee shall determine if, for good cause shown, the individual should be recused and another member appointed for the pending matter. In the event the Dean of the Law School is recused from participating in the matter, then the individuals in the order listed, occupying the following positions, shall fulfill the role of the Dean of the Law School:

1. Associate Dean for Academic Affairs who has served longest in that position;

2. Other Associate Dean for Academic Affairs in order of seniority in that position; or

3. Other Associate Dean in order of seniority in that position.

Article XI Form, Announcement, and Publication of Decisions

(A) Decisions of the Honor Code Committee and the Appellate Panel shall be in writing and shall comply with the content specificity requirements of Article VII(E)(4). Voluntary resolutions between the respondent and the Prosecution Team must be in writing. Decisions or recommendations of the Associate Dean for Student Affairs made under this Honor Code are not required to be in writing.

(B) A voluntary resolution with the Prosecution Team, a final determination of a violation of the Honor Code by the Honor Code Committee, and/or a decision of the Appellate Panel shall be distributed through electronic or printed media, or by any other appropriate means of communication to the law school community. Such announcement shall appear at least twice and shall contain the substance of the charges, decision, and sanction(s) without disclosing the name(s) of the respondent(s). This publication shall not take place until proceedings by the Honor Code Committee and/or the Appellate Panel, including any remand, have been completed. Decisions of the Honor Code Committee shall be publicly announced to the law school community not earlier than two weeks after the respondent receives notice of the final decision. If the respondent files a timely petition of appeal, then notice shall not be publicly announced to the law school community until the Appellate Panel has completed its work. If the Appellate Panel remands a decision of the Honor Code Committee, announcement to the law school community shall not occur until after completion of subsequent proceedings.

(C) Announcement and/or publication of decisions shall not be deemed to be an increase in the sanction.

(D) A respondent found not to have violated the Honor Code may request that the finding to this effect be published, as above.

(E) The Office of the Dean of the Law School shall maintain records of all proceedings conducted under the Honor Code. The Prosecution Team shall have access to these records as a guide for prosecutorial decision making.

(F) Subsequent Honor Code Committees and Appellate Panels shall have discretion to consider past written decisions in their deliberations. Written decisions of the Honor Code Committees and Appellate Panels are not mandatory authority and do not carry precedential weight.

(G) A summary of all charges, proceedings, and outcomes shall remain on file with the Office of the Dean of the Law School for public review subject to the law school's record retention policy. Names and other identifying information of students/community members shall be removed as necessary to protect confidentiality.

Article XII Law School Reports to Bar Examining and Other Authorities or Agencies, Student Files

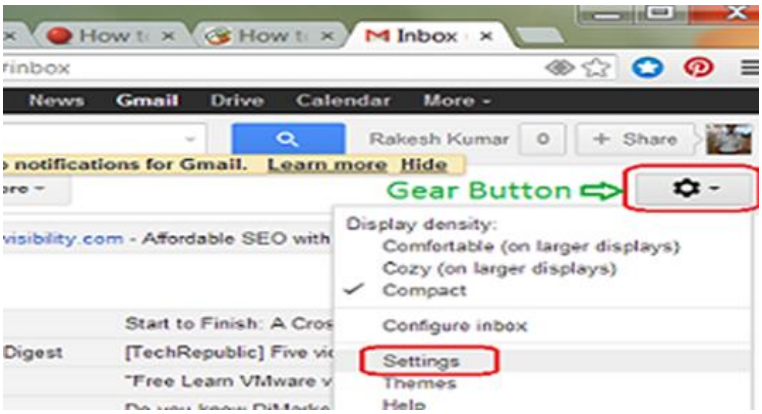
Subject to the Family Educational Rights and Privacy Act (F.E.R.P.A.), 20 U.S.C. § 1232(g), 34 C.F.R. pt. 99, and any other applicable statute or regulation, the law school shall report to any bar examining authority or other authorities or agencies inquiring of the law school about the character and fitness of a student or graduate to

practice law, for employment, or for a position of public trust information in the student's file that an agreement or finding has been entered resolving an allegation of an Honor Code violation or that a Statement of Charges asserting an Honor Code violation has been filed with the Law School Dean. The information in the student's file shall be sufficiently detailed to permit a reader to know the essential facts, the outcome of the proceeding, the sanctions assessed, if any, and shall include all exculpatory or explanatory material. A decision not to enter anything in the student's record or to remove a notation from the student's record of any Honor Code proceedings, findings, and sanctions recommended and imposed, does not relieve the student of, or prevent the law school from, discharging their respective ethical obligations to advise any bar examining authority or other inquiry regarding the character and fitness of the student to practice law.

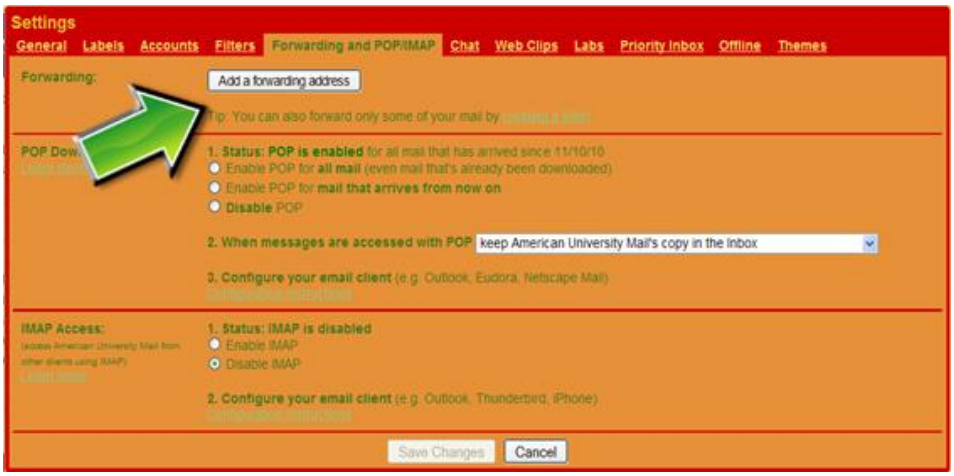
Appendix F: How to Forward your AU Email

If students do not plan to check their american.edu student accounts, they **MUST** forward their email to the account they check most often. Failure to do so can result in missing emails regarding classes and graduation, and may have an effect on ability to graduate. As active students, WCL Faculty & Staff will email students only at their american.edu account.

Step One: Log into your AU Student Google email account and click on Settings in the upper right-hand corner of the screen.



Step Two: When the "Settings" options appear, select the "Forwarding and POP/IMAP" tab. Directly below that, click the "Add a Forwarding Address" button.



Step Three: A pop-up window will appear. Enter the email address to which you want your email forwarded, and click "Next." The system will then notify you that a confirmation email has been sent to the address you entered.

Step Four: Check the forwarding address for the confirmation email and follow the email's directions to complete set-up of the email forwarding process.

Appendix G: How to Access Professor Evaluations

MyWCL has evaluations from 2009 – Present

Step One: Log into https://my.wcl.american.edu and click on the Evaluations tab at the top of the screen. This page should appear:

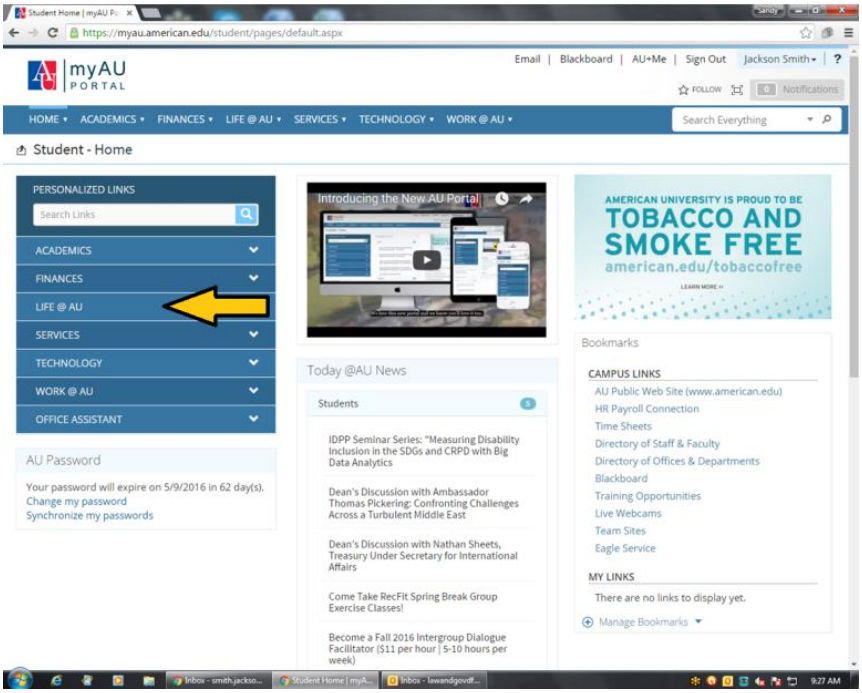
Step Two: You can view evaluations by faculty name or by section number.

If you select by faculty, a drop down menu will appear with the names of faculty members. Select the appropriate option and click next. A list of classes taught by this professor and the section number will appear.

If you select by section number, a drop down menu with the year and term will appear (e.g., Fall 2013). Select the appropriate option and click next. Two drop down menus will appear: one with evaluations by course, and one with evaluations by faculty member. Select the appropriate option and click search. The desired information will appear.

Appendix H: How to Waive AU Student Insurance

Step One: Log into your myAU account and click on "Life @ AU" under "Personalized Links" (left-hand side of the screen). A drop-down menu should appear.



Step Two: Scroll down the drop-down listing, and click "Student Health Insurance Waiver."

Step Three: After selecting "Student Health Insurance Waiver," you will be directed to the on-line enrollment/waiver site for the American University student medical insurance.

UnitedHealthcare

StudentResources

- Home
- UHCSR Secure Email
- Parents
  - What's Driving Costs?

American University

Note: For best results, please use your desktop or laptop computer. Student Center is not supported for mobile devices.

Welcome to the American University on-line enrollment/waiver site for student medical insurance.

American University requires all full time, degree seeking undergraduate and international students to be covered by adequate medical insurance both to protect against unexpected high medical costs as well as provide access to quality care. Please be aware that many out-of-state insurance plans may not offer adequate coverage in the D.C. area.

Please take a moment to review the below link to assist you in making this important decision regarding quality medical insurance.
Student Injury and Sickness Insurance Plan

You may waive coverage under this plan if you have health insurance that meets all of the Universities plan requirements and is approved by American University.
Important: If you do not enroll for or waive out of coverage by the designated deadline, you will be automatically enrolled in the sponsored plan and charged the applicable premium. **Once enrolled, the coverage cannot be cancelled, and the premium will not be refunded.**

- All enrollment or waiver selections must be completed by **February 15, 2016**.
- You will need your American University student ID number to verify your entry to the waiver card site.
- Your waiver must be completed in its entirety. You will be asked detailed information about your current coverage, so have the following available:
  - Insurance company name, policy/group number, claims address (on the back of your insurance card)
  - The primary subscriber's/policy holder's name
- **You may not make changes or re-enter the waiver once it is submitted.**
- Immediately after completion of the waiver, you will receive a confirmation of approval or denial via email. Please retain this email information for your records.

The waiver period for your school has not started or it has already ended. Please contact your school for more information.

Once you have completed the Early Enrollment form and you like to enroll your dependents please click the following link. Dependent Enrollment Form

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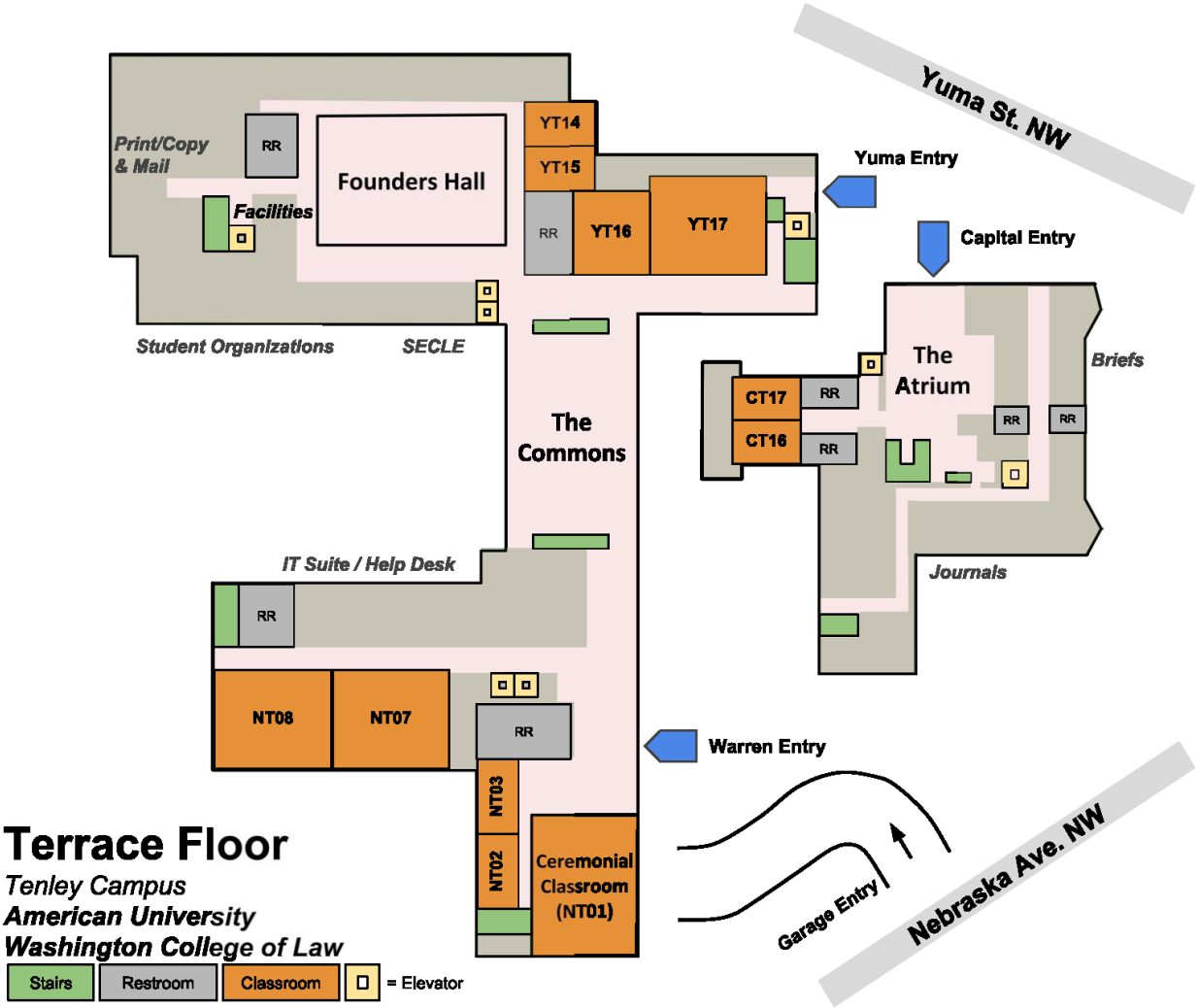
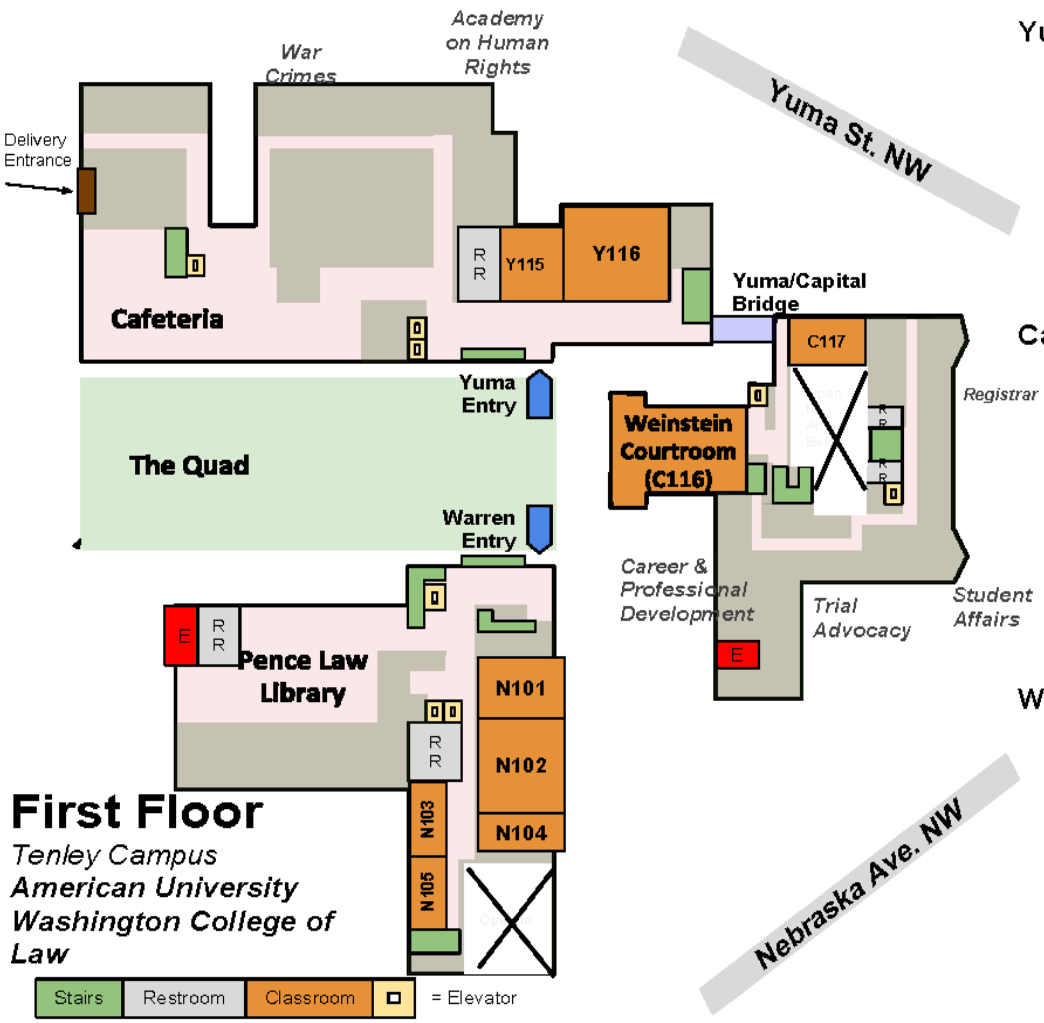
Appendix I: WCL Tenley Campus Maps





Yuma

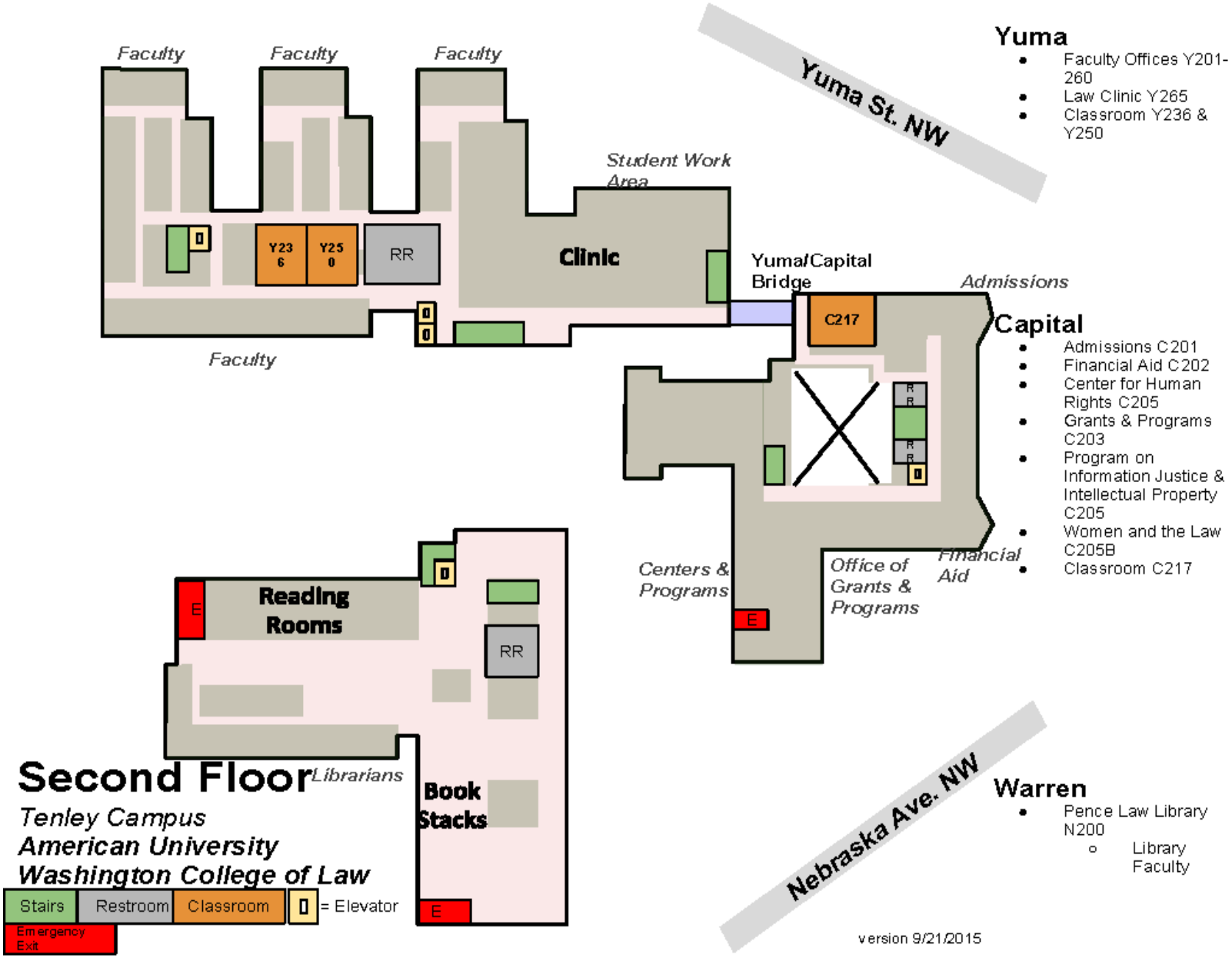
- Dining Y103
- War Crimes Research Y110
- Academy on Human Rights & Humanitarian Law Y111
- Classrooms Y115-Y116

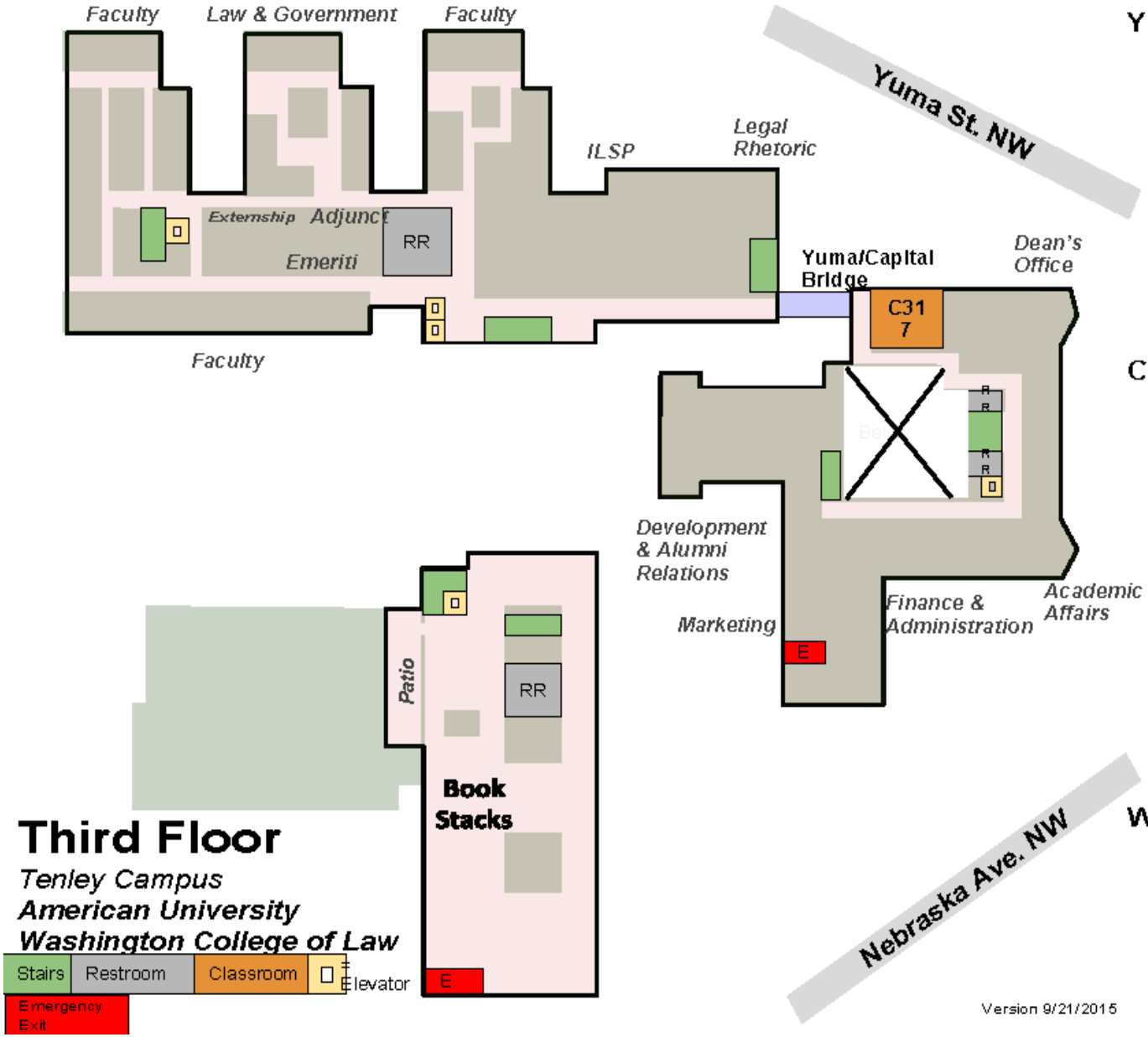
Capital

- National Immigrant Women's Advocacy Project C100
- Registrar C101
- Diversity Services C107
- Student Affairs C107
- Trial Advocacy C111
- Career & Professional Development C115
- Public Interest C115
- Weinstein Courtroom C116
- Courtroom C117

Warren

- Pence Law Library N100
  - Access Services N100A
  - Collection & Bibliographic Services N100-04
  - Legal Research & Legal Technology Lab N100C
  - Online Education N100B
  - Reference & Research Services N100-03
- Classrooms N101-105


Faculty
Faculty
Faculty
Yuma St. NW
Yuma
Faculty Offices Y201-260
Law Clinic Y265
Classroom Y236 & Y250
Student Work Area
Y236
Y250
RR
Clinic
Yuma/Capital Bridge
Admissions
C217
Capital
Admissions C201
Financial Aid C202
Center for Human Rights C205
Grants & Programs C203
Program on Information Justice & Intellectual Property C205
Women and the Law C205B
Classroom C217
Faculty
Centers & Programs
Office of Grants & Programs
Financial Aid
E
Reading Rooms
RR
Librarians
Book Stacks
Second Floor
Tenley Campus
American University
Washington College of Law
Stairs
Restroom
Classroom
= Elevator
Emergency Exit
Nebraska Ave. NW
Warren
Pence Law Library N200
Library Faculty
version 9/21/2015



Yuma

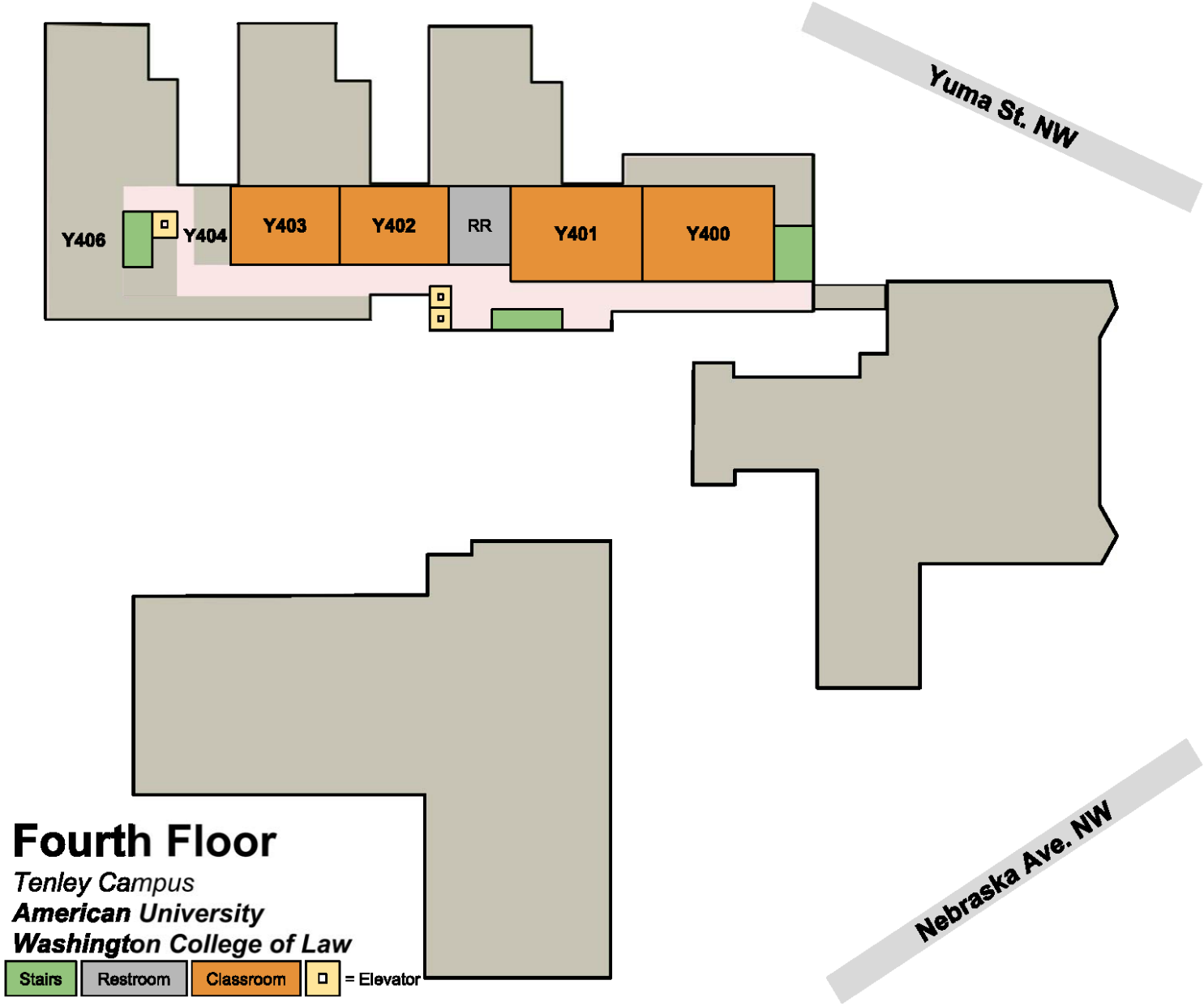
- Adjunct Suite Y343
- Faculty Offices
- Faculty & Administrative Support Services Y312, Y352
- International Suite Y360
- Law & Government Y346
- Legal Rhetoric

Capital

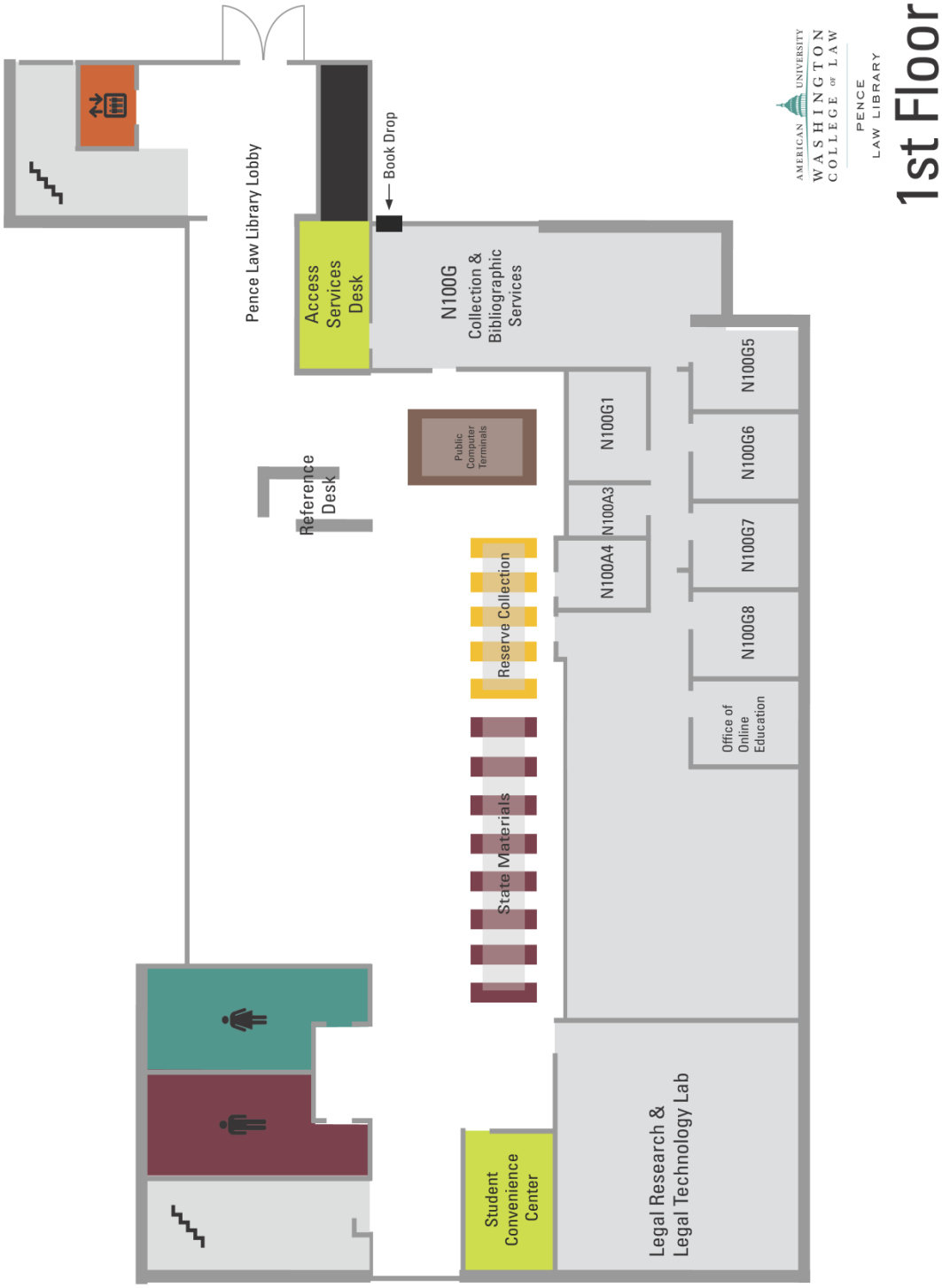
- Dean's Office C301
- Academic Affairs C302
- Finance & Administration C303
- Public Relations & Marketing C303A
- Development & Alumni Relations C305D
- Classroom C317

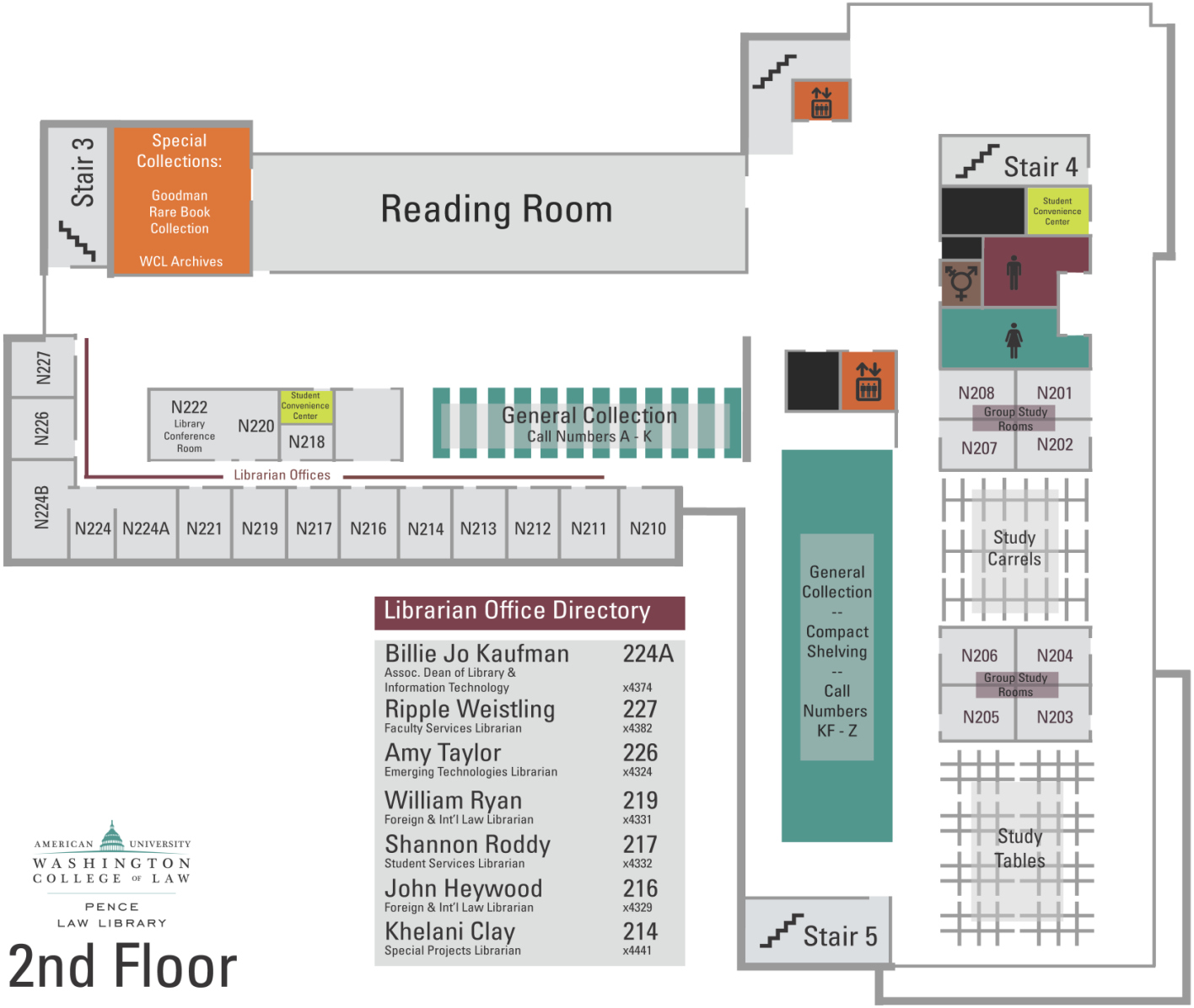
Warren

- Pence Law Library Outdoor Roof Terrace N300.


Yuma St. NW
Y406
Y404
Y403
Y402
RR
Y401
Y400
Nebraska Ave. NW
Fourth Floor
Tenley Campus
American University
Washington College of Law
Stairs
Restroom
Classroom
= Elevator

Appendix J: WCL Pence Law Library Maps & Reference Guides





Librarian Office Directory

Billie Jo Kaufman	Assoc. Dean of Library & Information Technology	224A x4374
Ripple Weistling	Faculty Services Librarian	227 x4382
Amy Taylor	Emerging Technologies Librarian	226 x4324
William Ryan	Foreign & Int'l Law Librarian	219 x4331
Shannon Roddy	Student Services Librarian	217 x4332
John Heywood	Foreign & Int'l Law Librarian	216 x4329
Khelani Clay	Special Projects Librarian	214 x4441

AMERICAN UNIVERSITY
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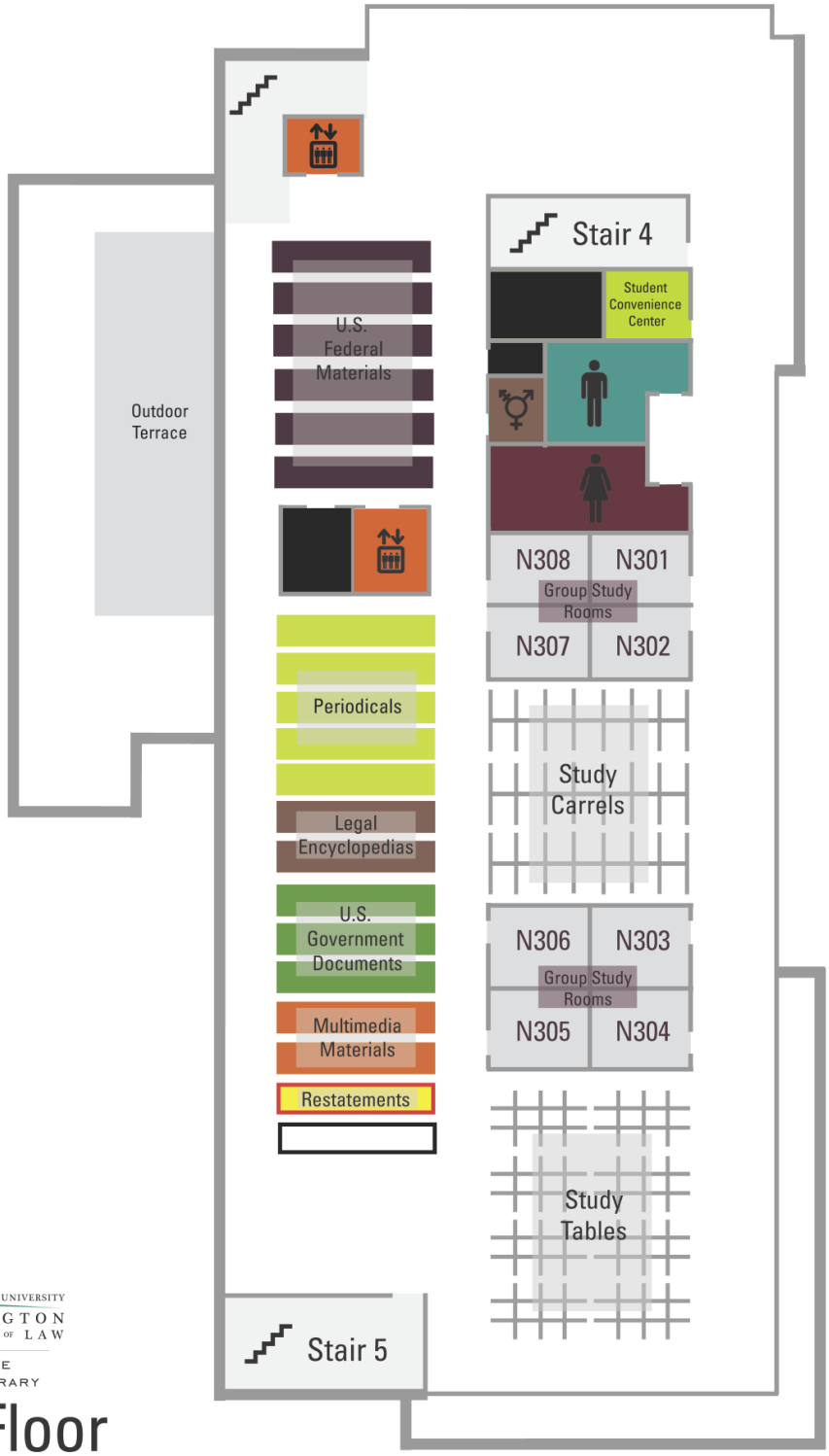
2nd Floor



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WASHINGTON COLLEGE OF LAW
PENCE LAW LIBRARY

3rd Floor

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PENCE LAW LIBRARY

Commonly Requested Topics & Call Numbers

Topic	Call Number
ADA (Americans with Disabilities Act)	KF480 + KF3469
Administrative Law	KF5401
Affirmative Action	KF3464
Agency	KF1341
Aids	KF3803 + RC607
Antitrust	KF1631
Arbitration/Dispute Resolution	KF9084
Bankruptcy	KF1501
Civil Procedure	KF8810
Comparative Law	K
Computers-Privacy	KF1263
Conflict Of Laws	KF410
Constitutional Law	KF4501 - KF5130
Contracts	KF801
Copyright Law	KF2986
Corporations	KF1414
Court Rules	KF8816
Criminal Law	KF9201
Criminal Procedure	KF9601
Damages	Kf445
Depositions/Interrogatories	KF8900
Education Law	KF4101
Elder Law	KF390
Employment Law	KF3301
Employment Discrimination	KF3464
Entertainment Law	KF4290 + KF2932
Environmental Law	KF1298 + KF3775
European Community (EC)	KJE
Evidence	KF8931 + KF9660
Family Law	KF501
Food & Drug Law	KF3864
Foreign Law (Individual Countries)	KD,KE,KG-KW
Forms	KF170 + KF8836
Health Law	KF3821
Immigration	KF4815

Topic	Call Number
Indian Law	KF8201
Insurance Law	KF1146
Intellectual Property	KF2971 - KF3192
International Law	KZ
Jurisprudence	KF379
Jury Instructions-Federal	KF8984
Labor Law	KF3301
Landlord & Tenant	KF586
Legal History	KF350
Legal Research-Writing	KF240 - KF245
Medical Malpractice	KF1289 + KF2905
Military Law	KF7201
Negligence	KF1280
Negotiable Instruments	KF956
Oil & Gas	KF1846
Patents	KF3096
Products Liability	KF1296
Professional Responsibility	KF305
Property	KF560 + KF701
Remedies	KF9010
Sales Of Goods	KF914
Searches & Seizures	KF9630
Secured Transactions	KF1049
Securities Regulation	KF1428
Social Security	KF3641
Sports Law	KF3989
Taxation	KF6271 - KF6645
Torts	KF1249
Trade Regulation	KF1608
Trademarks	KF3180
Trusts & Trustees	KF730
Uniform Commercial Code	KF879
Wills & Estate Planning	KF748 + KF775
Workers Compensation	KF3615
Zoning Law	KF5691

AMERICAN UNIVERSITY
WASHINGTON COLLEGE OF LAW

PENCE LAW LIBRARY

Frequently-Used Pence Law Library Resources

Resource	Collection	Location
***American Jurisprudence* 2d (AmJur2d)**	Legal Encyclopedias	3rd Floor
Audiovisual equipment, DVDs and videotapes	Multimedia Area	3rd Floor
Black's Law Dictionary (KF 156 .B53)	Reserve Room & General Collection	1st Floor
Call-numbered sections	Reserve Room & General Collection	2nd Floor
Code of Federal Regulations (CFR) (current)	Federal Materials & Hein Online	3rd Floor & Online
Code of Federal Regulations (CFR) (older)	Hein Online	Online
***Corpus Juris Secundum* (CJS)**	Legal Encyclopedias	3rd Floor
Federal Register (FR)	Hein Online	Online
U.S. Government Documents	Federal Depository	3rd Floor & Online
Law reviews & other periodicals		
Bound volumes (Various Dates)	Periodicals & Hein Online	3rd Floor & Online
Current unbound issues	Periodicals	3rd Floor & Online
Periodical Indexes	LegalTrac	Online
Microfiche/Film	Microformat Materials	2nd Floor
Lost & Found	Information Desk	Warren Building Lobby
Microforms (microfiche & microfilm)	Microformat Materials	2nd Floor
Reserve Materials (3 hour circulation)	Reserve Area	1st Floor
Restatements (current)	Restatements	3rd Floor
State materials (KFA - KFP) **(AL; AK; AZ; AR; CA; CO; CT; DC; DE; FL; GA; HI; ID; IN; IA; KS; KY; MD; ME; MN; MO; MT; NE; NY; PR; VA)**	State Codes & Materials	1st Floor
US Code (USC), US Code Ann. (USCA) & US Code Service (USCS)	Federal Materials	3rd Floor
US Reports (U.S.)	Federal Materials	3rd Floor
US Statutes at Large (Stat.)	Federal Materials	3rd Floor

1st Floor	2nd Floor	3rd Floor
Reserve Collection	General Collection	Current Restatements
State Codes & Materials	Microfiche/film	Legal Encyclopedias
Circulation Desk		Multimedia Materials
Reference Desk		Federal Materials
		Government Documents

Appendix K: American University Zero Waste