



texas
wesleyan
university

SCHOOL OF LAW

**Programs, Policies &
Procedures**

Contents



TEXAS
Wesleyan
 UNIVERSITY

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School of Law Programs, Policies & Procedures

1998-99

Texas Wesleyan University does not discriminate on the basis of sex, race, color, creed, handicap or national or ethnic origin in any of the operations or activities of the university.

The statements in this publication are for information only and do not constitute a contract between the student and Texas Wesleyan University. Degree requirements in force at the time of initial enrollment will be honored for an individual student. However, the university reserves the right to change any policy, requirement or fee at any time during the student's enrollment.

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Overview

The University

Texas Wesleyan University was founded in 1890 by the Methodist Episcopal Church, South, and named Polytechnic College, which has the literal meaning "many arts and sciences" – a concept that has remained central to the mission of the University.

In 1914, the college became the women's college of the Methodist Church and was named Texas Woman's College. In 1934, it again was made coeducational and became Texas Wesleyan College. The Board of Trustees voted in 1988 to change the name to Texas Wesleyan University.

In addition to the School of Law, the University consists of schools of business, education, fine arts and science and humanities, as well as a Weekend University Program designed to meet educational and career needs of adult students.

The Law Students

The law school enrolls approximately 350 students in its full-time day and 225 students in its part-time evening juris doctor programs. The entering class consists of approximately 120 day students and 70 evening students and the median age is 30-31. Approximately 40 percent of the entering class are women, and 15 percent are minorities.

Although many Texas Wesleyan law students enter the law school directly from their undergraduate institutions, many are seeking a legal education at a later stage in life, and come from a variety of professional backgrounds such as accounting, real estate, education, health services and finance. The student body's diversity also can be seen in the 81 undergraduate institutions represented in the 1998 entering class – 47 of these institutions being out of state.

The Metroplex

During the summer of 1997, the law school moved to a new location in downtown Fort Worth, Texas, in close proximity to the legal and judicial community. The Fort Worth/Dallas metropolitan area, with a population of approximately 4.5 million, offers a relatively low cost of living, a growing economy and extensive cultural, business and professional opportunities.

Fort Worth

Fort Worth's downtown is "urban complete" since a virtual renaissance began in the 1980s, and the relocation of Texas Wesleyan's law school is a continuation of redevelopment efforts. The city is home to the world-renowned Kimbell and Amon Carter museums, Sundance Square, a downtown center for business, the arts and residential living, the historic Stockyards District and a beautiful natural-environment zoo. The law school's new location is directly across from the Fort Worth Water Gardens, a complex of sculpture and fountains.

Dallas

Dallas serves as home to more than 80,000 companies, including headquarter operations such companies as JCPenney, Haggard Clothing Company, Mary Kay and Texas Instruments. The city offers diverse entertainment options such as a vibrant arts district, an arboretum/botanical gardens complex and athletic teams from all four professional leagues.

The Academic Program

The juris doctor degree is conferred on students who satisfactorily complete an 88-unit course of study. The curriculum is divided among "lockstep courses" (required courses that must be taken in a prescribed sequence), advanced core curriculum required courses, core curriculum elective courses and general curriculum electives, providing training in a variety of specialized areas. Upper-class seminars provide students an opportunity for individual research and presentation of their own concepts.

Academic Calendar

Fall Term 1998

First-Year Orientation	August 17
Upper Division Classes Begin	August 18
Labor Day	September 7
Thanksgiving	November 25-27
Classes End	December 3
Exam Period	December 7-17
Hoarding Ceremony	December 18
Commencement	December 18

Spring Term 1999

Classes Begin	January 11
M.L. King Day	January 18
Spring Break	March 15-20
Good Friday	April 2
Classes End	April 27
Exam Period	May 3-13
Hoarding Ceremony	May 14
Commencement	May 15

Day Division

The day division program includes a three-year course of study, consisting of 14-week fall and spring semesters. Day students are admitted in the fall of each academic year. Two summer sessions with limited course loads are available for both day and evening students.

Schedule

Classes are scheduled Monday through Friday. The classes are scheduled between 9 a.m. and 4 p.m. and vary in length from one to two hours. A full-time student is required to take between 12 and 15 units per semester. Thus, students can expect to spend 12 to 15 hours per week in class.

Classes

The prescribed regular sequence of lockstep courses for full-time students is as follows:

Analysis, Research & Writing I	2 credits
Civil Procedure	4 credits
Contracts I	3 credits
Introduction to Law I	1 credit
Property I	3 credits
Torts I	2 credits

Second semester courses include:

Analysis, Research & Writing II	2 credits
Contracts II	3 credits
Criminal Law	3 credits
Property II	3 credits
Torts II	3 credits

Third semester required courses, which can be supplemented with elective courses, are as follows:

Constitutional Law	4 credits
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In addition to the previously listed required courses, students must successfully complete the following courses prior to graduation:

Business Associations	4 credits
Estates & Trusts	4 credits
Criminal Procedure	3 credits
Evidence	4 credits
Professional Responsibility	2 credits

Evening Division

The evening division program is offered on a part-time basis for students who wish to work full-

time while pursuing their legal education. This program includes a four-year curriculum consisting of evening classes. The program is comprised of 14-week fall and spring semesters. Evening students are admitted in the fall of each academic year. Two summer sessions with limited course loads are available for both day and evening students.

Schedule

Evening classes are scheduled Monday through Thursday, with an occasional course offered on a Friday or Saturday. Classes vary in length from one to one and a half hours, and are scheduled between 6 and 9:30 p.m. In the first year, the typical evening student's schedule includes three courses per semester. During the first year, an evening student will normally attend classes four evenings per week.

Classes

Evening students are required to carry eight to 11 units each semester and may take an additional three during each summer session.

The prescribed regular sequence of lockstep courses for part-time students is as follows:

Analysis, Research & Writing I	2 credits
Contracts I	3 credits
Introduction to Law I	1 credit
Property I	3 credits
Torts I	2 credits

Second semester courses include:

Analysis, Research & Writing II	2 credits
Contracts II	3 credits
Property II	3 credits
Torts II	3 credits

In the third semester, evening students take the following courses:

Civil Procedure	4 credits
Constitutional Law	4 credits
Criminal Law	3 credits

In addition to the previously listed required courses, students must successfully complete the following courses prior to graduation:

Business Associations	4 credits
Estates & Trusts	4 credits
Criminal Procedure	3 credits
Evidence	4 credits
Professional Responsibility	2 credits

Summer Terms

The law school offers a limited number of courses during two five-week summer sessions. Summer classes meet during the day and in the evenings, and students can enroll in up to five units per session for full-time students and three units per session for part-time students.

Externship Program

The Externship Program enables students to work with practicing attorneys for academic credit and provides a supervised context in which students will be exposed to front-line practice through a variety of externships with trial and appellate courts, as well as government agencies. Students perform legal tasks and apply their academic studies to real client cases, gaining valuable insight into the operation of legal institutions.

The program is coordinated by a full-time professor, ensuring significant legal experience in interviewing, negotiating, counseling clients and/or alternative dispute resolutions.

Externships are unpaid positions assigned to each student after a pre-screening process to make certain each student is in good standing with the law school. Students must have completed at least three semesters (45 hours) of credit and have at least a 75 GPA to be eligible.

Skills Training

In order to implement a skills curriculum that allows students to develop necessary practical lawyering skills, the law school has developed a series of courses in its juris doctor program, each termed a "practicum," in discrete substantive areas, as well as in particular skills areas. The term "practicum" involves the supervised practical application of previously studied theory to prepare prospective practitioners. For more information on practicum courses, see the Course Descriptions section of this bulletin.

The law school also promotes active mock trial and moot court programs, with a required intramural program in the first year, voluntary intramural competitions for upper division students and participation in several inter-school competitions.

Law Clinic

The law clinic is an actual law office operated by law students and a faculty supervisor. It also functions as a class where students represent real clients, who are indigent, in court under the direction of the faculty supervisor.

Comprehensive Rules & Interstitial Rulemaking

The function of these academic standards is to provide comprehensive rules for governing the academic rules to be applied by students of the institution. To the extent the rules fail to provide adequate guidance for administering a particular aspect of the student's academic program, the Academic Standards Committee may adopt temporary rules which shall have force and effect for one semester or until the faculty adopts a permanent standard whenever occurs earlier.

Adoption and Amendment

The academic standards are adopted by majority vote of the faculty and are subject to amendment by a majority vote of the faculty.

Constructive Notice

These standards serve as notice to all students, students, faculty, and others of rules, regulations, policies, and procedures described herein. This notice exists without regard to whether one has actually taken the opportunity to read the standards; the law school will deal with all interested parties on the assumption that they have read and understood themselves as to these standards.

Availability

The law school will make efforts to provide the complete copies of these standards to interested people. This process may include availability in the standards of the law library.

Categories of Students

Students shall be divided into categories by status (full-time or part-time), and, as to students in the lock-step courses, division (day or evening and sequence (regular or extended)).

Full-time. All full-time students who have not completed lock-step courses must be in the day division, regular sequence. Advanced full-time students must enroll in at least 12 credit hours per semester, and a proportionate load in a shorter term and take the bulk of their schedule in the day. No full-time student may work more than 20 hours per week during any week in any term or semester for which the student is enrolled. The student bears the burden of proving compliance with the work limitation, and the law school, at its sole discretion, may at any time require the student to provide proof of compliance. Any student who cannot prove satisfactorily the student's compliance with the work limitation shall be regarded as a part-time student, and the sanctions for exceeding the minimum student load for a part-time student will be imposed for any semester in which the student exceeded the minimum part-time load. Furthermore, violation of the work limitation is an Code of Academic Conduct violation and is therefore subject to additional sanction through that process.

Part-time. A part-time student is any student:

- working more than 20 hours per week,
- taking 11 or fewer credit hours in a semester or a proportionate load in a shorter term,
- who has not completed lock-step courses and is not in the day division, regular sequence, or
- who is not taking the bulk of his or her schedule in the day.

Division

Day. The day division consists of full-time or part-time students who have not completed their lock-step courses and are attending those courses during the day.

Academic Standards

Function of These Standards

Comprehensive Rules & Interstitial Rulemaking

The function of these academic standards is to provide comprehensive rules for governing the academic rules to be applied to students of the institution. To the extent the rules fail to provide adequate guidance for administering a particular aspect of the students' academic program, the Academic Standards Committee may adopt temporary rules which shall have full force and effect for one semester or until the faculty adopts a permanent standard (whichever occurs earlier).

Adoption and Amendment

The academic standards are adopted by majority vote of the faculty and are subject to amendment by a majority vote of the faculty.

Constructive Notice

These standards serve as notice to all applicants, students, faculty, and others of rules, regulations, policies, and procedures described herein. This notice exists without regard to whether one has actually taken the opportunity to read the standards; the law school will deal with all interested parties on the assumption that they have informed themselves as to these standards.

Availability

The law school will make efforts to provide reasonable access to these standards to interested people. This access may include availability of the standards at the law library.

Categories of Students

Students shall be divided into categories by status (full-time or part-time), and, as to students in the lockstep courses, division (day or evening) and sequence (regular or extended).

Status

Full-time. All full-time students who have not completed lockstep courses must be in the day division, regular sequence. Advanced full-time students must enroll in at least 13 credit hours per semester (and a proportionate load in a shorter term) and take the bulk of their schedule in the day. No full-time student may work more than 20 hours per week during any week in any term or semester for which the student is enrolled. The student bears the burden of proving compliance with this work limitation, and the law school, at its sole discretion, may at any time require the student to provide proof of compliance. Any student who cannot prove satisfactorily the student's compliance with the work limitation shall be regarded as a part-time student, and the sanctions for exceeding the maximum student load for a part-time student will be imposed for any semester in which the student exceeded the maximum part-time load. Furthermore, violation of the work limitation is an Code of Academic Conduct violation and is therefore subject to additional sanction through that process.

Part-time. A part-time student is any student:

- working more than 20 hours per week,
- taking 11 or fewer credit hours in a semester (or a proportionate load in a shorter term),
- who has not completed lockstep courses and is not in the day division, regular sequence, or
- who is not taking the bulk of his or her schedule in the day.

Division

Day. The day division consists of full-time or part-time students who have not completed their lockstep courses and are attending those courses during the day.

Sequence

Regular. Students enrolled in a regular sequence of lockstep courses are those enrolled in the full complement of courses available for their division.

Extended. Students enrolled in an extended sequence of lockstep courses are those enrolled in less than the full complement of courses available for their division. This program is prescribed for evening division students and is arranged for day division students.

Student Academic Conduct

Code of Academic Conduct

A student may be placed on probation, suspended or dismissed for academic conduct unbecoming to a student of law. Academic conduct unbecoming to a student of law includes:

- violating any rule or regulation of the law school or the university, and
- plagiarism and academic fraud, deceit, misrepresentation or dishonesty.

Duty to Report

Any student who has reason to believe a violation of the Code of Academic Conduct has occurred must report that belief to the dean or the associate dean for academic affairs. Failure to do so is a violation of the Code of Academic Conduct.

Disciplinary Process

Grading of Suspected Examination or Assignment. An instructor suspecting a violation of the Code of Academic Conduct on any class assignment or examination must report the violation to the associate dean for academic affairs. The instructor should grade the assignment or examination as if no violation occurred and should then turn in the grades with the request that they be held by the registrar pending an investigation.

Investigation. The associate dean for academic affairs shall act as counsel for the institution in investigating alleged violations of the Code of Academic Conduct. Upon concluding the investigation, the associate dean may either dismiss the charges, impose an appropriate sanction with

the acquiescence of the dean and the student or request the appointment of a hearing tribunal.

Appointment of a Tribunal. Upon request of the associate dean for academic affairs, the dean shall appoint a tribunal of five faculty members to hear the charges. On request of the student, the dean may appoint one student member in lieu of one faculty member on the panel.

Conflict of Interest for Investigation. If the associate dean for academic affairs is either a witness or the instructor of the course in which the alleged violation occurred, the dean shall appoint another full-time faculty member to act as counsel for the institution in that case.

Conflict of Interest for Appointment of the Tribunal. If the dean is either a witness or the instructor of the course in which the alleged violation occurred and the associate dean for academic affairs has concluded a tribunal should hear the case, the appointment of the tribunal members shall be made by the associate dean for administration.

Procedure in the Hearing. In the hearing before the tribunal, the institution bears the initial burden of producing evidence and bears all burdens of persuasion. While the tribunal should attempt to avoid unnecessary formality, it will adhere to the following minimum standards: no one may be forced into self-incrimination, any accused student may be accompanied by counsel or other representation and all witnesses must be subject to confrontation and cross-examination.

Standard of Proof. The tribunal must determine by clear and convincing evidence if the accused student has violated the Code of Academic Conduct, and if so, what the appropriate institutional response to the act shall be.

Required Vote. All decisions of the panel require concurrence of at least three members of the panel.

Appeals by an Accused Student. An accused student may appeal the decision of the tribunal to the entire full-time faculty. This appeal may address both questions of guilt or innocence and questions of appropriate sanction. This appeal shall be on the basis of the substantial evidence rule.

Appeals by Others. There is no appeal from a decision by the associate dean not to pursue a case, nor from a decision by the tribunal that no violation occurred. In addition, no one other than the accused student may appeal questioning the appropriateness of the sanctions imposed.

Curriculum

Lockstep Sequences

Full-time, Day Division, Regular Sequence. As of the fall term 1997, the prescribed regular sequence of the lockstep courses for full-time students is as follows:

First Semester:

Analysis, Research & Writing I
Civil Procedure
Contracts I
Introduction to Law
Property I
Torts I

Second Semester:

Analysis, Research & Writing II
Contracts II
Criminal Law
Property II
Torts II

Third Semester:

Business Associations
Constitutional Law
Estate Planning I (Estates & Trusts)

Part-time, Day Division, Extended Sequence. A day division, extended sequence is available by petition to the Academic Standards Committee, which must approve the sequence of lockstep courses to be taken by a part-time student in the day division.

Part-time, Evening Division, Regular Sequence. As of the fall term 1997, the regular sequence of the lockstep courses for part-time, evening division students is as follows:

First Semester:

Analysis, Research & Writing I
Contracts I
Introduction to Law
Property I
Torts I

Second Semester:

Analysis, Research & Writing II
Contracts II
Property II
Torts II

Third Semester:

Civil Procedure
Constitutional Law
Criminal Law

Fourth Semester:

Business Associations
Estate Planning I (Estates & Trusts)

Part-time, Evening Division, Extended Sequence. As of the fall term 1997, the extended sequence of the lockstep courses for part-time extended students in the evening division is as follows:

First Semester:

Analysis, Research & Writing I
Contracts I
Introduction to Law
Torts I

Second Semester:

Contracts II
Analysis, Research & Writing II
Torts II

Summer:

Civil Procedure

Third Semester:

Constitutional Law
Criminal Law
Property I

Fourth Semester:

Business Associations
Property II

Spring of 3rd Year:

Estate Planning I (Estates & Trusts)

Two-Semester Lockstep Courses. Each semester of all two-semester lockstep courses, namely, Analysis, Research, & Writing I & II; Contracts I & II; Property I & II; and Torts I & II; is a separate course for which students receive a final grade.

Introduction to Law. The Introduction to Law course is a one-credit-hour course which is graded on a pass/50 basis.

Deviations from Lockstep Sequences

Students may not deviate from their lockstep sequence. Evening division students may opt for the evening division extended sequence anytime before the beginning of the eighth week of the first semester. Day division students may petition the Academic Standards Committee for a day division extended sequence anytime before the beginning of the eighth week of the first semester. After this period, no changes in sequence are permissible (even at semester breaks) absent approval of the Academic Standards Committee.

Failure to Complete a Lockstep Course Successfully

Any student who, for whatever reason and in whatever fashion, does not successfully complete and receive credit in a lockstep course must enroll in that course at the earliest available opportunity. The grade for a repeat of a failed lockstep course shall be pass or fail. The original grade will remain on the transcript and be calculated in the cumulative grade point average. Furthermore, until the student has successfully completed all lockstep courses, his or her registration for courses each semester must be approved by the associate dean for academic affairs.

Advanced Required Courses

In addition to completing the lockstep courses, every student, during some semester or term prior to graduation, must successfully complete the following advanced required courses: Criminal Procedure, Evidence and Professional Responsibility. If a student fails an advanced required course, the course must be repeated. The grade for a repeat of a failed required course shall be pass or fail. The original grade will remain on the transcript and be calculated in the cumulative grade point average.

Failing an Elective Course

A student who fails an upper-level, non-required course may, but is not required to, repeat that course. The failing grade, as well as any subsequent grade, will be shown on the transcript and will be calculated into the student's cumulative grade point average.

Pass/50 Course Limitation

No student may count more than 12 credit hours earned in courses graded on a pass/50 basis toward the total number of hours required for graduation. These 12 hours are exclusive of (i.e., in addition to) the one pass/50 credit hour received for Introduction to Law.

Non-classroom Course Limitation

No student may count more than 12 credit hours earned in courses without a regularly scheduled classroom component toward the total number of hours required for graduation.

Rigorous Writing Requirement

Each student will, under the supervision of a full-time faculty member, complete one research paper in connection with a seminar, directed research or the law review. As used herein, "research paper" means either an expository or argumentative writing of at least 20 double-spaced, typed pages of text exclusive of footnotes. Drafting projects such as briefs, memoranda and other legal documents do not satisfy writing requirement. A student may, however, use a brief, memorandum or other document as the basis for the writing project if the result is a research paper as defined above.

Directed Research & Directed Readings Requirements

Eligibility for Directed Research and Directed Readings. Directed Research and Directed Readings are available to any student who has successfully completed all lockstep courses. (Concurrent registration with lockstep courses is not permitted.)

Directed Research. Directed Research is a two credit hour program, graded on a pass/50 basis. To receive credit, the student must spend at least 120 hours during or after the semester in which the student enrolls in Directed Research, researching and writing a paper of the length and quality required for the graduation writing requirement. No credit may be given prior to completion of the written product.

Directed Readings. Directed Readings is a one credit hour program, graded on a pass/50 ba-

sis. To receive credit, the student must spend at least 60 hours during or after the semester in which the student enrolls in Directed Readings, reading materials assigned by the sponsoring faculty member. The materials must relate to a particular theme, and the student must produce either a single descriptive paper illustrating a knowledge of the subject or a series of papers summarizing the contents of the assigned reading materials. No credit may be given prior to completion of the written product.

Supervision. Directed Research and Directed Readings must be supervised by a full-time faculty member. The dean or the associate dean for academic affairs may approve a directed research or directed readings with an adjunct faculty but only if a full-time faculty member acts as a co-sponsor for the student and reviews all of the student's work product.

Faculty Supervisor Consent Required for Registration. Students may not enroll for Directed Research or Directed Readings without already having obtained the consent of a faculty sponsor. Each student who enrolls for Directed Research or Directed Readings will be assigned to a section which will correspond with the student's faculty sponsor; thus a change of faculty sponsor would be a change of section and would require compliance with the law school's add/drop policies and procedures.

Topics. Topics for Directed Research and Directed Readings must be topics not covered in the regular curriculum. They may include specialized topics not taught in traditional courses or advanced work building on a topic covered in the curriculum; however, a student may not do advanced work through directed research or directed readings without having completed the course or courses upon which the directed research or directed readings will build.

Registration

Normal Registration Times

Registration times for each term shall be set by the administration but will typically be a period of about two weeks held approximately two months before the start of the term.

Late Registration

Failure to register during the normal registration time for a semester or term will cause a student to incur a late fee to be set by the law school administration and to lose any priority in registration.

Add/Drop Policies

Normal Time Period. Students may add or drop classes during the first two weeks of a semester or an equivalent portion of a shorter term.

Late Adds. After the normal add/drop period, a student may only add a course with the permission of the Academic Standards Committee.

Late Drops. After the normal add/drop period, a student may only drop a course with the permission of the dean or the associate dean for academic affairs.

Absences Prior to Adding a Course. Absences from class sessions prior to adding the course will be counted toward the maximum number of unexcused absences from a class.

Maximum Student Load

Full-time Student. A full-time student may not register for more than 16 credit hours in any one semester. This includes non-classroom courses as well as classroom courses.

Part-time Student. A part-time student may not register for more than 11 credit hours in any one semester. This includes non-classroom courses as well as classroom courses.

Correction of Excessive Course Loads. A student who enrolls for more than the permissible number of hours shall be withdrawn from a course or courses until the registration complies with the maximum load requirements. The choice of courses from which the student will be withdrawn is in the sole discretion of the associate dean for academic affairs. However, if the overload is not discovered until after grades have been given for the courses, the Academic Standards Committee may withdraw the student from a sufficient number of courses in that semester or term to bring the course load into compliance. Furthermore, any fraud, deceit, misrepresentation or dishonesty in creating the overload will be a vio-

lation of the Code of Academic Conduct.

Registration in Non-Classroom Courses

Absent approval of the Academic Standards Committee, no student may register in any course without a regularly scheduled classroom component unless the student is also enrolled, in the same semester or term, in at least one course with a regularly scheduled classroom component.

Attendance

Requirement

Regular and punctual class attendance is required of all students in all courses.

Sanctions for Excessive Unexcused Absences

Two Weeks. A student with unexcused absences exceeding two weeks in a course will receive no grade higher than 70 in that course. As used herein, a week's absence means absences equal to the number of times that course meets in a week. Absences need not be consecutive to count toward this total.

Three Weeks. A student with unexcused absences exceeding three weeks in a course will receive no grade higher than 59 in that course. As used herein, a week's absence means absences equal to the number of times that course meets in a week. Absences need not be consecutive to count toward this total.

Courses in Shorter Terms. In terms shorter than a regular semester (including summer terms), absence for a total of 50 minutes times the number of credits in the course equals one week's absence.

Notice

The law school shall notify students when their absences exceed the limits noted above. Notice shall be sent by regular mail to the student's address of record in the Registrar's Office, and shall be sent once for each class in which a student has excessive absences.

Excused Absences

All Absences Are Presumptively Unexcused. All absences are presumed to be unexcused. The only method for excusing an absence is by petition to the Academic Standards Committee.

Committee Procedure for Determining Excused Absences. Students who receive notice of excessive absences may submit excuses in writing to the Academic Standards Committee which will determine their legitimacy. Examples of excused absences include but are not limited to: death of a family member, illness or accident. Outside employment excuses are ordinarily not acceptable because students are expected to schedule work so that it will not interfere with school requirements; however, in exceptional circumstances, employment requirements may be acceptable.

Sanction for Excessive Excused Absences

A student whose total absences (excused and unexcused) exceed four weeks but who is not subject to sanction for unexcused absences shall be withdrawn from that course and have a W grade entered on his or her transcript, unless the instructor and the Academic Standards Committee, based on extraordinary circumstances and evidence that the student has sufficiently comprehended the course material, determine that the student should receive credit. The student's final examination grade is some evidence of sufficient comprehension of the material but is by no means conclusive.

Examinations

Anonymity

Confidential Examination Numbers Assigned. Each semester all students enrolled at the law school are assigned a number to use instead of their name or Social Security number on law school examinations. These examination numbers are confidential.

Grades Posted by Number. Grades for each course are posted by course name and by student examination number on the bulletin board across from the administrative offices.

“Blind” Examination Grading. Students enrolled in classes in which the primary means of evaluation is an examination receive a “blind” examination grade. In those courses, the instructors assign grades to examinations without knowing the name or identity of the test taker. After instructors turn in the “blind” examination grades for their courses, they have the opportunity to match student examination numbers with student names. Sometimes instructors adjust the “blind” examination grades to reflect class participation and other relevant factors in evaluating student work; therefore, the final grade which a student receives in a given course may differ from his or her “blind” examination grade. Instructors are expected to inform students about course evaluation procedures at the beginning of each course.

Retention of Work upon which Grades Are Based.

The law school will retain examinations and other written work on which a student's grade for a given course is based for a period of not less than one year following completion of the course. Students will be afforded some opportunity to review, within a reasonable time, written work upon which a grade is based.

Inviolability of Exam Times

All students shall take examinations as scheduled, except in the case of an extreme emergency beyond the control of the student. Students who must omit a scheduled examination shall submit to the dean or the associate dean for academic affairs a written statement setting forth the nature of the emergency as soon after the emergency arises as is practicable. The dean or the associate dean for academic affairs will either approve or disapprove the student's omission to take the scheduled examination. An unapproved failure to take a scheduled examination will be recorded as a grade of 50 for the course.

Take-Home Pass/50 Remedy for Extraordinary Circumstances

In the event of a student's excused omission of a scheduled examination, the dean or the associate dean for academic affairs may approve having the student take an appropriate take-home

exam for the course on a pass/50 basis. The student taking an examination in this manner waives all right to anonymity.

Extra Time for Students with Disabilities

Students with medically verifiable disabilities may be provided extra time to complete examinations. Petitions for extra time must be made to the Academic Standards Committee by November 1 of each academic year for which the student desires extra time. Each petition should be accompanied by evidence of the medical condition and evidence of extra time given in past educational settings or examinations. Particular weight is given to the time allowed for taking the LSAT. The student whose request is granted is responsible for making appropriate arrangements with the Student Services Office.

Papers & Projects

Anonymity Optional

In any course which requires papers or projects other than in-class or take-home examinations, the instructor for the course may, but need not, make such arrangements for anonymous grading of such papers or projects as he or she deems appropriate.

Citation Rules

The responsibility for learning the proper forms of citation lies with the individual student. Quotations must be properly placed within quotation marks and must be fully cited. In addition, all paraphrased material must be completely acknowledged. Whenever ideas or facts are derived from a student's reading and research, the sources must be clearly indicated.

Own Work Requirement

Identification of Sources. All work submitted to meet course requirements is expected to be the student's own work. In the preparation of work submitted to meet course requirements, students should always take great care to distinguish their own ideas and knowledge from information derived from other sources. The term “sources” includes not only published primary and second-

ary material, but also information and opinions gained directly from other people.

Permissible Collaboration. The amount of collaboration with others that is permitted in the completion of assignments may vary, depending upon the policy set by the instructor for the course. Students must assume that collaboration in the completion of assignments is prohibited unless explicitly permitted by the instructor. Students must acknowledge any collaboration and its extent in all work submitted.

Resolution of Doubts. Students who are in any doubt about the preparation of academic work should consult their instructor before it is prepared or submitted. Students who, for whatever reason, submit work that is either not their own or that does not include clear attribution of all sources will be subject to disciplinary action.

Double Dipping

Occasionally students seek to submit one paper for two or more courses or seminars. In such cases, the paper must be of sufficiently greater scope or depth to warrant such multiple credit. The instructors involved in each instance should discuss appropriate ways to make sure that the submitted work meets this greater burden and must each give his or her prior written approval of the proposed multiple use before multiple credit may be given. This rule applies to all course offerings whether at the law school or elsewhere. A student who submits the same, or substantially the same, work in more than one course without obtaining such prior written approval will be subject to disciplinary action.

Use of Typing or Computer Equipment on Examinations

Students may not use computers, word processors or other machines with permanent or retained memory functions on closed-book examinations. Students may not use computers, word processors or other machines with permanent or retained memory functions on open-book examinations unless the instructor informs the entire class in the syllabus or otherwise in writing that these are permissible. Students may use computers, word processors or other machines

with permanent or retained memory functions on take-home examinations.

Grades & Grading Policies

Grades

Available Grades. The grades at the law school shall be whole numbers between 50 and 99, P, F, W, X and I. No other grades exist. After Spring 1998, the grades at the law school shall be whole numbers between 50 and 94, inclusive, and P, F, W, X and I.

Interpretations & Uses of Numerical Grades. Numerical grades from 50 to 59 are failing grades and confer no credit. Grades from 60 to 99 are passing grades and do confer credit. The grade average is obtained in the following fashion: First, multiply each numerical grade received by the number of credit hours for the course. This product is referred to as quality points. Second, add all of a student's quality points. Third, divide the sum of the student's quality points by the total number of credit hours for which the student has received a numerical grade (graded credit hours). The resulting number is the grade average.

Letter Grade Equivalencies for Numerical Grades Prior to Spring 1998 Term. For all courses, the following letter-grade equivalents apply to number grades before the spring 1998 term:

- A = 90-99
- B = 80-89
- C = 70-79
- D = 60-69
- F = 50-59

Letter Grade Equivalencies for Numerical Grades for the Spring 1998 Term. For all courses, the following letter-grade equivalents apply to number grades for the spring 1998 term only:

- A = 85-99
- B = 78-84
- C = 70-77
- D = 60-69
- F = 50-59

Letter Grade Equivalencies for Numerical Grades after Spring 1998 Term. For all courses, the following letter-grade equivalents apply to number grades after the spring 1998 term:

- A = 85-94
- B = 78-84
- C = 70-77
- D = 60-69
- F = 50-59

Interpretations & Uses of Certain Letter Grades

I. An I is given to a student who has not completed the requirements for a course in a timely fashion, but has arranged with the instructor to do so within no more than one calendar year. After one year, an unresolved I becomes a 50. At no time does an I confer credit for the course.

X. An X grade is posted on the transcript if the student through no fault of his or her own has not yet received a grade for a course. This grade is designed to cover those situations in which a course is expected to take more than one semester to complete. The X grade does not confer credit for the course and is not calculated in the grade average.

W. A grade of W is posted on the transcript whenever a student withdraws from a course after the drop deadline. This withdrawal may only be done with permission. The W grade confers no credit and is not calculated in the grade average.

P. A grade of P is given to any student who passes a pass/50 course or who successfully completes a repeat of a failed lockstep or required course. This grade confers credit for the course, but is not calculated in the grade average.

F. A grade of F is given to any student who fails a retaken lockstep or required course. This grade confers no credit for the course and is not calculated in the grade average.

Pass/50 or Pass/Fail Grading

Pass/Fail Only in Retaking Failed Course. No course is graded pass/fail; however, students who retake a failed course are graded in that course on a pass/fail basis.

Pass/50 Grading. Any course in which numeri-

cal grades are not expected to be given will be graded on a pass/50 basis. Students who pass the course receive a P for the course. Students who fail a pass/50 course will receive a grade between 50 and 59, in the discretion of the instructor. This failing grade will be calculated as part of the grade average.

Pass/50 Only for Entire Class. Absent approval of the Academic Standards Committee, pass/50 grading may only be used for an entire class; no student or students shall be given a pass/50 option either before or after posting of numerical grades.

Grade Standards

Maximum Allowed Average. For all courses, the maximum average grade allowed for a class is 76, except that departures from that standard may be approved by the Academic Standards Committee where requested by the instructor in seminars, practicum courses, and small classes in any course. There is no minimum average grade required for a class except the grade of 50.

Recommended Grade Distribution. For first year courses only, the following grade distribution is strongly recommended:

- No more than 10% A's.
- No more than 20% B's if all allowable A's are given.
- No more than 30% A's & B's combined, or B's alone.
- No A's are required. No B's are required. Up to 70% C's are permissible, but no C's are required.
- No fewer than 30% D's or 30% F's or 30% D's and F's combined.
- No higher than a 65 average within the total of all grades below 70.

Procedures for Implementing Standards

Submission of Final Grades. Final grades are to be submitted to the associate dean for academic affairs, who will check for their compliance with the grading standard. Grades in compliance will be posted and grades not in compliance will be returned to the instructor.

Petition to the Academic Standards Committee.

An instructor wishing to grant grades for a course which fall outside the standard shall petition the Academic Standards Committee in writing.

Failure to Bring Grades into Compliance. If an instructor, after a reasonable period of time, fails to bring the grades for a course into compliance with the grading standards or petition for and receive a waiver, the Academic Standards Committee shall act in its discretion to bring the grades in compliance.

Changing Grades

After an instructor has submitted grades to the associate dean, the grades are final and may not be changed except with permission of the Academic Standards Committee. The committee shall freely allow changes in the case of a grade which was incorrectly given as a result of an arithmetical, administrative or other "mechanical" error. Other changes will only be permitted in the most extraordinary circumstances.

Student Retention

Student Is on Notice of Own Grades and Grade Average

Every student shall be deemed to be on notice of the student's own grades and grade average as well as these rules for student retention. Any student who, by virtue of these rules has been dismissed from the law school, but who nevertheless attempts to continue enrollment and attendance in classes is responsible for tuition and fees charges incurred by the student's fraudulent attendance at the law school.

Dismissal

Dismissal Automatic if Average Is Below 70. At any time after two semesters in the law school, any student with a grade average below 70 shall be dismissed from school for academic deficiency.

Dismissal Automatic if Lockstep Average Is Below 70. If a student deviates from the standard lockstep curriculum, the Academic Standards Committee, to adequately manage the attrition program, shall evaluate the student's grade aver-

age based both on lockstep courses alone and on all courses in the aggregate, and to continue in the law school, the student's average in both instances must be at least 70.

Automatic Withdrawal. A student dismissed for academic deficiency is automatically withdrawn from any classes in which he or she is then enrolled and is fully refunded the tuition and fees paid for that semester.

Probation

At Discretion of Academic Standards Committee. Students who are dismissed for academic deficiency may petition the Academic Standards Committee to be placed on probation.

Effective Date of Probation. Probation shall not begin until the first full semester after the student was dismissed and then, by virtue of the committee's grant of a petition, placed on probation.

Schedule Approval. A student on probation must have his or her class schedule approved by the Academic Standards Committee.

Additional Terms and Conditions. The Academic Standards Committee may include in a probation any additional terms or conditions the committee deems appropriate.

Resolution of Probation. A student whose average remains below 70 after the semester in which he or she was placed on academic probation shall be dismissed for academic deficiency, unless the Academic Standards Committee again votes to place the student on probation, but the committee may not under any circumstances grant probation for more than two semesters.

Re-starts

Re-start Available in Extraordinary Circumstances. The Academic Standards Committee may allow a student who has been dismissed for academic deficiency to re-enroll as a first year student and re-start the law school program if the committee finds the student (1) faced extraordinary circumstances which unquestionably, greatly interfered with his or her ability to perform at the level he or she would perform in law school absent those extraordinary circumstances and (2) the extraordinary circumstances no longer exist.

One Year Delay before Re-start. A student who is permitted to re-start the law school program must wait one calendar year from the time the re-start is granted before re-enrolling, unless the Academic Standards Committee also reaches the conclusion that the one year delay would cause substantial hardship to the student.

Effect of Past Performance. A student who is permitted to re-start will not receive credit for any courses taken before the re-start regardless of the grade received in the course. The prior performance will remain on the transcript; however, the transcript will clearly state that the student has re-started and the prior grades will not affect the grade average.

Leaves of Absence

Not Available for First Year Students

A student who has not completed the first two semesters of the student's program (regardless of status, division or sequence) may not obtain a leave of absence. The student may petition the Academic Standards Committee to be allowed to withdraw from school with a right to re-start the first year program.

Limited Availability Prior to Completing Lockstep Courses

A student who has not completed the lockstep courses (regardless of status, division, or sequence) may only obtain a leave of absence by permission of the Academic Standards Committee. The committee may impose any conditions on that leave, particularly relating to the date of the student's return and the plan for completing lockstep courses.

Leaves for Advanced Students

Advanced students (those who have completed lockstep courses) may obtain one leave of absence of up to one calendar year from the dean or the associate dean for academic affairs. A second leave of absence, a leave of duration longer than one year or an extension to a leave which has been granted may only be obtained from the Academic Standards Committee.

Standards for Granting Leave

A student's request for a leave of absence is not to be granted automatically; however, requests based on reasonable grounds, such as hardship arising from family, economics or employment, medical conditions, or the like, shall be granted liberally.

Visits to Another ABA Approved law school

A leave of absence for a visit to another ABA approved law school is handled in the same fashion as any other leave of absence; there typically must be a demonstrable hardship leading to the request to attend another law school. A leave of absence for a visit to another ABA approved law school may be conditioned on the availability of certain courses at the visited school. Under no circumstances will more than 30 credit hours of work be transferred back from the visited school (regardless of the length of the leave approved) and no credits will be accepted which do not meet or exceed the grade average required to graduate from the visited school. Transfer credit will be accepted for courses graded pass/fail at the visited school so long as the course graded pass/fail at that school is one that is typically graded pass/fail.

Sanctions

Failure to comply with the provisions on leaves of absence or with conditions on a leave granted shall be grounds for the Academic Standards Committee to impose any sanction it deems appropriate, including but not limited to refusal to accept transferred credits (regardless of the grade received), probation (with conditions it deems appropriate attached) or dismissal.

Change of Status, Division, or Sequence

Prior to Completing Lockstep Courses

A change of status, division or sequence prior to completion of lockstep courses shall only be allowed upon the approval of the Academic Standards Committee, which permission will only be granted in the most extraordinary circumstances.

After Completing Lockstep Courses

A change of status after completing lockstep courses may be done in conjunction with registration for any semester or term. However, a change from part-time status to full-time status must be accompanied by an affidavit swearing that the student shall not be employed more than 20 hours per week at any time during any semester or term for which the student is a full-time student.

Graduation

Requirements

Required Courses. A candidate for graduation must have received credit in all required courses, namely Analysis, Research, & Writing I & II; Business Associations; Civil Procedure; Constitutional Law; Contracts I & II; Criminal Law; Criminal Procedure; Estate Planning I; Evidence; Introduction to Law; Professional Responsibility; Property I & II; and Torts I & II.

Total Hours. A candidate for graduation must have received a minimum of 88 credit hours.

Grade Average Requirements

Lockstep Courses (or Waiver). A candidate for graduation must have an average no lower than 70.00 for all lockstep courses or a waiver of this standard from the Academic Standards Committee (which is typically granted at the time the student was placed on probation).

Cumulative. A candidate for graduation must have a cumulative average no lower than 70.00. There is no waiver of this standard.

Residency Requirements. A candidate for graduation must complete six semesters in residence to be eligible to graduate. No residence credit is earned for a course which the student fails. Residency for regular semesters (14 weeks of classroom instruction plus two weeks of final examinations) will be calculated as follows:

- 12+ credits earned:
1.00 semester in residence
- 8-11 credits earned:
0.75 semester in residence

7 credits earned:
0.66 semester in residence

6 credits earned:
0.56 semester in residence

5 credits earned:
0.47 semester in residence

4 credits earned:
0.38 semester in residence

3 credits earned:
0.28 semester in residence

2 credits earned:
0.19 semester in residence

1 credit earned:
0.09 semester in residence

Residency credit for terms shorter than a semester will be calculated from this formula on a pro rata basis.

Time for Completion of Degree. A full-time law student must complete the requirements for the J.D. degree in five years. A part-time law student must complete the requirements for the J.D. degree in six years.

Compliance with Curricular Requirements. A candidate for graduation must have complied with all curricular requirements, i.e., course prerequisites, rigorous writing requirement, standards relating to credit hours of pass-fail courses, standards relating to non-classroom courses, and the like. Any credits received in contravention of these curricular requirements shall not be counted toward the 88 credit hours required for graduation.

Graduation Fee

Each student shall pay a graduation fee to be set by the administration.

Honors

Summa Cum Laude. Any student who graduates with an average 86 or above and is in the top two percent of the graduating class shall be designated as graduating summa cum laude.

Magna Cum Laude. Any student who graduates with an average between 83 and 86 and is in the top five percent of the graduating class shall be

designated as graduating magna cum laude.

Cum Laude. Any student who graduates with an average in the top ten percent of the graduating class shall be designated as graduating cum laude.

Texas Wesleyan University School of Law offers a curriculum designed to provide fundamental knowledge and skills required of the legal advocate, together with specialty courses drawing upon substantial professional experience of the Fort Worth/Dallas Metropolitan bar and law enforcement. A list of courses currently offered at the law school during a three-year period. Some courses are offered only in alternate years, and the curriculum varies slightly from year to year. Lockstep courses are required courses that must be taken in a prescribed sequence and other required courses are offered every year.

Lockstep Courses

5420 - Civil Procedure (4)

A general survey course covering court procedures as a whole, focusing on the jurisdiction and competence of courts, conflicts between state and federal law, pleading, joinder of claims and parties, disposition of pretrial and post-trial process, appellate review, and the effects of judgments.

5401 - Constitutional Law (4)

A study of the problems in the U.S. Constitution governing the form of government and the powers of the federal judiciary, legislative, and executive. Will compare between the federal government and the states, the limitations on governmental power over individuals inherent in constitutional provisions relating to due process and equal protection. The restrictions on private action prohibited or permitted by these constitutional provisions, and additional obstacles on governmental action in the Contracts and Takings Clauses.

5305 - Contracts (6)

A study of the enforceability of promises, the creation of contractual obligations, performance and breach, the impact of law contract on the

legal restrictions of monopolies and the economic nature of contract doctrine in three settings: personal services, sales of goods, and construction contracts.

6313 - Criminal Law (4)

An inquiry into criminal law sources and goals, limitation on the state's power to define criminal liability, general liability principles and defenses and characteristics of specific crimes.

6101 - Introduction to Law (4)

An introduction to legal study including topics such as case analysis, statutory interpretation, judicial process, American legal history, jurisprudence and professionalism.

4207 - Legal Analysis, Research & Writing (4)

A study of researching and writing skills underlying the solution of legal problems. Legal research skills include the location of primary and secondary legal authorities, federal and state court practice and the various approaches available to answer legal questions. Writing skills include drafting and editing court memoranda and documents, e.g. briefs, covering both case law and statutory analysis.

6314 - Property (6)

An introduction to personal property and real property laws, including estates and future interests in land, landlord-tenant problems and issues relating to private and public land use.

5203 - Torts (5)

A review of standards and principles governing legal liability for intentional and unintentional invasion of personality and property interests.

Course Descriptions

Texas Wesleyan University School of Law offers a curriculum designed to provide fundamental knowledge and skills required of the legal advocate, together with specialty courses drawing upon substantial professional experience of the Fort Worth/Dallas Metroplex bench and bar.

Following is a list of courses typically offered at the law school during a three-year period. Some courses are offered only in alternate years, and the curriculum varies slightly from year to year. Lockstep courses (required courses that must be taken in a prescribed sequence) and other required courses are offered every year.

Lockstep Courses

6420 - Civil Procedure (4)

A general survey using federal court procedure as a model, focusing on the jurisdiction and competence of courts, conflicts between state and federal law, pleading, joinder of claims and parties, disposition without trial, trial and post-trial process, appellate review and the effects of judgments.

6401 - Constitutional Law (4)

A study of the provisions in the U.S. Constitution governing the form of government and the powers of the federal judiciary, legislature, and executive, the relations between the federal government and the states, the limitations on governmental power over individuals inherent in constitutional provisions relating to due process and equal protection, the restrictions on private action mandated or permitted by these constitutional provisions, and additional restrictions on governmental action in the Contracts and Takings Clauses.

9305 - Contracts (6)

A study of the enforceability of promises, the creation of contractual obligations, performance and breach, the impact of the contract on the

legal relationships of non-parties and the examination of contract doctrine in three settings: personal service, sales of goods and construction contracts.

6313 - Criminal Law (3)

An inquiry into criminal law sources and goals, limitation on the state's power to define criminal liability, general liability principles and defenses and characteristics of specific crimes.

6101 - Introduction to Law (1)

An introduction to legal study including topics such as case analysis, statutory interpretation, judicial process, American legal history, jurisprudence and professionalism.

9207 - Legal Analysis, Research & Writing (4)

A study of research/writing skills underlying the solution of legal problems. Legal research skills, include the location of primary and secondary legal authorities, federal and state citation practice and the various approaches available to answer legal questions. Writing skills include drafting and editing court memoranda and documents, e.g. briefs, covering both case law and statutory analysis.

6314 - Property (6)

An introduction to personal property and real property laws, including estates and future interests in land, landlord-tenant problems and issues relating to private and public land use.

9203 - Torts (5)

A review of standards and principles governing legal liability for intentional and unintentional invasions of personalty and property interests.

Advanced Core Curriculum Required Courses

7420 - Business Associations (4)

A study of business organizations including partnership, limited partnership and other unincorporated business forms and business corporations; the factors affecting the selection of the form of a business enterprise; the nature of corporate entities; the promotion, organization, activities, financing, management and dissolution of business corporations.

7327 - Criminal Procedure (3)

A survey of procedures applicable in the criminal justice system from arrest through post-conviction remedies.

7427 - Estates & Trusts (4)

A study of intestate succession, wills, trusts, probate and trust administration and an introduction to estate planning.

7421 - Evidence (4)

An examination of the problems of proof, including study of the admission and exclusion of information on the basis of relevancy, economy, policy and protection of the individual or the state, the examination of witnesses, substitutes for evidence and procedural considerations.

6220 - Professional Responsibility (2)

This course covers the history, goals, structure and responsibilities of the legal profession and its members. Close attention is given to both the ABA Model Rules of Professional Conduct and the Texas Rules of Professional Responsibility. There is treatment of the professional responsibilities of the private practitioner, corporate attorney, criminal prosecutor, government agency lawyer, judge and legislator.

Core Curriculum Elective Courses

Although these courses are not required, students are stringently advised to take them.

7320 - Administrative Law (3)

A study of the legal principles and procedures to

which an unelected bureaucracy must conform to achieve legitimacy. The course reviews the problems inherent in a relatively disunited body of law derived from disparate sources, but concentrates on the Constitution and other federal law as the primary sources of organizing principles for administrative law and procedure. Topics addressed may include the constitutional underpinnings of the federal bureaucracy, judicial review of agency fact-finding and legal interpretation, extra-statutory administrative common law, the grounds for dividing administrative actions into adjudication and rule making, the essential components of due process in agency adjudication and the availability of judicial review of agency action. No concurrent registration with Constitutional Law is permitted for this course.

7336 - Family Law (3)

A study of legal problems related to the establishment, dissolution and reorganization of family relationships, including marriage, divorce, parental responsibility, alimony and child support, adoption and injuries to family relations.

7422 - Federal Income Taxation (4)

A basic understanding of federal income taxation, concentrating upon business taxpayers, investors as taxpayers and the individual taxpayer. There is some introduction to partnership, trust and estate and corporate taxation. The use of code and regulations materials receives particular attention.

7345 - Marital Property (3)

A study of the property rights of husband and wife under the Texas community property system, including coverage of the law relating to homestead.

7347 - Oil & Gas (3)

A study of oil and gas law with emphasis upon the interests that may be created in oil and gas, the transfer and conveyance of such interests, rights of operators and landowners, provisions in the oil and gas lease, the rights of assignees and regulations dealing with exploration, production and conservation.

7241 - Remedies (3)

A review of the forms of legal and equitable relief a court is equipped to grant by way of redress to those who have been or may be injured, including alternative choices and the tactical advantages of each.

7364 - Texas Criminal Procedure (3)

A study of laws regulating Texas' criminal process, - arrest to post conviction review, emphasizing its unique characteristics.

7355 - Texas Pre-Trial Procedure (3)

A study of the Texas law in civil cases pertaining to processes before trial, including initiating legal proceedings, obtaining factual information from parties and non-parties, terminating litigation prior to trial and preventing dispersal of assets pending the conclusion of a case.

7356 - Texas Trials & Appeals (3)

A study of the Texas law in civil cases pertaining to trial and appellate procedure concerning the jury, presentation of the case, motions for instructed verdict, the court's charge, the verdict, trial before the court, post-trial motions and procedures, final and appealable judgments, appellate jurisdiction, perfection of appeal, the courts of appeal, the Supreme Court of Texas and original proceedings in appellate courts.

7358 - U.C.C. Articles 3 & 4 (3)

A study of the provisions of the Uniform Commercial Code relating to negotiable instruments, bills, notes, checks, drafts and bank deposits and collections.

7359 - U.C.C. Article 9 (3)

A study of personal and commercial financing by loans and credit sales under agreements creating security interests in the debtors' personal property. (Article 9 of the UCC and relevant provisions of the Bankruptcy Code.)

General Curriculum Elective Courses

7299 - Advanced Oil & Gas (2)

An examination of certain areas and issues related to the exploration and production phase

of oil and gas operations, which are not generally covered in the basic Oil & Gas course. Areas covered are financing oil and gas exploration, oil and gas contracts - domestic operations, oil and gas development on federal and state-owned lands, international operations and contracts and energy policy and environmental concerns.

7266 - American Legal History Seminar (2)

An exploration of the role and importance of law in American history by examining significant cases, statutes and constitutional provisions and relevant theoretical, philosophical and other historical materials.

7321 - Antitrust (3)

A study of the national antitrust policy under the Sherman, Clayton, Robinson-Patman and Federal Trade Commission Acts and the application of these laws to individual action and restrictive agreements involving price fixing, market division, resale price maintenance, price discrimination, trade boycotts and refusals to deal, exclusive arrangements, patents, monopolies and industrial concentration, and public and private remedies.

7307 - Bankruptcy (3)

A study of the law relating to individual and business liquidations and reorganizations under the Bankruptcy Code.

8214 - Aviation Law (2)

A study of torts, contracts, procedure, statutory interpretation and administrative law (the regulatory control of aviation), as it relates to aviation and the aviation industry.

7322 - Banking Law (3)

A study of the law of commercial banking with special emphasis on banking as a regulated industry. Among the topics included are the history and structure of the American banking system and of the federal regulatory agencies and the regulation of traditional banking activity, including lending limitations, discrimination based on sex or marital status, usury, reserve requirements, capital adequacy, interest limits,

the formation of a new bank or branch, management interlocks, criminal liability, attainment of competitive markets, banks' trust powers and failing banks and the R.T.C.

7224 - Commercial Arbitration (2)

A theory and practice course providing arbitration training. Mock arbitrations are included.

8206 - Complex Litigation (2)

A study of multi-party, multi-claim lawsuits, focusing on the joinder of parties and claims and the transfer and consolidation of civil actions, with a special emphasis on class action litigation.

6206 - Computer Law Seminar (2)

A seminar that allows participants to make an in-depth study of a particular substantive legal issue of their choice related to computer technology. Examples of such topics include problems involving computer related transactions (hardware, software, or data), transactions occurring in an electronic environment, liability arising from such transactions and the use of computer related or generated evidence at trial. Selection of a particular topic is with the assistance of the instructor. Upon completion of this course, the student will have demonstrated the ability to perform in-depth research, and to communicate that research both orally and through a substantial paper.

7323 - Conflict of Laws (3)

A study of legal problems arising when a legal dispute touches more than one state. Topics include choice of law, jurisdiction over the parties and the recognition and enforcement of foreign judgments and decrees, in situations involving torts, contracts, property, marriage, divorce and various procedural problems.

7285 - Consumer Law (2)

A study of the current state of the law as it applies to consumer transactions. Topics include debt collection practices, credit disclosure and regulation, product liability, the Texas Deceptive Trade Practices Act, the work of the Federal Trade Commission, truth in lending laws and fair credit laws.

7324 - Copyrights (3)

A study of federal and international laws protecting the innovative endeavors of authors. The topics in the course include the history of copyright law, fair use of copyrighted materials, what can be copyrighted and the interaction of copyright law with other concepts of unfair competition and intellectual property.

8301 - Taxation of Business Entities (3)

A study of the federal income taxation of corporations and their shareholders including organization, capital structure reorganizations, dividends, redemptions and liquidations.

7258 - Criminal Appellate Procedure (2)

A study of appellate procedure on the criminal side of the docket. The course will cover the basic rights of appeal, court structure and appellate jurisdiction, the major legal areas in which relief is usually sought on appeal, the harmless error rule, frivolous appeals and the remedies available to an appellant. There will be some focus on post-conviction writs of habeas corpus and writs of certiorari. Also covered will be some of the pertinent mechanics to an appeal such as briefing, petitions for discretionary review and the Rules of Appellate Procedure.

8207 - Death Penalty Seminar (2)

A study of the law of capital punishment in an effort to understand the guiding legal principles and parameters of this most severe form of criminal sanction. Specific issues addressed include, among others, narrowing capital punishment to certain crimes and particular types of defendants, the role of race in the death penalty, death qualified juries and the function of "guided discretion" in the use of the sanction. Where applicable, particular attention will be paid to the laws used in Texas to determine when the State will impose the death penalty and when it will not.

7328 - Debtor/Creditor Relations (3)

A survey of creditors' remedies and debtors' rights under state law including exempt property, remedies of unsecured creditors to collect debts by individual and by collective action and the law of fraudulent conveyances.

7151 - Directed Reading (1)

An opportunity for students to do specialized reading in an area of interest to the student under a full-time faculty member's supervision.

7250 - Directed Research (2)

An opportunity for students to do specialized research in an area of interest to the student under a full-time faculty member's supervision.

6322 - Dispute Resolution (3)

A study of the lawyer's role in dispute resolution, emphasizing negotiation, mediation, arbitration and legislation in selected and illustrative areas of substantive law. The course thus allows students to learn additional means of enabling clients to resolve disputes either before litigation or as part of a litigation strategy.

7227 - Education Law (3)

A study of the law that relates to schools, students, teachers and administrators. Among the topics included are the legal basis for public and private schools, the basis and scope of compulsory schooling, separation of church and state, the organization and power of school boards, and balancing the rights, duties and responsibilities of parents, students, teachers and administrators, including teachers' academic freedom, and symbolic speech.

7228 - Emerging Legal Issues (2)

A seminar which will examine various aspects of constitutional law. The precise content will change yearly depending on which issues are most troubling at the time the seminar is offered.

7330 - Employment Discrimination (3)

An in-depth examination of the federal law concerning discrimination in employment on the basis of race, sex, religion, national origin, age and disability. Topics covered include Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act, the Reconstruction Era Civil Rights Act, the Equal Pay Act, the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990.

7331 - Employment Law (3)

A study of the law of employer-employee relations in a non-union context. Students examine issues such as employment at will, retaliatory discharge and wage and hour laws. The class introduces students to laws relating to employment discrimination.

7304 - Environmental Law (3)

A study of various approaches for dealing with adverse environmental effects, including private litigation, regulation and financial incentives. The course surveys air and water pollution, solid waste problems, nuclear energy generation and regulation, pesticides and hazardous waste. Attention is also paid to problems of judicial review of legislative and administrative action and the special problems raised by our federal form of government. The course looks at the administrative regulatory process in pollution control, the interplay of federal and state environmental programs and related topics.

7304 - Environmental Law Seminar (2)

A seminar dealing with a variety of environmental issues presented by students in connection with paper writing.

7395 - Estate & Gift Tax (3)

A study of income, gift, estate and generation-skipping taxes relevant to the estate planning process. Powers of appointment are also treated. Planning and drafting principles for complex estate planning are introduced.

7337 - Federal Courts (3)

A study of the jurisdiction of the federal courts and of the procedural rules related to jurisdictional matters, including the law applied by federal courts, federal question and diversity jurisdiction, removal jurisdiction, jurisdictional amount, appellate jurisdiction and conflicts between state and national judicial systems.

7293 - Feminist Jurisprudence (2)

A seminar that examines "the relationship between law and society from the point of view of all women." The class discusses areas of law which maintain society's status quo of the

inequality of women. Specific topics that may be addressed include rape, reproductive rights, employment, marriage and economics, and prostitution and pornography.

7338 - First Amendment (3)

A study of the U.S. Constitution's First Amendment. The course addresses the First Amendment's effect on government attempts to regulate content of speech and to restrict speech by regulating one's method of speaking. Also included is the right of free speech in various physical settings. In addition, the freedoms of assembly and press, free exercise of religion and the prohibition on governmental establishment of religion will be studied.

7232 - Government Contracts (2)

An exploration of the statutes, regulations and case precedents relating to the formation and execution of government contracts. Special care is taken to insure that students understand the myriad roles lawyers play in the government contract process.

7294 - History of the English Common Law (2)

A study of the history, development and intricacies of the English common law from about 500 B.C. to modern times. The course includes a study of common law sources, methods, court system and major personalities who contributed to the development of the common law. Some emphasis is given to the review of common law forms of action and to the law as and in literature.

7340 - Insurance Law (3)

A study of fundamental legal principles relating to the construction of various types of liability and first-party insurance contracts. Topics include the insurance regulation, application for coverage and acceptance of risk and the rules of construction, bad faith and insurance litigation strategy.

7396 - Interstate & International Litigation (3)

A course combining the traditional areas of conflict of laws (choice of law, enforcement of foreign judgments) and adding parallel litigation, taking discovery in another state or country, suing foreign governments and arbitration.

8210 - Issues in Child Abuse (2)

A course that approaches child abuse as a subset of criminal law, and deals with such issues as children's competence as witnesses, hearsay and confrontation rights, expert testimony, specialized punishments for sex offenders, courtroom alterations to accommodate children, omissions as criminal acts and physical abuse v. discipline.

7343 - Jurisprudence (3)

An introduction to legal philosophy. The major jurisprudential issues, the definition of law, the concept of justice, the relation of law and morality and the function of legal analysis will be considered in the light of specific legal theories, including modern American legal philosophies.

7236 - Juvenile Justice (2)

A review of juvenile's substantive and procedural rights.

7361 - Labor Law (3)

A study of the National Labor Relations Act and its implementation.

7344 - Land Use Planning (3)

A study of private and public means of controlling land use. Emphasis is placed on the areas of planning and zoning, including the emerging problem of exclusionary land use controls. Further discussion topics include subdivision controls, restrictive deed covenants, eminent domain proceedings and urban renewal.

7287 - Law & The Elderly Seminar (2)

A study of subjects that includes programs such as Social Security, Supplemental Security Income, Medicaid and Medicare, estate planning for the elderly, medical law involving the elderly, Medicaid Insurance and related subjects.

8204 - Law Office Management (2)

A review of the professional, ethical and management requirements for starting and operating a law practice. The course will review the statutory and regulatory aspects of practice, including labor and employment, partnerships and professional corporations, trust and IOLTA ac-

counts, advertising and solicitations. The course will also review management skills and technology related to time, billing, accounting, docketing, legal research, document preparation, filing and client development.

7123 - Law Review (1)

An invitation only course that involves the preparation of articles and comments on current legal and social problems for inclusion in the **Texas Wesleyan Law Review**.

7267 - Legislation (2)

A study of the state and federal legislative processes, statutory and constitutional issues and drafting principles.

7238 - Medical Malpractice (2)

A review of topics relating to medical malpractice litigation, including pleadings, expert testimony, damages, statutes of limitations, res ipsa loquitur, informed consent and independent contractor issues.

6208 - Patents (2)

The study of how proprietary interests in technology are protected by patent law, with a focus on issues relating to validity, the nature of the subject matter protected and enforcement of proprietary rights.

7286 - Products Liability (2)

An overview of strict liability, negligence and warranty claims based on consumer products sales.

7365 - Public International Law (3)

An introduction to key concepts and doctrines of international law, including topics such as the sources and evidence of international law, the bases of international jurisdiction, the law governing the use of force and the protection of human rights, the law of treaties and state succession.

8208 - Race & Racism in American Law (2)

A course addressing the many and various ways in which race and the American legal system interact. As a survey course, the class deals with various topics ranging from affirmative action, the

criminal justice system, and racist/hate speech to interracial adoption, issues of minority women and housing discrimination.

8203 - Real Estate Transactions (3)

A review of real estate acquisitions, dispositions and financing. Aspects of real estate development and operation are also considered. With the exception of the most basic federal income tax implications, tax considerations relating to real estate are beyond the scope of the course.

7353 - Securities Regulation (3)

A review of federal and state regulation of the public distribution, offer and sale of corporate securities. The course includes a study of the Securities Act of 1933 and portions of the Securities Exchange Act of 1934. Types of securities and underwriting techniques are surveyed, and the key definitions and exemptions in the statutes are studied. State securities law is also studied with particular emphasis on the securities registration and anti-fraud aspects of the Texas Securities Act.

7354 - State & Local Government Law (3)

A study of the legal problems facing states and local governments and their constituents in the context of a federal system. The course explores the conflicts inherent in allocating power between national, state and local governments. In this context, the course reviews local government formation and annexation, statutory and home rule powers, taxes, finances, and tort liability.

7297 - State Constitutional Law Seminar (2)

A seminar requiring a typical seminar paper on a state constitutional law subject.

7242 - Supreme Court Seminar (2)

A course in which students act as U.S. Supreme Court members, reading the briefs in selected cases presently before the Court, discussing the cases and writing opinions deciding the cases.

7243 - U.C.C. Article 2 (2)

A study of Article 2 of the Uniform Commercial Code that covers the law of sales. Included are the requirements for formation of a sales con-

tract, problems in enforcement and determination of remedies for breach of contract.

7360 - Unfair Trade Practices (3)

A study of the private actions and available damages resulting from unfair competition or unfair trade practices. Primary concern is given to the topics of privilege to compete and tortious interference with contracts, trademarks and trade names, imitation and counterfeiting of goods, the appropriation of trade secrets, confidential information and other business ideas, false advertising, product and competitor disparagement and the Texas Deceptive Trade Practices Act.

7305 - White Collar Crime (3)

An exploration of the substantive and procedural problems connected with the federal prosecution and defense of white collar crime. The course examines selected federal statutes including the Racketeer-Influenced and Corrupt Organizations Act (RICO). Topics includes mail and wire fraud, securities fraud, money laundering, corporate criminal liability and grand jury investigations.

Practicum Courses

In order to implement a skills curriculum that allows students to develop necessary practical lawyering skills, Texas Wesleyan University School of Law has developed a series of courses in its juris doctor curriculum, each termed a "practicum," in discrete substantive areas, as well as in particular skill areas. The term "practicum" identifies courses involving the supervised practical application of previously studied theory to prepare prospective practitioners.

Many of the lawyering skills identified in the American Bar Association's "MacCrate Report" will be learned in each practicum - problem solving, legal analysis and reasoning, legal research, factual investigation, communication, counseling, negotiation, litigation and alternative dispute resolution procedures, organization and management of legal work, and recognizing and resolving ethical dilemmas.

9208 - Appellate Practicum (2)

Students take a simulated case through the appellate process, possibly including such topics as mandamus and other special proceedings before appellate courts. Students prepare a written brief and present an oral argument.

9306 - Business Planning Practicum (3)

In a simulated setting, students examine characteristics of a variety of business entities, choose the most appropriate business entity, draft necessary documents the business entity's formation and finally, preside over the its termination.

9307 - Commercial Law Practicum (3)

The course provides an opportunity to work through complex commercial law transactions, including secured transactions and negotiable instruments.

9101 or 9209 - Corporate Practicum (1 or 2)

In an externship setting, students are placed with a corporate legal department.

9308 - Criminal Law Practicum (3)

Students function as prosecuting and defense attorneys, taking a hypothetical case from arrest through post-conviction remedies. The course may include such topics as legal limits on criminal investigation, the grand jury process, setting bail, negotiating plea bargains, drafting pre-trial motions, the discovery process, trial rights and tactics, habeas corpus and appeals.

9309 - Estate Planning Practicum (3)

This course involves working hypothetical clinical problems, including extensive drafting, working closely with the professor. The problems involve comprehensive planning and drafting of estate planning documents to effectuate the plan.

9310 - Family Law Practicum (3)

The course focuses on the practical lawyering aspects of child custody, adoption, suits affecting the parent-child relationship and pre-nuptial agreements. Special attention is paid to handling divorce and property division issues.

9210 - Family Mediation Practicum (2)

Students build on previously-learned mediation skills by exploring issues specific to family mediation, and then function as mediators for real family disputes at local mediation centers.

9102 or 9211 - Government Practicum (1 or 2)

In an externship setting, students are placed in a government office such as the district attorney or public defender's office, federal agency, etc.

9103 or 9212 - Judicial Practicum (1 or 2)

In an externship setting, students work with a federal or state judge.

9104 or 9213 - Law Firm Practicum (1 or 2)

In an externship setting, students work in a law firm.

9214 - Legal Research Practicum (2)

This course involves learning the legal research process, as well as sources of federal and Texas legal information in a simulated law firm setting. Students prepare legal memoranda under the professor's direction in the role of senior partner.

9311 - Mediation Practicum (3)

Students learn mediation through lecture and role-play, earn a mediation certificate and then function as mediators for actual disputes at local mediation centers.

9215 - Negotiations, Interviewing & Counseling Practicum (2)

Students "learn by doing" the important lawyering skills of negotiation, interviewing and counseling clients.

9216 - Pre-Trial Practicum (2)

This course gives students an opportunity to participate in simulated pleadings, discovery proceedings and motions hearings. The applicable rules, as well as tactical use of the pretrial process, are covered.

9312 - Real Estate Practicum (3)

Students learn the practical aspects of real estate acquisition, disposition and financing, focusing on negotiating and drafting complex real estate transactions.

9313 - Taxation Practicum (3)

In a simulated clinical setting, students resolve complex problems relating to business taxpayers, investors as taxpayers and the individual taxpayer. The course also may include corporate taxation, partnership taxation and estate and gift taxation.

9314 - Trial Advocacy Practicum (3)

This course involves demonstrations and student practice in all aspects of the trial of civil and criminal cases, providing significant opportunities for jury persuasion and trial tactics. It culminates in the trial of a case from jury selection through closing arguments.

Faculty & Administration

1998-99 Faculty

The current faculty consists of 26 full-time professors, plus adjunct professors who provide a considerable range of academic and professional experience. Law schools represented by the faculty's degrees include Columbia, Chicago, George Washington, Harvard, Texas and Yale, with graduate law degrees from such schools as Columbia, Harvard, New York University, Virginia and Yale. Non-law doctoral and master's degrees include Stanford, Michigan, Chicago and Harvard.

In addition to their academic backgrounds, diverse professional and community interests are represented in the experiences and activities of the faculty. Faculty members have held significant positions with the American Bar Association, American Association of Law Libraries, the Law School Admission Council, the National Judicial College and the Southwestern Legal Foundation. They have served in a variety of governmental positions with the Department of Health and Human Services, the EEOC, the Judge Advocate General Corps and in the judiciary, state legislatures and as state prosecutors.

Faculty members have contributed numerous articles, essays and other materials for legal publishers and law journals around the country. In addition to pursuing academic, professional and community service interests, the faculty considers effective interaction with individual students to be an extremely important support function.

Stephen R. Alton

Professor

LL.M. 1992 Columbia University School of Law. ED.M. 1986 Harvard University Graduate School of Education. J.D. 1981 University of Texas School of Law with honors. A.B. magna cum laude 1978 Harvard College. Member, Order of the Coif.

Managing general partner and general counsel, G&S Investment Co.; associate, Mayer, Brown & Platt; attorney, Union Texas Petroleum Corp.; as-

sociate, Johnson, Swanson & Barbee. Published articles in the **University of Kansas Law Review**, the **Loyola University-Chicago Law Journal**, the **Texas Wesleyan Law Review** and the **Texas Bar Journal**. Voted 1996-97 Professor of the Year by first-year evening students.

Courses: Property, State and Local Government, Real Estate Transactions, Constitutional Law I (Powers of Government) and American Legal History.

William M. Blackburn

Visiting Professor & Practitioner in Residence

LL.B. 1964 University of Texas School of Law with honors. B.A. 1961 Texas Technological University. **Texas Law Review**. Member, Order of the Coif. Member, Chancellors.

Captain, U.S. Army; assistant special counsel to President Lyndon B. Johnson; member and mayor pro tem, Dallas City Council; visiting lecturer, University of Texas at Dallas and Brookhaven Community College; adjunct instructor, Southern Methodist University; partner, Blakeney, Blackburn and Oliver, L.L.P.

Courses: Land Use Planning and Real Estate Transactions.

John C. Cady

Professor

J.D. 1980 George Washington University National Law Center with highest honors. M.S. 1969 Washington State University. B.A. 1963 University of Omaha. Member, Order of the Coif.

Associate dean and professor, Reynaldo Garza School of Law; associate dean and assistant professor, George Mason University; professor of data processing, Northern Virginia Community College; vice president, Data Systems & Software Corporation; systems engineer, International Business Machines Corp.

Courses: Torts, Unfair Trade Practices, Copyrights, Computers & the Law and Remedies.

Wylie H. Davis

Distinguished Visiting Professor

LL.M. 1948 Harvard University Law School. J.D. magna cum laude 1947 Mercer University. A.B. 1940 Mercer University. Member, Order of the Coif, Maritime Law Association of the United States. Elected member, American Law Institute.

Visiting professor, University of North Carolina; visiting professor, University of the Pacific; visiting professor, University of Missouri; professor, dean, distinguished professor and emeritus distinguished professor, University of Arkansas; professor, University of Georgia; professor, University of Illinois; professor, University of Texas; English instructor, Mercer University.

Courses: Contracts, Insurance and Commercial Law.

Howard A. Denmark

Professor

J.D. 1984 University of Wisconsin Law School with honors. B.S.B.A. cum laude 1981 Washington University in St. Louis. Associate editor, **Wisconsin Law Review**. Head note & comment editor, **Wisconsin international Law Journal**.

Associate professor, University of Akron School of Law; associate, Oppenheimer Wolff & Donnelly; litigation associate, Finley, Kumble, Wagner, Heine, Underberg, Manley, Myerson & Casey; law clerk, Missouri Court of Appeals Judge Robert O. Snyder. Published in the **Seton Hall Law Review**, **Jurimetrics**, the **Case Western Reserve Law Review**, the **Akron Law Review** and the **High Technology Law Journal**.

Courses: Evidence, Remedies and Torts.

Anthony M. Dillof

Associate Professor

LL.M. 1996 Columbia University School of Law. J.D. 1985 Columbia University School of Law. A.B. 1981 Harvard University. Senior editor, **Columbia Law Review**.

Associate in law, Columbia University School of Law; adjunct lecturer, Benjamin N. Cardozo School of Law; assistant corporation counsel, New York City Law Department; law clerk, U.S. Ninth Cir-

cuit Court of Appeals the Hon. William C. Canby Jr. Published in the **Northwestern Law Review**, the **Albany Law Review**, the **Buffalo Criminal Law Review** and **The Philosophy of Law: An Encyclopedia**.

Courses: Criminal Law, Emerging Legal Issues and Criminal Procedure.

John C. Duncan Jr.

Associate Professor

M.B.P.A. 1985 Southeastern University. J.D. 1976 Yale University Law School as a Richardson Dilworth Fellow. Ph.D. 1971 Stanford University. M.A. 1966 University of Michigan. M.S. 1965 University of Michigan with honors. B.A. 1964 with distinction DePauw University as a Rector Scholar.

Colonel, U.S. Air Force Judge Advocate General Department, including assignments as legal advisor to the assistant to the secretary of defense for intelligence oversight and counsel to the United Nations Command in Korea and staff judge advocate (general counsel) at various locations. Air Force assignments included Crete, Greece, and Korat, Thailand. Voted Outstanding Professor of the Year for 1995-96 and Outstanding First-Year Professor of the Year for 1995-96. Faculty co-sponsor, Phi Delta Phi.

Courses: Contracts, Sales, Administrative Law, Education Law and International Law.

Frank W. Elliott

Professor

LL.B. 1957 University of Texas School of Law with honors. B.A. 1951 University of Texas. Comment editor, **Texas Law Review**. Member, Order of the Coif.

Dean, Texas Wesleyan University School of Law (1992-94); dean, Dallas/Fort Worth School of Law (1990-92); of counsel, Ramirez & Associates; partner, Baker, Mills & Glast; president, Southwestern Legal Foundation; dean and professor, Texas Tech University; visiting professor, the Judge Advocate General's School; director of research, Texas Constitutional Revision Commission; parliamentarian, Texas Senate; professor, University of Texas; briefing attorney, Supreme Court of Texas; assistant attorney general, State of Texas. Pub-

lished several books, book supplements and articles, including casebooks on evidence, Texas pre-trial procedure and Texas trials and appeals, as well as one of the most widely used resources on Texas civil practice and Texas forms.

Courses: Evidence, Advanced Evidence Seminar, Texas Pre-Trial Procedure and Texas Trial and Appellate Procedure.

Cynthia L. Fountaine

Clinical Associate Professor &
Director of Academic Support Programs

J.D. 1988 University of Southern California. B.S. 1984 Indiana University. Publications editor, **Southern California Law Review**.

Instructor, University of Cincinnati College of Law; associate, O'Melveny & Myers. Published in the **University of Pittsburgh Law Review** and the **Southern California Law Review**.

Courses: Federal Courts, Civil Procedure and Professional Responsibility.

James Paul George

Professor & Associate Dean

LL.M. 1983 Columbia University School of Law. J.D. 1978 University of Tulsa. B.A. 1973 Oklahoma State University.

Associate dean, Texas Wesleyan University School of Law (1994-97); of counsel, Johnson, Bromberg & Leeds in Dallas; staff attorney, North Central Texas Legal Services; associate in law, Columbia University; adjunct instructor, Southern Methodist University; staff attorney, Legal Services of Eastern Oklahoma; law clerk, U.S. District Judge H. Dale Cook. Published 10 law review articles (five with co-authors), mostly on jurisdiction and conflict of laws.

Courses: Civil Procedure, Federal Courts, Public International Law, Conflict of Laws and Complex Litigation.

I. Richard Gershon

Professor & Vice Dean

LL.M. 1983 University of Florida. J.D. 1982 University of Tennessee with honors. B.A. 1979 University of Georgia.

Professor and associate dean, Stetson University College of Law; director, Institute for Space Law and Commerce; assistant professor, Ohio Northern University College of Law; special assistant general counsel, State Bar of Georgia. Published in the **Nova Law Review**, the **Cumberland Law Review** and the **Ohio Northern Law Review**. Author of **A Student's Guide to the Internal Revenue Code** and co-author of **U.S. Tax Guide: International Taxation**. Co-authored books on taxation and life planning.

Courses: Federal Income Tax and Estate Planning

W. Robert Gray

Professor

J.D. 1981 University of Chicago Law School. M.A. 1974 University of Chicago Divinity School. M.A. 1971 University of Wisconsin at Madison. B.A. summa cum laude 1969 University of Texas. Comment editor, **University of Chicago Law Review**. Member, Phi Beta Kappa.

Partner, Perry-Miller, Hawkins, Beasley & Gray; assistant attorney general, State of Texas; attorney, U.S. Securities and Exchange Commission Office of the General Counsel; associate, Van Ness, Feldman, Sutcliffe, Curtis & Levenberg. Published in the **University of Chicago Law Review**, the **South Texas Law Review**, the **New Mexico Law Review** and the **Texas Wesleyan Law Review**. Faculty advisor, **Texas Wesleyan Law Review**. Received the Students' Award for inaugural publication by a professor of the law school; the Paul Tillich Award; teaching excellence awards by students in 1991, 1993 and 1997; and the Law Review Award 1997.

Courses: Torts, Administrative Law, Constitutional Law, Employment Discrimination, First Amendment and Jurisprudence.

James Hambleton

Professor & Executive Director of the Law Library

J.D. 1978 George Washington University National Law Center. A.M.L.S. 1971 University of Michigan. B.A. 1969 Middlebury (Vermont) College.

Legal information resources manager, Haynes and Boone; director, Texas State Law Library; head of

public services, University of Texas Tarlton Law Library. Published in the **American Bar Association Journal**, the **Texas Bar Journal**, the **Arkansas Lawyer** and the **Law Library Journal**; co-authored one book and served as subject editor for law in **Texas Reference Sources**. Named one of the five Best Law Librarians of 1986 by Legal Information Alert. Selected Best Law Librarian in 1995 by West Publishing Co.

Courses: Advanced Legal Research.

Gilbert Holmes

Professor

J.D. 1972 New York University. B.S. 1969 Bucknell University.

Visiting associate professor, Southern Methodist University; associate professor, Seton Hall University; arbitrator, New York City Transit; director, New York Civil Liberties Union Police Misconduct Project; staff attorney, Community Action for Legal Services. Received the Bedford Stuyvesant Lawyers Association Lawyer of the Year award, the Central Brooklyn Mobilization Outstanding Achievement Award and was a Reginald Heber Smith Community Law Fellow. Published in the **Maryland Law Review**, the **University of Miami Law Review** and the **Temple Law Review**. Voted First-Year Professor of the Year for 1997-98.

Courses: Property and Family Law.

Charlotte A. Hughart

Clinical Associate Professor & Clinical Director

J.D. 1977 University of Oklahoma College of Law. B.S. 1972 Oklahoma State University.

Visiting assistant professor and assistant director of the clinical program and staff attorney, University of Oklahoma; staff attorney, Legal Aid of Western Oklahoma, Inc. Advisor, Pro Bono Board.

Courses: Trial Advocacy and Law Clinic.

Denny O. Ingram Jr.

Professor

J.D. 1957 University of Texas School of Law with honors. B.A. 1955 University of Texas. Editorial officer, **Texas Law Review**. Member, Order of the Coif.

Of counsel, McGinnis Lochridge & Kilgore; visiting professor, University of California, Davis; associate professor, University of New Mexico; other faculty positions at the University of Utah, the University of Texas, the University of New Mexico and the University of San Diego (visitor). Published numerous law review articles, chapters in books, continuing legal education materials and course materials.

Courses: Estates & Trusts, Estate & Gift Tax, Estate Planning Practicum, Federal Income Taxation and Law & the Elderly Seminar.

Jeffrey A. Maine

Associate Professor

LL.M. 1994 University of Florida College of Law. J.D. 1993 Stetson University College of Law with honors. M.B.A. 1990 Florida Atlantic University. B.B.A. 1989 Florida Atlantic University. Managing editor, **Florida Tax Review**. Editor-in-chief, **Stetson Law Review**.

Visiting associate professor, University of Idaho College of Law; associate, Holland & Knight; adjunct professor, Stetson University College of Law. Published in **The Tax Lawyer**, the **Family Law Quarterly**, **Idaho Law Review** and **Stetson Law Review**. Voted Upper Division Professor of the Year for 1997-98.

Courses: Federal Income Tax, Taxation of Business Entities, Estate & Gift Tax, Taxation Practicum and Business Associations.

Earl F. Martin

Associate Professor

LL.M. 1996 Yale University Law School with honors. J.D. 1987 University of Kentucky College of Law with distinction. B.A. 1984 University of Kentucky with high distinction. Technical editor, **Journal of Natural Resources and Environmental Law**. Member, Order of the Coif.

Visiting associate professor, University of Illinois College of Law; legal officer, U.S. Air Force. Published in **The American Criminal Law Review**, **The George Washington Law Review**, **Law and Psychology Review**, the **Air Force Law Review** and the **Journal of Natural Resources and Environmental Law**. Voted First-Year Evening

Professor of the Year for 1997-98.

Courses: Criminal Law, Torts and Death Penalty Seminar.

Lynne H. Rambo

Associate Professor

J.D. magna cum laude 1987 University of Georgia School of Law. B.A. magna cum laude 1981 Barnard College of Columbia University. Editor-in-chief, **Georgia Law Review**. Member, Order of the Coif.

Employment litigation associate, Paul, Hastings, Janofsky & Walker; litigation associate, Arnall, Golden & Gregory; law clerk, U.S. Court of Appeals 11th Circuit. Published in the **Georgia Law Review**.

Courses: Constitutional Law, Criminal Law, Criminal Law Practicum and Evidence.

Ruth L. Rickard

Clinical Associate Professor & Director of Legal Writing

LL.M. 1988 University of London (Queen Mary College). J.D. 1986 University of Texas School of Law with honors. B.S. 1974 Iowa State University. Member, Order of the Coif. Editor-in-chief, **Texas International Law Journal**. Member, Phi Beta Kappa.

Writing consultant, Texas Christian University; associate attorney, Weil Gotshal & Manges; associate attorney, Susman Godfrey. Published an article in the **Texas International Law Journal**.

Courses: Legal Writing.

Malinda L. Seymore

Professor & Associate Dean for Academic Affairs

J.D. cum laude 1986 Baylor University School of Law. B.A. 1982 Rice University. Editor, **Baylor Law Review**.

Staff attorney, research attorney and briefing attorney, Dallas Court of Appeals. Published articles in the **Northwestern University Law Review**, the **Texas Wesleyan Law Review**, the **Voice for the Defense** and the **American Journal of Criminal Law**. Voted Professor of the Year for 1990-91 and 1993-94. Sponsor, Organization

of Women Law Students.

Courses: Criminal Law, Criminal Procedure, Evidence, Feminist Jurisprudence, Texas Criminal Procedure and Property.

Joseph Shade

Professor

J.D. 1960 University of Texas School of Law with honors. B.B.A. 1958 University of Texas at Austin with honors. Member, Order of the Coif. Associate editor, **Texas Law Review**. Member, Phi Delta Phi.

Practiced law for 30 years - 18 with large law firms and major corporations and 12 as sole owner of a law firm which he founded. Published a book, **Primer on the Texas Law of Oil and Gas**, and articles in the **Baylor Law Review**, the **University of Tulsa Law Journal** and the **Natural Resources Journal**. His Baylor article received an Award of Special Merit from the College of the State Bar of Texas as one of the Top Three Continuing Legal Education Articles of the Year. Voted Outstanding Professor of the Year for 1992-93 and 1994-95.

Courses: Contracts, Oil & Gas, Advanced Oil & Gas, Business Associations and Securities Regulation.

Joe Spurlock, II

Professor

LL.M. 1992 University of Virginia School of Law. J.D. 1962 University of Texas School of Law. B.A. 1960 Texas A&M University. Member, Delta Theta Phi.

Adjunct professor, University of Texas at Arlington; adjunct professor, Tarrant County Junior College; adjunct professor, University of Michigan; justice, Second Court of Appeals of Texas; judge, 231st District Court of Texas; counsel to Governor Dolph Briscoe; member, Texas Legislature; assistant criminal district attorney. President, Texas Judicial Council. Voted Adjunct Professor of the Year for 1990-91. Selected by Delta Theta Phi International Law Fraternity as Outstanding Faculty Member in the Nation for 1992-93. Voted First-Year Evening Professor of the Year for 1997-98.

Courses: Contracts, Legislation, Family Law, Family Law Practicum, Children & the Law and Appellate Practice Seminar.

Richard F. Storrow

Visiting Associate Professor

J.D. 1993 Columbia University School of Law. M.A. 1989 Columbia University. B.A. 1987 Miami University. Member, **Columbia Human Rights Law Review**. Member, Phi Beta Kappa.

Visiting assistant professor, University of Illinois College of Law; instructor of law, Hamline University School of Law; law clerk, Minnesota Court of Appeals; litigation associate, Katz & Manka, Ltd. Published articles in the **American University Law Review** and the **Michigan Journal of Gender and Law**.

Courses: Estates & Trusts and Family Law.

Frank K. Walwer

Professor & Dean

LL.B. 1956 Columbia University. A.B. 1952 Columbia University.

Dean and professor, University of Tulsa; associate dean, Columbia University; former trustee and president, Law School Admission Council; former chairperson, ABA Section on Legal Education and Admissions to the Bar; former chairperson, Graduate and Professional School Financial Aid Service; former member, ABA Special Committee on Clinical Legal Education; former member, ABA Standing Committee on Lawyer Competence; former member, Council on Post-secondary Accreditation Board of Directors; member, ABA-AALS Commission on Financing Legal Education; fellow and life member, American Bar Foundation; master emeritus, American Inns of Court. Co-author, with Peter DeL. Swords, of **The Costs and Resources of Legal Education**.

Courses: Professional Responsibility.

Donald J. Zahn

Associate Professor

LL.M. 1967 New York University. J.D. 1966 Union University Albany Law School. A.B. 1963 New York University.

Partner, Akin, Gump, Strauss, Hauer & Feld; lec-

turer, Southwestern Legal Foundation International and Comparative Law Center; partner, Haynes and Boone; adjunct professor, Southern Methodist University; associate, Bond, Schoeneck & King.

Courses: Corp. Taxation, Fed. Income Taxation, International Taxation and Business Associations.

1998-99 Adjunct Faculty

Sue Allen

J.D. 1982 Oklahoma City University.

Geoffrey Anderson

J.D. 1993 Baylor University.

The Hon. Charles Bleil

J.D. 1966 University of Texas. L.L.M. 1990 University of Virginia.

Brian Bowden

J.D. 1984 Harvard University.

Allen Butler

J.D. 1959 Southern Methodist University.

Perry Cockerell

J.D. 1980 Texas Tech University.

Dennis Conrad

J.D. 1981 Baylor University.

Ann Diamond

J.D. 1983 Southern Illinois University.

Patrick Dohoney

J.D. 1985 Baylor University.

Kathi Drew

J.D. 1977 Southern Methodist University.

Kay Elkins-Elliott

J.D. 1964 University of Oklahoma.

The Hon. Gordon G. Gray

J.D. 1957 University of Houston.

The Hon. Cheril Hardy

J.D. 1983 Southern Methodist University.

Maxine Harrington

J.D. 1977 George Washington University National Law Center.

Susan Heygood

J.D. 1992 University of Houston.

The Hon. R. Brent Keis

J.D. 1976 University of Texas.

The Hon. Ed Kinkeade

J.D. 1974 Baylor University.

Kathleen Kohl

J.D. 1982 Loyola University.

Annette Loyd

J.D. 1987 Southern Methodist University.

Charles M. Mallen

J.D. 1972 Southwestern University.

Robert Martin Jr.

L.L.B. 1947 University of Texas.

The Hon. Robert McCoy

J.D. 1981 University of Houston.

Randy Meigs

J.D. 1985 University of Texas.

The Hon. Joe Morris

J.D. 1973 Southern Methodist University.

Susan Phillips

J.D. 1990 Catholic University.

Vickie Rainwater

J.D. 1984 University of Texas.

Florintino Ramirez

L.L.B. 1965 University of Texas.

The Hon. Barbara Rosenberg

J.D. 1972 St. Mary's University.

Lee Schwemer

J.D. 1972 Texas Tech University.

Joe Shannon Jr.

L.L.B. 1963 University of Texas.

Jeffrey Storie

J.D. 1981 Samford University.

Donald Teller Jr.

J.D. 1995 Southern Methodist University.

Mark Thielman

J.D. 1986 University of Texas.

The Hon. Linda Thomas

J.D. 1973 Southern Methodist University.

Thomas R. Trompeter

J.D. 1977 University of Miami.

Behrooz Vida

J.D. 1990 Texas Tech University.

R.K. Weaver

J.D. 1977 University of Texas.

Michael Williams

J.D. 1979 University of Southern California.

Mark Zimmerman

J.D. 1975 University of Virginia.

Law School Administration

Frank K. Walwer

Dean

LL.B. 1956 Columbia University. A.B. 1952 Columbia University.

Dean and professor, University of Tulsa; associate dean, Columbia University; former trustee and president, Law School Admission Council; former chairperson, ABA Section on Legal Education and Admissions to the Bar; former chairperson, Graduate and Professional School Financial Aid Service; former member, ABA Special Committee on Clinical Legal Education; former member, ABA Standing Committee on Lawyer Competence; former member, Council on Post-secondary Accreditation Board of Directors; member, ABA-AALS Commission on Financing Legal Education; fellow and life member, American Bar Foundation; master emeritus, American Inns of Court. Co-author, with Peter DeL. Swords, of **The Costs and Resources of Legal Education**.

I. Richard Gershon

Vice Dean

LL.M. 1983 University of Florida. J.D. 1982 University of Tennessee with honors. B.A. 1979 University of Georgia.

Professor and associate dean, Stetson University College of Law; director, Institute for Space Law and Commerce; assistant professor, Ohio Northern University College of Law; special assistant general counsel, State Bar of Georgia. Published in the **Nova Law Review**, the **Cumberland Law Review** and the **Ohio Northern Law Review**. Author of **A Student's Guide to the Internal Revenue Code** and co-author of **U.S. Tax Guide: International Taxation**. Co-authored books on taxation and life planning.

Deborah R. Fathree

Associate Dean for Student Affairs and Administration

J.D. 1978 University of Tulsa College of Law. B.A. 1975 University of Oklahoma. Holds certificate from the National Institute of Trial Advocacy ("Art and Skills of Trial Advocacy"), the Center for Dispute Resolution and is trained as a Court Appointed Special Advocate.

Assistant to dean of students, University of Denver College of Law; assistant dean/dean of students, University of Tulsa College of Law; attorney, Groves, Black, Kriegel and Cunningham.

James Paul George

Associate Dean

LL.M.1983 Columbia University School of Law. J.D. 1978 University of Tulsa. B.A. 1973 Oklahoma State University.

Associate dean, Texas Wesleyan University School of Law (1994-97); of counsel, Johnson, Bromberg & Leeds in Dallas; staff attorney, North Central Texas Legal Services; associate in law, Columbia University; adjunct instructor, Southern Methodist University; staff attorney, Legal Services of Eastern Oklahoma; law clerk, U.S. District Judge H. Dale Cook. Published 10 law review articles (five with co-authors), mostly on jurisdiction and conflict of laws.

Malinda L. Seymore

Associate Dean for Academic Affairs

J.D. cum laude 1986 Baylor University School of Law. B.A. 1982 Rice University. Editor, **Baylor Law Review**.

Staff attorney, research attorney and briefing attorney, Dallas Court of Appeals. Published articles in the **Northwestern University Law Review**, the **Texas Wesleyan Law Review**, the **Voice for the Defense** and the **American Journal of Criminal Law**. Voted Professor of the Year for 1990-91 and 1993-94. Sponsor, Organization of Women Law Students.

Adam W. Barrett

Assistant Dean & Director of Admissions

J.D. 1993 Ohio Northern College of Law. B.A.

1988 University of New Hampshire. Associate editor, **Ohio Northern Law Review**. President, Student Bar Association.

Assistant director of law admissions, Ohio Northern University College of Law; sole practitioner, Adam W. Barrett, Esq.; associate, Frost & Maddox, Co. L.P.A.

University Officers

Jake B. Schrum, president

Thomas F. Armstrong, provost and senior vice president

Caren Handleman, vice pres. for university advancement

Stephen Martin, vice pres. for administration

Dave Voskuil, vice pres. for enrollment and student development

Marcia Wilemon, secretary of the university

Law School Administrators

Admissions

Adam Barrett, director

Career Services

Linda Shelby, director

Financial Aid

Doug Akins, financial aid officer

Institutional Research & Planning

Garreth Cada, director

Law School Advancement

Cheryl Kimberling, director

Law School Relations

Bill Hartley, director

Registration & Records

Rene Newsom, records supervisor

Student Life

Texas Wesleyan University School of Law supports and encourages a variety of student activities. These groups provide professional contacts, social activities and exposure to legal specialties.

Publications

Texas Wesleyan Law Review

Established to encourage scholarly criticism and analysis of legal issues of interest to practitioners, students and academicians. The review is published by academically-qualified students with demonstrated writing proficiency under the direction of student editors with faculty cooperation.

Lex Et Veritas

The student newspaper.

Competitions

Mock Trial & Moot Court

Participation in these competitions provides students with an opportunity to develop advocacy skills while competing against students both from within and from other schools across the nation.

Organizations

Alternative Dispute Resolutions Bar

Promotes alternatives to traditional legal problem solving methods.

Asian & Pacific American

Law Students Association (APALSA)

Promotes the interests of the Asian and Pacific-American law students and attorneys within the legal and general community.

Black Law Students Association (BLSA)

Provides support and promotes awareness and opportunities available to African-American students.

Christian Legal Society

Promotes Christian virtues in law students.

Delta Theta Phi & Phi Delta Phi

The law school's law fraternities.

Environmental Law Society

Promotes an understanding of legal environmental issues.

Hispanic Law Students Association (HLSA)

Promotes legal academic excellence, cultural awareness and community services; provides a support system to all students with an emphasis on tutoring and emotional support.

Intellectual Property Law Association

Promotes all aspects of intellectual property and informs students of the broad implications of intellectual property law.

International Law Society

Broadens the understanding of international law and promotes the idea that the world is a smaller place to do business.

Jewish Law Students Association

Provides support and promotes cultural awareness of Jewish law students.

Mock Trial Association

Establishes, empowers and unifies students with an interest in trial advocacy.

Moot Court Board

Promotes excellence in trial or appellate level advocacy.

Order of the Barristers

Strengthens oral advocacy and brief writing skills through effective moot court/mock trial programs.

Order of the Sergeantry

Provides service to functions and activities.

Organization of Women Law Students

Promotes and develops the study of feminist jurisprudence; addresses women's societal issues and attempts to contribute to effective and fair resolutions.

Pro Bono Board

Promotes pro bono legal and community service.

Rutherford Institute

Protects religious civil liberties.

Student Bar Association

Represents law school students, encourages fraternity and fellowship and provides a collective voice of the students.

Tarrant County Young Lawyers Association

Provides activity within Tarrant County's legal community and educates the community about the law school.

Tax & Estate Planning Law Society

Promotes and encourages academic and professional involvement in taxation and estate planning areas.

Texas Aggie Wesleyan Legal Society

Promotes the spirit of Texas A&M University Aggie alumni in the legal community.

Law Democrats Association & Law Republicans Association

Promotes political activity and influence of law students in politics and government.

Hooding Ceremony & Commencement

In December and May of each academic year, candidates for the juris doctor degree are eligible to participate in the law school's Hooding Ceremony and the University's Commencement

Ceremony. During the Hooding Ceremony, the law school dean presents candidates with their academic hood.

Law School Bookstore

The law school bookstore is located at 1313 Calhoun Street, two blocks north of the law school. In addition to required textbooks, it features study aids, code books for class and the practitioner, law-related gifts, office supplies, apparel and snacks.

Recreational Facilities

A wide range of recreational facilities on the main campus are available to law students. Those facilities include a swimming pool, gymnasium, fitness center, tennis courts, beach and grass volleyball, billiards and darts. Visit the Student Services Office for more information.

Health Services

The University's health center is located in the Sid W. Richardson Center on the main campus and provides for most routine health needs of the university community. A registered nurse operates the center and administers first aid, provides treatment of minor illnesses and is available for counseling regarding personal health needs. A physician supervises the center and is available to students by appointment. Nominal fees are charged for some services and supplies.

The Law Library

The primary mission of the Texas Wesleyan University Law Library is to provide access to the legal information sources needed for student course work and research. The Law Library will be the Wesleyan law student's "lab" during his/her law school career and beyond. It is in the Law Library where students will learn the tools of the trade: where to find and how to use the law sources that will be applied in legal dispute resolution.

The nature of legal information storage, access and delivery is rapidly changing from paper-based to electronic formats. The Law Library has access to the resources students will use to practice law in the digital age. In addition to its law book collection, the library subscribes to major on-line electronic legal information services. Students are provided passwords and supplied software for use on home computers to provide access to on-line legal information outside library walls.

In addition to on-line services, the Law Library subscribes to several sources of law published in CD-ROM format. CD-ROM servers provide networked access to these resources throughout the law school.

Complementing book and electronic sources is an extensive collection of U.S. Congressional documents available on microfiche. This collection includes full transcripts of all congressional hearings since 1970.

The Library staff will help students use the library's resources efficiently. Several members of the staff have juris doctorate degrees, and all have earned a master's degree in library science. The Law Library is open more than 110 hours per week, during 85 of which a professional reference law librarian is on duty.

Professional Librarians

James Hambleton

Executive Director of the Law Library

J.D. 1978 George Washington University National Law Center. A.M.L.S. 1971 University of Michigan. B.A. 1969 Middlebury (Vermont) College.

Susan T. Phillips

Senior Director of Law Library Operations

M.S.L.S. 1991 The Catholic University of America. J.D. 1990 The Catholic University of America. B.A. 1987 University of Dallas.

Amy N. Carver

Coordinator of Bibliographic Applications

M.S. 1992 University of North Texas. B.S. 1991 Montana State University.

Wendy N. Law

Public Services Librarian

M.A. 1996 University of Michigan. B.A. 1993 University of Michigan.

Marla McDaniel

Bibliographic Applications Librarian

M.S. 1995 University of North Texas. B.M.Ed. 1984 Abilene Christian University.

Leah Sandwell-Weiss

Public Services Librarian

J.D. 1984 University of Arizona. M.A. 1977 University of Missouri. B.A. 1975 University of Missouri.

Anna K. Teller

Coordinator of Public Services

M.S.L.S. 1995 University of North Texas. J.D. 1994 Southern Methodist University. B.A. 1988 Spring Hill College.

Career Services

The Texas Wesleyan University School of Law's proximity to a large and diverse legal community in the Fort Worth/Dallas Metroplex provides students with a wide variety of career opportunities. The Career Services Office provides services and resources to students beginning in their first year of study, and continuing throughout their careers.

The Career Services Office is a member of the National Association for Law Placement (NALP). Programs and services include:

Career Services Newsletter

A monthly newsletter provides information on career planning programs, interviewing opportunities, employment, volunteer positions and other related events.

Employment Opportunity Announcements

Positions such as summer clerkships, school year clerkships and part-time attorney placements are posted in the Career Services Office throughout the year. These positions provide students with income, valuable experience and possible permanent employment offers.

Job Fairs

Texas Wesleyan is an active member of the Texas Job Fair Consortium, and students are invited to attend several regional and national job fairs. Each year, law schools in the mid-south, southeast and southwest sponsor the Sunbelt Minority Recruitment Program in Dallas and the Southeastern Minority Job fair in Atlanta.

Wesleyan students also are registered for the Texas in Washington program and the Public Interest Job Fair, as well as the Patent Law Interview Program. The Texas Young Lawyers' Association, in conjunction with the Texas Job Fair Consortium, holds a spring recruiting program held in Dallas and Houston on an alternating basis.

On-Campus Interview Programs

The Career Services Office invites employers from different firms and agencies to interview

students on campus during the fall and spring semesters.

Speaker Services

The office sponsors a variety of speakers and panel discussions, sometimes in conjunction with student organizations. Topics include legal specialties, alternative careers, bar exam preparation and job search skills.

Individualized Counseling

Students are provided individual assistance in resume and cover letter preparation, career goal identification and career planning strategies.

Externships/Internships

The law school offers a variety of externships with trial and appellate courts, as well as government agencies. Students perform legal tasks and apply their academic studies to real client cases, gaining valuable insight into the operation of legal institutions.

The program is coordinated by a full-time professor, ensuring significant legal experience in interviewing, negotiating, counseling clients and/or alternative dispute resolutions.

Externships are unpaid positions that are assigned to each student after a pre-screening process to make certain each student is in good standing with the law school. Students must have completed at least three semesters (45 hours) of credit and have at least a 75 GPA to be eligible.

Mock Interviews

For critiquing and learning purposes, Career Services schedules mock interviews on campus at various times throughout the year. These interviews provide students interviewing opportunities and career counseling, and are similar to what can be expected in "real world" situations.

Career Resource Library

The office maintains a complete library, including legal directories and career information.

Admissions

Texas Wesleyan University School of Law requires that an applicant for admission receive a baccalaureate degree from a regionally accredited college or university prior to enrollment. Applicants are also required to take the Law School Admission Test (LSAT) prior to an admissions decision being made.

In addition to addressing academic achievements and aptitude, the Admissions Committee will endeavor, on the basis of the applicant's education and other experiences, to determine the professional promise of each applicant.

Accordingly, the Admissions Committee evaluates all factors relevant to an applicant's potential to be successful in meeting the academic standards of the J.D. program, as well as his/her potential for success on the Bar examination and in other professional endeavors. Traditional criteria, such as undergraduate academic achievement and aptitude as reflected in LSAT performance, are used in the admission evaluation process.

Significantly, the Admissions Committee also considers evidence of substantial achievement in various endeavors such as prior employment, professional experience, graduate study, public and community service and other factors. Cultural and experiential diversity of the student body is also an important consideration with respect to such factors as the variety of undergraduate and graduate institutions and geographic areas represented in an entering class.

Application Procedure

Applicants should submit the following to the Admissions Office:

- a completed and signed application form;
- a non-refundable \$50 application fee;
- a personal statement of approximately 500 words;
- a credentials evaluation if the applicant's degree is earned from an institution outside the U.S. An official transcript also must be pro-

vided. The Admissions Office can provide additional information about obtaining a credentials evaluation.

Candidates also are required to take the LSAT and register for the Law School Data Assembly Service (LSDAS) within three years of application. It is not necessary for applicants to wait for LSAT results before applying, since this might delay the admission decision.

Texas Wesleyan requests that two letters of recommendation be **sent directly to the Law School Admission Services** along with your transcripts. These letters will be forwarded to Texas Wesleyan as part of your LSDAS report. If it is your desire to have more than two letters of recommendation considered, please have any additional letters sent directly to the law school.

Information and application materials for the LSAT may be obtained by writing Law Services (www.lsac.org), P.O. Box 2000, Newtown, PA 18940 or by calling 215-968-1001. LSAT applications also may be obtained at most law schools and universities.

Application File Re-activation

An applicant who wishes to re-activate his/her application file for the next year after the year the file was originally established must submit a written request along with a new completed application (application fee waived). You may include any additional information you would like to be considered in making the admission decision. If more than one year has passed since the original application date, an applicant must restart the application process from the beginning, including a \$50 non-refundable application fee. LSAT scores are valid for three years.

Admission Decisions

The Admissions Committee begins the evaluation process in December. Preferably, applications should be filed prior to February 15, al-

though the Admissions Committee will give careful consideration to each candidate applying in later months. The law school admits students on a rolling admissions basis and will continue admitting qualified students until the entering class is full. Committee decisions are final and are subject to reconsideration only when new information, material to an admission decision, is submitted in writing.

Tuition Deposits

Upon notice of acceptance, applicants are required to pay a non-refundable \$200 deposit to reserve a seat in the upcoming class. This deposit will be credited toward tuition charges. No deposit will be required before April 1, in compliance with the statement of good admissions practices by the Law School Admissions Council. Failure to submit the deposit in a timely manner will result in cancellation of the admission offer.

School Tours

Applicants are encouraged to visit the law school during the 1998-99 academic year.

The visit may include a conference with a member of the Admissions Office, a tour and/or a class visit. Tours can be scheduled by calling the Admissions Office at 800-733-9529 or 817-212-4040.

International Students

Applicants who are not U.S. citizens must submit the following to the Admissions Office:

- a completed and signed application form;
- a non-refundable \$50 application fee;
- if the applicant's degree is earned from an institution outside the U.S., a credentials evaluation must be supplied. Call the Admissions Office for more information on obtaining a credentials evaluation.;
- an official transcript from each degree-granting undergraduate institution;
- a copy of the applicant's VISA and proof of citizenship;
- a TOEFL score of at least 550 (this requirement may be waived in extraordinary cases).

In addition, an LSAT report must be sent to the law school by LSAS.

Transfer Students

Students who have satisfactorily completed at least one year of law studies at an ABA-accredited law school may apply for admission as advanced students.

The law school will accept no more than 30 units of work, and no credit will be given for any course in which the student has received a grade less than a "C."

Transfer students must submit the following to the Admissions Office:

- a completed and signed application form;
- a non-refundable \$50 application fee;
- a letter of good standing from the dean of the transfer applicant's current law school;
- an official transcript from the applicant's current law school sent directly to Texas Wesleyan from the previous law school;
- a copy of a LSDAS/LSAT report;
- a letter stating the reason for transferring;
- one letter of recommendation sent directly to the law school from a current professor.

Visiting Students

Law students currently enrolled in ABA-accredited law schools who wish to take courses at Texas Wesleyan University School of Law must submit the following to the Admissions Office:

- a completed and signed application form;
- a non-refundable \$50 application fee;
- a letter of good standing and permission to visit from the dean of the applicant's current law school;
- an official transcript from the applicant's current law school;
- a copy of an LSDAS/LSAT report;
- a letter stating the reason for visiting status;
- one letter of recommendation sent directly to the law school from a current professor.

Tuition & Fees

Arrangements for payment of tuition and fees must be made by the first class day of each

semester. Tuition and fees are subject to change annually. Tuition and fees for the 1998-99 academic year are as follows:

Per Credit Hour	\$450
(i.e. a full-time program of 15 hours would cost \$6,750; a part-time program of 11 hours would cost \$4,950)	
Application Fee	\$50
Late Registration Fee	\$25
Graduation Fee	\$50
Other Fees	\$200/semester

An additional fee will be charged for parking.

Tuition Refund Policy

Refunds are available only upon written notice of discontinuance. Refund requests must be submitted to the associate dean of student affairs. The amount of the refund is determined by the receipt date of the written notice and is not dependent upon the student's class attendance.

A student formally withdrawing from the law school before the end of the fourth week of classes will be eligible for a partial refund of tuition only (see following schedule). Fees are not refundable. Students not adhering to the law school's withdrawal process may forfeit their refund. The amount of tuition refund will be:

- 80% after registration and during the first week of classes
- 60% during the second week of classes
- 40% during the third week of classes
- 20% during the fourth week of classes
- No refund will be given after the fourth week of classes.

Students withdrawing during the law school's summer terms also may receive a tuition refund. The amount of tuition refund will be:

- 80% after registration and during the first week of classes
- 60% during the second week of classes
- No refund will be given after the second week of classes.

Pro Rata Refund Calculation

The pro rata refund calculation will be applied

to first-time students receiving Title IV financial aid who withdraw from the law school during the 60 percent point in time in the period of enrollment for which the student has been charged. The pro rata refund calculation will apply to tuition, fees, room, board and other institutional charges incurred.

For students receiving Title IV aid and who meet the requirements shown previously, the pro rata refund calculation will apply to determine the applicable refund amount.

Federal Refund Calculation

The federal refund calculation will be applied to all continuing students receiving Title IV financial aid who withdraw from the law school during the first 50 percent of the enrollment period. This refund is 90 percent if withdrawal is after the first day of class through the first ten percent of the enrollment period; 50 percent if withdrawal is after the first ten percent of the enrollment period through the first 25 percent of the enrollment period; and 25 percent if withdrawal is after the first 25 percent of the enrollment period through the first 50 percent of the enrollment period.

The federal refund calculation will apply to tuition, fees, room, board and other institutional charges incurred. The refund amount is determined by multiplying the applicable program costs by the refund percentage. The student will owe the law school any unpaid charges.

For students receiving Title IV aid, the applicable refund policy to determine the refund amount will be either the federal refund calculation or the university refund policy, outlined above, whichever results in the greater refund amount.

The law school will credit refunds in the following order:

- to outstanding balances on Federal Family Education Loan Programs;
- to federal Pell Grant awards;
- to federal SEOG awards;
- to other Title IV aid programs;
- to other federal, state, private or institutional aid programs;
- to other loan programs;
- to the student.

Financial Aid

Since Texas Wesleyan University School of Law offers a low tuition relative to other private schools, each student, in a sense, carries built-in financial assistance. In addition, the university offers several types of assistance for financing a law school education, including scholarships, grants, employment opportunities and loan programs. A majority of law students receive some form of financial assistance.

Costs

Tuition and general fees vary by course load. For 1998-99, tuition is \$450 per credit hour and \$400 in fees (\$200 per semester). Thus, a full-time first-year program of 29 hours (15 hours in the fall term, 14 hours in the spring term) would cost \$13,450; a part-time first-year program of 22 hours (11 hours per term) would cost \$10,300. Students can expect tuition and fees to increase during law school attendance.

In addition to tuition and fees, the 1998-99 estimated additional expenses are \$9,556, including allowances for room and board, books, supplies, transportation, personal expenses, etc. Thus, an average total student budget for a first-year student is \$23,006.

Scholarships

The law school annually awards several scholarships based on academic merit. Other scholarships also are available to Wesleyan law students from outside sources. Contact the associate dean for student affairs for more information.

Employment Opportunities

For a limited number, university employment is available in the Law Library, the Bookstore and with various professors as student assistants. Students may obtain additional information from the library or the Student Services Office.

Grants

A Texas Tuition Equalization Grant (TEG) is a state grant providing funds to Texas residents who show a demonstrated financial need. Eligibility is determined by the Financial Aid Office. The grant amount varies with a maximum award for 1998-99 of \$1,500 per year for full-time enrollment. TEGs are awarded on a first come, first served basis.

Loans

Federal Stafford Loans

Federal Stafford Loans are federally guaranteed, variable interest loans. Repayment can be deferred until completion of the program of study or until enrollment is less than half-time.

Federal Stafford Loans are of two types. The Subsidized Stafford Loan is based on demonstrated financial need. For a qualified student, the government pays the lender the interest due on the loan while the student is in school and during grace and deferment periods. A student may borrow up to \$8,500 annually with this loan.

The Unsubsidized Federal Stafford Loan is for students who may not qualify for the Subsidized Stafford, or who would like to borrow more than their eligible subsidized amount. The student is responsible for all accrued interest. A graduate student may be eligible to receive Subsidized and Unsubsidized Federal Stafford Loans, up to a combined total of \$18,500 per year.

Each Stafford borrower must select a participant lender. It is usually a good idea for a student to continue with the same lender if there are outstanding prior loans.

College Access Loans

College Access Loans (CAL) are available through the State of Texas to students who have been Texas residents for at least one year before entering school. They can be used to help qualified educational expenses beyond Stafford Loan

limits. A credit worthy co-signer is required. The interest rate is currently fixed a nine percent, and repayment begins six months after half-time enrollment ceases.

Private Loans Programs

Private loan programs are available to law students from several private lenders, and each lender sets its own guidelines and criteria. These loans are all based on individual student credit worthiness, and are usually limited to the university-designated cost of attendance. Repayment is normally deferred while the student is in school. Two of these lenders are The Access Group, 800-282-1550, and Law Loans, 800-984-0190. Contact the Financial Aid Office for further information on these or any other private loan programs.

Bar Examination Preparation Loans

The law school is committed to helping Wesleyan graduates become successful members of the legal profession. Because the law school recognizes the importance of proper preparation for the Bar examination, it encourages loans from two private lenders for this purpose. Bar Examination Loans (BEL) are available from The Access Group, 800-282-1550, and Bar Study Loans (BSL) are available from Law Loans, 800-984-0190. More information is available from the Financial Aid Office.

Process

Applicants should request a financial aid packet from the Financial Aid Office after January 1 for attendance the following fall. Packets contain instructions and the appropriate forms for applying for aid. To complete the process, applicants must submit the following:

Free Application for Federal Student Aid (FAFSA)

Mail the completed form to the federal processing center as soon as possible after January 1. Do not send tax forms to the processing center.

Texas Wesleyan Institutional Application for Financial Aid

Return the completed form to the law school's

Financial Aid Office.

Student Aid Report

The FAFSA results - a Student Aid Report (SAR) - will be mailed directly to the student. Review the SAR for accuracy and further instructions. If corrections are needed, contact the Financial Aid Office. If a student has authorized Texas Wesleyan to receive the information, the Financial Aid Office should be sent an Institutional Student Information Record (ISIR) from the Department of Education. Priority is given to students who have both the FAFSA results and the completed Institutional Financial Aid Application on file by April 15.

Once a file is complete, the results of the FAFSA, financial aid application and other documents will be reviewed to determine eligibility for aid. An award letter will be mailed to the student.

If a student is eligible to receive a Federal Stafford Loan, information will be provided with the award letter outlining the student loan application process. Loan processing may require three to four weeks after loan eligibility is determined. Loan refunds are released to the student account at the start of the semester.

First-time loan borrowers must attend a federally-required loan entrance counseling session before release of funds. This is generally included in the new student orientation at the start of the fall semester.

Academic Progress Standards

Federal regulation require that students who wish to receive federal financial aid must maintain satisfactory academic progress as established by the institution. Information on the law school's academic standards is available from of charge from the Student Services Office.

For More Information

For more information on financial aid, contact the Financial Aid Office at 1515 Commerce Street, Fort Worth, TX 76102 or 817-212-4090 or 800-733-9529.

Unified Sexual Harassment Policy

Policy

Statement

Sexual harassment is an illegal form of discrimination under Title VII of the Civil Rights Act of 1964 and Title IX of the Educational Amendments of 1972 and is prohibited at Texas Wesleyan University (the "university").

The university is committed to providing an environment of academic study and employment free from sexual harassment to all segments of its community; that is, its faculty, students and employees. It is the responsibility of each member of the university community to behave in such a manner that his/her words or actions cannot be reasonably perceived as sexually coercive, abusive or exploitive, or interfering with any other individual's ability to study or work productively at the university.

Furthermore, the university forbids retaliation by any member of the university community against anyone who brings a charge of sexual harassment.

Definition of Sexual Harassment

Sexual harassment is unwelcome sexual advances, requests for sexual favors or other verbal, visual or physical conduct of a sexual nature in the following context: 1.) when submission to, or rejection of, such conduct is used as the basis for employment or academic decisions; or 2.) when such conduct has the purpose or effect of unreasonably interfering with one's work or academic performance by creating an intimidating, hostile or offensive work or academic environment.

Sanctions

Any violation of any aspect of this policy will subject the violating faculty, student or employee to appropriate disciplinary action which may include dismissal from employment in regards to

faculty and employees or, in regards to students, cancellation of student status.

Complaint Procedures

To promote the achievement of this policy, the university recognizes the need for each of the three segments of the university community with their unique missions and roles to have its respective complaint procedure. Although this policy provides a unified policy for the university community, the specific complaint procedure for each segment, i.e. the faculty, students and employees, is attached hereto as Sexual Harassment Complaint Procedures Regarding Faculty Members, Sexual Harassment Complaint Procedures Against Students and Sexual Harassment Complaint Procedures Against Employees.

Who May Use Procedure

The complaint procedures embodied herein shall be available to any person who believes that he/she has been sexually harassed by a faculty member, a student or an employee of the university, in the context of the accused individual's performance of university-related functions.

Lodging of Complaint

Persons who have complaints alleging sexual harassment are encouraged to raise them either verbally or in writing to any of the following: department head/chairperson, academic dean, dean of students, provost, or administrative supervisor. Such complaints, once received, shall be communicated promptly, by the university person receiving such complaint, to the provost.

Timing of Complaint

Any complaint, either verbal or written, must be communicated to the university pursuant to the above paragraph, within 180 calendar days

of the most recent occurrence of the allegedly sexually harassing behavior.

Confidentiality of Proceedings and Record

All persons involved in the investigation, adjudication or resolution of sexual harassment complaints shall preserve the confidentiality of information relating to such investigation, adjudication or resolution. Such confidential information shall only be disclosed 1.) on a need-to-know basis to those in the university, or their designees, authorized to participate in the investigation, adjudication or resolution, or 2.) to those outside the university, if required by law.

Proceedings

Once the complaint is received by the provost, he/she shall promptly initiate the specific complaint procedure applicable for the accused individual. Such procedures are cross-referenced to the appropriate faculty, student or employee policy and procedure manual or handbook.

**Sexual Harassment
Complaint Procedures Regarding
Faculty Members**

Investigation

Upon receipt of a complaint of sexual harassment against a faculty member, the provost shall promptly assign the case to an appropriate administrator of at least the associate provost level. This administrator shall investigate the complaint, interview the parties and others involved in possession of pertinent information, review relevant documentation, reach an initial determination of whether sexual harassment has occurred and seek to resolve the matter informally.

If the administrator believes that immediate harm to either party or the integrity of the investigation is threatened by the continued performance of the accused faculty member's customary duties or responsibilities, the administrator may recommend to the provost that he/she may desire to suspend or reassign the accused faculty member's duties or responsibilities, pending the completion of the investigation.

The investigation shall be completed within 30 calendar days of the receipt of the complaint by

the provost. Within this time frame, the administrator shall prepare a written report of the investigation, which report shall include his/her initial determination.

Informal Resolution

Upon completion of the investigation, the administrator is authorized to attempt to resolve the matter to the satisfaction of the university, the complaining party and the accused faculty member. If a resolution satisfactory to the university and both parties is reached through the efforts of the administrator, a written statement, a copy of which shall be attached to the administrator's report, shall indicate the agreement reached by the parties and shall be signed and dated by each party and by the administrator. At that time, the investigation shall be closed.

Determination of Merits of Complaint

In arriving at a determination of the existence of sexual harassment, the administrator shall consider the evidence as a whole, the totality of the circumstances and the context in which the alleged events occurred. The determination of the existence of sexual harassment will be made from the facts on a case-by-case basis.

Determination of No Sexual Harassment. If the administrator determines that no sexual harassment has occurred, he/she shall dismiss the complaint, giving written notice of said dismissal to each party involved. The complaining party or the university has the right to appeal said dismissal in writing, within 15 calendar days of the date of the notice of dismissal, to the provost by requesting a formal hearing. If no appeal is requested within the 15 calendar day period, the case is closed.

Determination of Sexual Harassment. If the administrator determines that sexual harassment has occurred and that a particular sanction is appropriate, he/she shall so notify the parties. The accused faculty member, the complaining party or the university may appeal said determination, in writing, within 15 calendar days of the date of notice of determination, by requesting a formal hearing to the provost. If no appeal is filed within the 15 calendar day period, the case is

closed.

If the administrator determines at any stage in the investigation that the evidence of sexual harassment is sufficiently clear and serious, and the provost concurs in writing, so as to warrant the immediate commencement of proceedings as provided in section 5.17, Termination of Employment of Tenured and Nontenured Faculty, of the Faculty Handbook, the case shall be removed from the complaint procedures contained herein, sent to the chair of the Committee on Tenure and Academic Freedom. All further action in the case shall be governed by section 5.17.

Formal Hearing

Request for a Formal Hearing. Request for a formal hearing by any party or the university shall be addressed in writing to the provost.

The request shall contain the particular facts upon which the sexual harassment claim is based, as well as the identity of the opposing party. A copy of the request shall be given to the opposing party by the provost with an invitation to respond to the complaint.

Any written response to the complaint shall be sent by respondents(s) to the provost within 15 calendar days of the receipt of notice that a formal hearing has been requested. A copy of the response shall be given by the provost to the party requesting the formal hearing.

Selection of a Formal Hearing Panel. A five (5) member hearing panel shall be chosen from the university community (i.e. faculty, students and employees) within ten (10) days following the receipt of the request for formal hearing by the provost. The selection process for members of the hearing panel shall be conducted in the following manner: the complaining party shall select two (2) panel members; the accused faculty member shall select two (2) panel members; and the fifth person shall be chosen by the other four panelists (the "Hearing panel"). The fifth person shall chair the panel (the "chair"). Any party to the complaint or the university may request that the provost disqualify any member of the hearing panel upon a showing of cause and the provost, utilizing his/her sole judgement, may so disqualify the member. Furthermore, no panel member shall serve, if he/she feels that a conflict of inter-

est exists. Replacements for disqualified panel members shall be selected in the same manner as the original panel.

The hearing panel shall be convened by the provost for an orientation meeting no less than five calendar days prior to the formal hearing. Each panel member shall be given a copy of the written complaint, the written response, the administrator's report and the Hearing Guidelines.

Hearing Guidelines. The procedures to be followed in conducting formal hearings shall provide that the parties and the university may be represented by legal counsel. Any party who wishes may have legal counsel or other advisor present at the formal hearing must notify the hearing panel chair and the other party(ies) at least five (5) calendar days in advance of the scheduled hearing. Such legal counsel or other advisors may advise their clients at the formal hearing, but may not directly address the hearing panel or witnesses.

The parties and the university may present all of the information that they consider germane to the determination.

The parties and the university may call witnesses to provide information but such witnesses must be identified to the chair in writing at least ten (10) days prior to the formal hearing.

The parties and the university may cross-examine witnesses.

The chair of the hearing panel shall notify the parties of the witnesses the parties and the university have identified as witnesses, at least five (5) days prior to the formal hearing.

The parties are responsible for giving notice to their witnesses of the date, time and location of the formal hearing.

The formal hearing shall be closed to the public unless both the complaining party and the accused faculty member agree otherwise.

The formal hearing shall be audiotaped by the chair of the hearing panel or his/her designee.

The formal hearing shall be reasonably scheduled to ensure that the complaining party, the accused faculty member, and as many witnesses as possible, are able to participate and shall be convened not earlier than 15 days and not later than 30 calendar days after the request for formal hearing is received by the provost.

Immediately upon the conclusion of the formal hearing, the deliberation of the hearing panel shall be conducted in private without the attendance of the parties, the university or non-panel individuals.

Satisfactory Resolution Prior to Hearing Completion. In the event the matter is resolved to the satisfaction of all parties prior to the deliberation stage, a written statement shall indicate the agreement reached by the parties and shall be signed and dated by each party and by the chair of the hearing panel. The case is then closed.

Hearing Panel's Findings and Recommendations. In the event that no resolution satisfactory to the parties and the university is reached prior to the deliberation stage, the hearing panel shall reduce its findings and recommendations to a written report which shall be delivered to the provost with a copy to the president of the university. This report shall be prepared and delivered to the provost within seven (7) calendar days after conclusion of the formal hearing.

Provost's Decision. After considering the findings and recommendations of the hearing panel, within 15 calendar days of receipt of the hearing panel's report, the provost shall inform the complaining party and the accused faculty member in writing of his/her decision in the matter. A copy of the provost's decision shall be delivered to the chair, with a copy to the president of the university and to the administrator to whom the matter was initially assigned. The provost shall state the reasons for not following the recommendations and findings of the hearing panel, if such is the case.

Appeal to the President. The provost's decision may be appealed to the president in writing by either party within 15 calendar days of receipt of notification of the provost's decision. If the president does not act to change the decision of the provost within 15 calendar days of receiving the appeal, the decision of the provost shall become final under the executive authority of the president.

Termination as Possible Sanction for Sexual Harassment

If the decision of the president hereunder is to terminate a tenured faculty member at any time or a nontenured faculty member during the term of his\her contract, the matter shall be referred to the Special Hearing Committee in accordance with the provisions of section 5.17, Termination of Employment of Tenured and Nontenured Faculty, in the Faculty Handbook. The record from the formal hearing — the written complaint, the written response, the administrator's report, the audio recording of the hearing, the hearing panel's report, and the decision of the provost or president — shall constitute the sole evidence considered by the Special Hearing Committee in this instance.

Sexual Harassment Complaint Procedures Against Students

Investigation

Upon receipt of a complaint of sexual harassment against a student, the provost shall request that the dean of students investigate the complaint promptly.

Disciplinary Procedures

Sexual harassment is categorized as a major offense pursuant to the Student Handbook, with provisions for disciplinary proceedings in the form of a disciplinary hearing.

Disciplinary Hearing

The University Appeals Board shall be the board to hear all sexual harassment complaints against students and shall commence the hearing process upon notification by the provost. The University Appeals Board shall consider all information provided by the dean of students, shall operate in accordance with the procedures established in the Student Handbook, and shall reach a determination. The board shall submit the determination to the dean of students for implementation.

Appeals Decisions

Appeals of determinations by the university Appeals Board regarding sexual harassment complaints against students shall be submitted to the

President. The appeals procedures, as found in the Student Handbook, shall be utilized.

Sexual Harassment Complaint Procedures Against Employees

Investigation

Upon receipt of a complaint of sexual harassment against an employee other than a faculty member, the provost shall assign the complaint to an appropriate administrator of, at least, the vice president level. This administrator shall investigate the charge, interview the parties involved and gather all pertinent information. The investigation shall be completed within 30 calendar days of receipt of the complaint. The administrator shall not prepare a written report of the investigation except upon the advice of university legal counsel.

At any stage in the investigation, the administrator may suspend the accused employee, with or without compensation, or reassign his/her duties or responsibilities pending the completion of the investigation.

The administrator shall promptly inform the accused employee of the complaint and shall,

during the investigation, obtain the employee's version of the facts.

The administrator, in arriving at a determination of whether sexual harassment has occurred, will review the information as a whole in the totality of the circumstances and in the context in which the alleged incident or incidents occurred. The determination will be made from the facts on a case by case basis.

Determination

Upon completion of the investigation, the administrator is authorized to take the following actions: 1.) find that no sexual harassment occurred and provide written notice of such determination to the employee and the complainant; or 2.) find the sexual harassment did occur and issue appropriate disciplinary action against the employee with notification to the complainant that appropriate action is being taken against the employee without providing details of the nature of such action.

Employment-at-Will

The utilization of these procedures shall not affect the employment-at-will nature of the employment relationship.

Policies & Procedures for Students with Disabilities

Texas Wesleyan University seeks to comply with the Americans with Disabilities Act and with Section 504 of the Rehabilitation Act of 1973 regarding its students with disabilities. No student shall be denied access to or participation in the services, programs and activities of the university solely on the basis of his/her disability. To accomplish this goal, the university shall provide, upon request, reasonable accommodations for students who have a physical or mental impairment that substantially limits a major life activity.

If a student with a disability requires accommodation, the student must present relevant, verifiable, professional documentation or assessment reports, confirming the existence of the disability, to the associate dean for student affairs and administration, who will forward it to the director of the university's Career, Counseling and Testing Services (CCTS) Department for review by its professional staff. Further documentation may be required by CCTS to confirm the disability claim or to assist the university in determining appropriate accommodation. Following its review, CCTS will reach a determination regarding the existence of the disability for purposes of providing a reasonable accommodation. Information concerning a student's disability will be treated in a confidential manner in accordance with university policy, as well as applicable federal and state law.

The student will be informed of CCTS's determination. The student may be required to attend the meeting with the CCTS director. A letter de-

scribing any accommodations the university will provide the student will be issued to the student. If the determination confirms the existence of a disability requiring accommodation, the accommodation(s) will be administered through the office of the associate dean for student affairs and administration.

If the CCTS determination does not confirm the disability or the need for accommodation, the student may challenge the determination by following the procedures outlined below:

Informal Review

The student shall first make a written request for an informal review by the associate dean of student affairs and administration, within a reasonable time after the determination is made. The associate dean will review the student's request and take appropriate action if necessary.

Formal Review

If the informal review does not resolve the issue to the student's satisfaction, the student may make a written request for formal review to the provost of the university. The provost will appoint a four-person committee consisting of at least two faculty members to review the student's request. The committee will provide a recommendation on the matter to the provost. The student shall have no review rights beyond the four-person committee.

Fall 1998 Entering Class

Undergraduate Institutions Represented

Abilene Christian University (Texas)	Southwestern Adventist University (Texas)
Amber University (Texas)	Southwestern University (Texas)
Arizona State University	State University of New York - Albany
Arkansas State University	State University of New York - Brockport
Auburn University (Alabama)	State University of New York - Oswego
Austin College (Texas)	Stephen F. Austin University (Texas)
Baylor University (Texas)	Tarleton State University (Texas)
Clarkson University (New York)	Texas Christian University
Columbia Union College (Maryland)	Texas A & M University - College Station
Columbia University (New York)	Texas A & M University - Commerce
Concordia College - St. Paul (Minnesota)	Texas Tech University
Dallas Baptist University (Texas)	Texas Wesleyan University
Georgia State University	Texas Woman's University
Hardin-Simmons University (Texas)	Thomas A. Edison College (New Jersey)
Houston Baptist University (Texas)	University of Akron (Ohio)
Howard Payne University (Texas)	University of California - Los Angeles
Indiana University - Kokomo	University of Dallas (Texas)
Kansas State University	University of Delaware
Lamar University (Texas)	University of Houston (Texas)
Le Tourneau University (Texas)	University of Kansas
Louisiana State University	University of Kentucky
Louisiana Tech University	University of Michigan
Marymount University (Virginia)	University of Mississippi - Dart
Medgar Evers College (New York)	University of Missouri - Kansas City
Mississippi State University	University of Missouri - Rolla
New Mexico State University	University of Missouri - Saint Louis
Northeast Louisiana University	University of New Mexico
Northwood University (Texas)	University of Northern Iowa
Oklahoma State University	University of North Texas
Pacific Lutheran University (Washington)	University of Oklahoma
Park College (Missouri)	University of Pennsylvania
Penn State University	University of Soouthern Mississippi
Rippon College (Wisconsin)	University of Texas - Arlington
St. Edward's University (Texas)	University of Texas - Austin
St. Louis University	University of Texas - Dallas
St. Mary's University (Texas)	University of Texas - Permian Basin
Sam Houston State University (Texas)	University of Texas - San Antonio
Seattle University (Washington)	Vanderbilt University
Southern California College	West Texas A & M University
Southern Illinois University	Wayland Baptist University (Texas)
Southern Methodist University (Texas)	West Virginia Wesleyan University

Academic Calendar

Fall Term 1998

First-Year Orientation	Monday, August 17
Upper Divisions Classes Begin	Monday, August 25
No Classes	Monday, September 7 (Labor Day)
	Wednesday-Friday, November 26-28 (Thanksgiving)
Classes End	Thursday, December 3
Examination Period Begins	Monday, December 7
Examination Period Ends	Thursday, December 17
Hooding Ceremony	Friday, December 18
Commencement	Friday, December 18

Spring Term 1999

Classes Begin	Monday, January 11
No Classes	Monday, January 18 (M.L. King Day)
	Monday-Friday, March 15-20 (Spring Break)
	Friday, April 2 (Good Friday)
Classes End	Tuesday, April 27
Examination Period Begins	Monday, May 3
Examination Period Ends	Thursday, May 13
Hooding Ceremony	Friday, May 14
Commencement	Friday, May 14

Summer I Term 1999

First Day of Classes	Monday, May 24
No Classes	Monday, May 31
Last Day of Classes	Monday, June 28
Examination Period Begins	Monday, June 28
Examination Period Ends	Thursday, July 1

Summer II Term 1999

First Day of Classes	Monday, July 5
Last Day of Classes	Friday, August 6
Examination Period Begins	Monday, August 9
Examination Period Ends	Tuesday, August 10

Seven-Week Summer Term 1999

First Day of Classes	Monday, May 24
No Classes	Monday, May 31
Last Day of Classes	Monday, July 12
Examination Period	Thursday, July 15

Fall Term 1999

First Year Orientation	Monday, August 16
First Day of Classes for First Year Students	Tuesday, August 17
First Day of Classes for Returning Students	Monday, August 23
No Classes	Monday, September 6 (Labor Day)
.....	Wednesday-Friday, November 24-26 (Thanksgiving)
Make-Up Day*	Tuesday, November 30
Last Day of Classes	Thursday, December 2
Examination Period Begins	Monday, December 6
Examination Period Ends	Thursday, December 16
Hooding Ceremony	Friday, December 17
Commencement	Friday, December 17

*Friday classes will meet on Tuesday, November 30 to provide a balanced 14-week class schedule

Spring Term 2000

First Day of Classes	Thursday, January 13
No Classes	Monday, January 17 (Dr. M.L. King Holiday)
.....	Monday-Saturday, March 13-17 (Spring Break)
.....	Friday, April 21 (Good Friday)
Make-Up Day*	Thursday, January 13
Last Day of Classes	Friday, April 28
Examination Period Begins	Monday, May 1
Examination Period Ends	Thursday, May 11
Hooding Ceremony	Friday, May 12
Commencement	Friday, May 13

*Friday classes will meet on Thursday, January 13 to provide a balanced 14-week class schedule



T E X A S

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