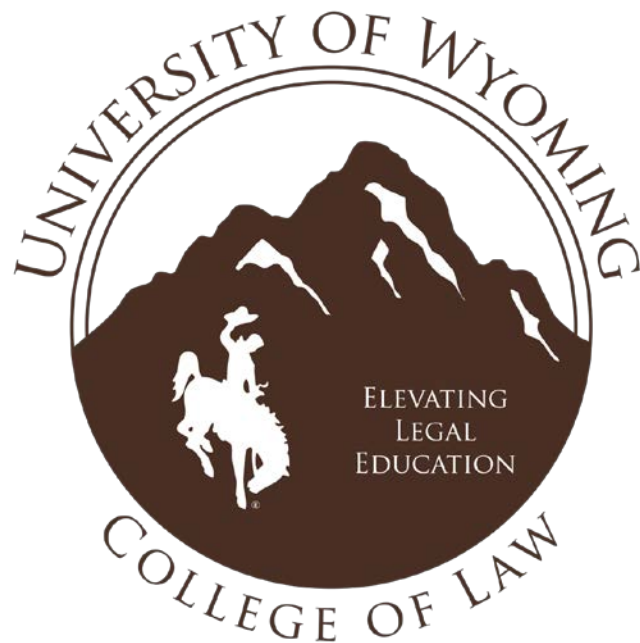


UNIVERSITY
OF WYOMING
New Thinking

College of Law



Student Handbook
2021 – 2022

While every effort has been made to ensure the accuracy of the information contained herein, the University of Wyoming College of Law reserves the right to make changes at any time without prior notice. Notification of changes and additions will be distributed by mail or by e-mail. Students are responsible for familiarizing themselves with the information herein and with any and all subsequent changes in official policies, procedures, and regulations. For a printed copy of the student handbook, please send an email request to lawadmis@uwyo.edu.

AMERICAN BAR ASSOCIATION INFORMATION

The University of Wyoming College of Law has been an American Bar Association (ABA) approved law school since 1923. The Standards for Approval of Law Schools of the American Bar Association are founded primarily on the fact that law schools are the gateway to the legal profession. The standards are minimum requirements designed, developed, and implemented for the purpose of advancing the basic goal of providing a sound program of legal education. The graduates of approved law schools can become members of the bar in all United States jurisdictions, representing all members of the public in important interests. Therefore, an approved law school must provide an opportunity for its students to study in a diverse educational environment, and in order to protect the interests of the public, law students, and the profession, it must provide an educational program that ensures that its graduates:

1. Understand their ethical responsibilities as representatives of clients, officers of the courts, and public citizens responsible for the quality and availability of justice;
2. Receive basic education through a curriculum that develops:
 - Understanding of the theory, philosophy, role, and ramifications of the law and its institutions;
 - Skills of legal analysis, reasoning, and problem solving; oral and written communication; legal research; and other fundamental skills necessary to participate effectively in the legal profession;
 - Understanding of the basic principles of public and private law; and
3. Understand the law as a public profession calling for performance of pro bono legal services.

If you have concerns regarding the accreditation process or accreditation standards, the University of Wyoming College of Law has adopted a complaint policy posted on its website at <http://www.uwyo.edu/law/current/resources/student%20complaint%20policy%20final.pdf>. Additionally, you may contact the ABA Section of Legal Education and Admissions to the Bar at 321 N. Clark Street, 21st Floor, Chicago, IL 60654, or alternative at 312-988-6738 or via e-mail at legaled@americanbar.org.

GOALS AND OBJECTIVES

Research – to contribute to the knowledge and development of the law and educational methods, serve the legal profession and the public, and enhance our own professional competence through production of high-quality legal scholarship.

Service – to provide service to the University of Wyoming, the State of Wyoming, and the legal profession through activities such as the following:

- Supporting UW's academic plans, as appropriate, in such areas as energy and natural resources, economic development, and ethics
- Working with the Wyoming Bar Association
- Offering Continuing Legal Education
- Participating in AALS and ABA programs and activities
- Consulting with and assisting the courts and other government bodies
- Providing clinical programs that assist prosecutors, public defenders, and eligible clients
- Contributing to law reform
- Participating in civic activities

Teaching – to provide a high quality legal education that includes the following:

- Broad substantive and procedural legal knowledge
- Training in factual and legal analysis
- Training in written and oral communication
- Appreciation of the standards of ethics and sense of public responsibility that characterize the legal profession
- Experiences in the practice of law (such as clinics and externships)
- Training in legal research
- Advocacy training
- Understanding of the broader contexts of the law (such as social, technical, and economic)

MISSION OF THE COLLEGE OF LAW

The primary mission of the College of Law is to provide a high-quality legal education to its students. We also work to serve the legal profession and the public, and to enhance our own professional competence and development, through the production of high-quality legal scholarship. We also provide law-related educational and other services to the Bar, the University community and the general public.



MESSAGE FROM THE DEAN

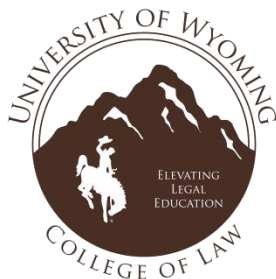
Welcome to the University of Wyoming College of Law! On behalf of the faculty and staff of the law school and the Laramie community, I want to congratulate you on your admission to the College of Law and encourage you to take full advantage of the opportunities that you will be provided here. You will learn from a first-rate faculty, be assisted by an outstanding staff, and develop lasting friendships with your fellow students. You will have the opportunity to participate in moot court and trial competitions, serve on the law review, provide real-life legal assistance in our clinical programs, discuss important issues with outstanding guest speakers, and be mentored by exceptional alumni and state bar leaders. UW is an outstanding place to study the law, and you will meet friends and colleagues who will serve as an invaluable network for life.

The University of Wyoming College of Law is a very special place. We have one of the best student/teacher ratios in the nation, so you will get to know your fellow students and the faculty well. We are proud of our collegial atmosphere, and we have a tremendous array of opportunities, including five clinics, two practicum programs, a well-known Law Review, and several dynamic student organizations. As you make your way through law school, we encourage you to take advantage of these opportunities.

This handbook is designed to provide you with the information you need to navigate this new journey. Know that an open-door policy is the norm at our law school, so we hope you will contact the faculty and staff when we might be able to help you. We are here to help you succeed!

Best wishes,

Klint Alexander
Dean & Professor of Law



UNIVERSITY OF WYOMING COLLEGE OF LAW
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www.uwyo.edu/law/

Table of Contents

I. Academic

- Academic Regulations
- Academic Standing
- Advanced Writing Requirement
- Attendance Requirement
- Class Rank
- Experiential Learning Requirement
- Grading
- Graduation with Honors
- Honor Code System
- Honor Roll
- Minimum Hours
- Skills Requirement
- Transfer Credits
- Withdrawing from a Course

II. Curriculum

- Required & Elective Courses
- Bar Subjects
- Clinics & Practicums
- Course Descriptions
- Course Planning
- Externships
- Joint Degree Programs
 - JD/MA in ENR
 - JD/MBA
 - JD/MPA
- Lottery Information
- Prerequisites

III. Honor Code

- Introduction
- Agreement to Abide by Honor Code
- Prohibited Conduct Subject to the Code
- Sanctions
- Administrative Procedures
- Amendments

IV. Registration & Records

- How to Register
- Add/Drop Process
- WyoWeb FAQ

V. George William Hopper Law Library

VI. General Information

- Bomb Threat Policy
- Building Rules
- Classroom Scheduling
- Fire Policy
- Smoke-Free Building Policy

VII. Financial Aid Information

VIII. Student Travel Reimbursement Policy

- Competition Team Travel
- Clinic, Practicum & Instructional Travel

I. ACADEMIC

Academic Regulations

The Juris Doctor (J.D.) degree is awarded by the College of Law faculty to candidates who meet the following requirements:

For students matriculating before the fall 2013 semester, each student must successfully complete (grade of “D–” or better for courses taken at this school, grade of ‘C’ or better for courses taken elsewhere) 89 credit hours (required for graduation) in accordance with the official curriculum as adopted by the College of Law faculty. Curriculum is subject to change at the College of Law Faculties discretion, which may cause the annually updated university catalog to be out of date. At least 58 of these credits must be completed at the University of Wyoming College of Law. For students matriculating in or after the fall 2013 semester, each student must successfully complete (grade of “D–” or better for courses taken at this school, grade of “C” or better for courses taken elsewhere) 90 credit hours (required for graduation) in accordance with the official curriculum as adopted by the College of Law faculty. At least 59 of these credits must be completed at the University of Wyoming College of Law. Regardless of the matriculation date, students must complete at least 76 credit hours through graded (A–F) courses. Courses taken for S/U grades count toward the hours required for the J.D. degree only if the course is offered for the S/U grade only.

The course of study must be completed no earlier than 24 months (2 years) and not later than 84 months (7 years) after a student has commenced law study. No student shall be permitted to enroll at any time in coursework that, if successfully completed, would exceed 20 percent (18 hours) of the total coursework required for graduation.

Second and third year students may take up to six of 90 hours required for graduation in non-law school graduate level courses (online courses will not be approved) and apply them toward their law degree. Students must receive a letter grade of B or better for these non-law courses to count toward graduation requirements. Additionally, these courses will transfer in with a satisfactory grade of ‘S’ and will not impact their law school GPA. The College of Law automatically approves up to 9 hours of any joint degree core courses that meet this grade requirement to transfer in toward their law degree. If additional courses are needed outside of the core courses, these will be approved on a case by case basis. Those students enrolled in a joint degree program may take up to 9 hours required for graduation in non-law school graduate level courses (online courses will not be approved) and apply them toward their law degree. Students in a joint degree program who use 9 non-law credit hours toward their J.D. degree may reduce their required number of graded credits from 76 to 73 so that they can participate in other S/U offerings at the College of Law. To receive law school credit for the non-law course, a student will be required to earn a grade of B or better in the non-law course. The grade will not count, however, toward the student’s law school GPA. The course will be counted as a “satisfactory” grade for purposes of the student’s law school GPA. Students who wish to enroll in a non-law course on this basis must secure the prior approval of the course professor and the Associate Dean of Academic Affairs at the College of Law. Approval will be based on the student’s submission of a brief written statement explaining how the proposed coursework relates to and enhances the student’s legal education. Students should be aware that non-law courses completed on this basis will not count toward the 76 hours that students must complete in graded courses as a requirement for graduation. The non-law coursework will instead be counted as credits the law students are permitted to take on an S/U basis.

To graduate, all students must earn a cumulative grade point average of 2.000 for all courses taken at the College of Law. If a course is repeated, both grades shall be included in computing the average. The student, except in exceptional circumstances, must have a baccalaureate degree. Candidates who meet these requirements are eligible for graduation at the end of any semester.

Academic Standing

The following requirements apply to any coursework at the College of Law. Courses that law students may complete outside of the College of Law do not count in calculation of the required College of Law grade point average (GPA).

In the first year, a student who fails to make a 1.800 GPA after the first semester, or fails to make a 1.900 cumulative GPA overall in the first year's work, shall be excluded from the College of Law. A student who at any time fails to make a passing grade in two of the courses for which the student is registered in any semester shall be excluded from the College of Law.

A student who enters the second year with a GPA lower than 2.000 but at 1.900 or above, or who fails to maintain a 2.000 cumulative GPA after the first year, shall be placed on academic probation. A student on academic probation who does not attain an overall grade point average of 2.000 within one semester shall be excluded.

A student excluded from the College of Law may petition the faculty for readmission. The faculty may, in its discretion, readmit the student upon receipt of satisfactory evidence of extenuating circumstances or marked improvement in grades and study habits. Readmission may be subject to conditions, including, but not limited to, the repeating of any or all courses, as the faculty may decide. If a student's petition for reinstatement is denied, the student must wait nine months before petitioning again for readmission. Also, all students are limited to two petitions for readmission. The entire faculty will automatically hear and consider a student's initial petition. In the event of a second petition for readmission, a committee selected by the Dean will hear and consider the petition. The committee will present a report and recommendation to the faculty for adoption. Denial of a second petition is final.

Advanced Writing Requirement

As a condition of graduation, all students must complete an upper-level writing requirement consisting of a research paper of a minimum length of 5,000 words, exclusive of footnotes. All students must follow a designated standard citation form. Students must submit a detailed outline of the paper to the supervising professor, then must rewrite the paper at least once after the professor reviews the first draft. With the professor's approval, the student can meet the advanced writing requirement in any law school elective course, including a seminar, as long as the above requirements are met. The supervising professor must certify that the writing requirement has been fulfilled.

All student articles written for law review, whether published or unpublished, must have a supervising faculty member and otherwise meet all other provisions of the College of Law Advanced Writing Requirement. A student may also fulfill the requirement through an independent study or by writing a case note or comment for the law review, under the supervision of a professor. It cannot be satisfied through participation in a clinic.

Attendance Requirement

Students must attend at least 75 percent of regularly scheduled classes in each required course. A professor in a required course may impose an attendance requirement of greater than 75 percent if the policy is announced in writing on the first day the class meets.

In elective courses, students must attend at least 75 percent of regularly scheduled classes unless the professor announces a different policy in writing on the first day the class meets. Any alternative policy must comply with the American Bar Association (ABA) requirement of regular and punctual attendance.

A student who fails to meet the minimum class attendance requirement in any class will be dropped from the course and receive a grade of F, unless extenuating circumstances are present, in which case the student shall receive a grade of W. A professor may impose sanctions for students who have met the minimum class attendance requirement but in other respects have violated specified attendance guidelines, if the professor announces the guidelines and possible sanctions in writing on the first day the class meets.

The following table indicates the number of classes a student must attend under the 75 percent rule in a two hour or three hour course, depending on the number of class meetings. Students must verify with the professor the number of classes required in a one or four hour course.

The ABA requires attendance at 75 percent of all scheduled class times.

3–Credit Course (meeting three times a week for 55 minutes each):

<u>Class Meetings</u>	<u>Must Attend</u>
40	30
41	31
42	32

2–Credit Course (meeting twice a week for 55 minutes each) or a 3–Credit Course (meeting twice a week for 80 minutes each):

<u>Class Meetings</u>	<u>Must Attend</u>
26	20
27	20
28	21

Class Rank

Students are ranked by class at the end of each of the fall and spring semesters once the faculty have submitted all grades. Class rankings will be available in the Front Office. Students can choose to have their spring class ranking letter mailed to them if they provide the Front Office with a self-addressed, stamped envelope. Transfer students to the College of Law shall not be ranked with other UW students until they have completed two full-time semesters at UW (or a minimum of 24 UW credits). Students who visit out at other ABA accredited law schools or who graduate early are ranked based on their ranking at the end of their last semester at UW.

Experiential Learning Requirement

For students matriculating in the fall 2016 semester and after, as a condition of graduation, each student must successfully complete no fewer than 6.0 credit hours in experiential learning courses. An experiential learning course must be a simulation course, a law clinic, or a field placement. Simulation courses provide substantial experience not involving an actual client, that (1) is reasonably similar to the experience of a lawyer advising or representing a client or engaging in other lawyering tasks in a set of facts and circumstances devised or adopted by a faculty member; and (2) includes: direct supervision of the student's performance by the faculty member; opportunities for performance, feedback from a faculty member, and self-evaluation; and a classroom instructional component (ABA Standard 303). For further reference, see the clinic and externship sections.

Students may fulfill the experiential learning requirement by successfully completing 6.0 credit hours in any of the following upper-class elective courses:

Advanced Appellate Advocacy (6520)	Clinic: Family Law (6934)
Advanced Legal Research (6990)	Clinic: International Human Rights (6930)
Advanced Oil & Gas Law (6992)	Clinic: Prosecution Assistance (6936)
Advanced Persuasive Writing (6925)	Contract Drafting (6935)
Alternative Dispute Resolution (6915)	Estate Planning (6670)
Business Planning (6560)	Estate Planning Practicum (6937)
Business Law Practicum (6915)	Externships (6960)
Civil Pretrial Practice (6565)	Interviewing, Counseling & Negotiation (6166)
Clinic: Civil Legal Services (6931)	Summer Trial Institute (6850)
Clinic: Defender Aid (6932)	Trial Practice (6850)

Note: classes may be removed from and/or added to this list each semester.

Grading

Grades are assigned on a plus/minus system. Grades of incomplete (I), and withdrawal (W), are disregarded. A required course in which a grade of F or W or U is received must be repeated. A course cannot otherwise be repeated without the consent of the faculty. If a course is repeated, both grades are included in computing the student's grade point average.

A.....4.000	B+3.333	C+2.333	D+1.333	F0.000
A-.....3.667	B3.000	C2.000	D1.000	WF0.000
	B-2.667	C-1.667	D-0.667	

Satisfactory (S) or unsatisfactory (U) grading applies only if the course is offered on an S/U basis or a student takes a non-law graduate-level course as explained above. Students from other colleges who are permitted to take professional courses in the College of Law must take them for S/U credit. The grading scale is at discretion of the instructor for each course.

Bar Exam Passage Rate Improvement Program: For students matriculating after August 2021, a student whose first-year GPA is in the bottom one-third of the class will be required to pass four of the following courses as a requirement of graduation: Business Organizations (or one of either Agency and Partnership or Corporations); Secured Transactions; Trusts and Estates; Criminal Procedure; Criminal Adjudication; Family Law; Constitutional Law II; or Real Estate Finance. In order to graduate, a student whose first-year GPA is in the bottom one-third of the class will also be required to take and pass a law school-offered bar examination course to graduate, unless for unanticipated reasons the College of Law does not offer that course in a particular year.

Graduation with Honors

The degree of Juris Doctor is awarded with honors if the student achieves a grade point average of 3.400 or better on all resident credit in the College of Law.

Honor Code System

Students enrolled in the College of Law are engaged in a course of study leading to membership in the legal profession. The profession requires adherence to high ethical standards and the assumption by its members of responsibility for the maintenance of those standards. Accordingly, the College of Law has adopted an Honor Code addressing misrepresentations, theft, the use of library materials, the preparation of course work, and the conduct of examinations, along with procedures for alleged violations. A copy of the Honor Code is given to each new student who enters the College of Law. All students are governed by the Honor Code and are required to sign a pledge to abide by and be subject to the provisions of the code. See the Honor Code section of the handbook for more details.

Honor Roll

Students enrolled in a minimum of 12.0 semester hours of law courses carrying A–F grades, and who have no semester grades of incomplete (I), are eligible for the President's Honor Roll and the Dean's Honor Roll. Students with a semester average of 4.000 will be named to the President's Honor Roll. First-year students with a semester average of 3.250 or better and second-year and

third-year students with a semester average of 3.400 or better will be named to the Dean's Honor Roll.

Minimum Hours

The College of Law does not permit students to attend on a part-time basis. Students are required to take the full load of required courses during their first two semesters and to carry at least 9 credit hours in each of the remaining semesters of law study. Notwithstanding, if a student has less than 9 credits remaining in their final semester of study, then said student may register for only the number of remaining credits (*e.g.* if a student only has 4 credits left to graduate, that student will only be required to register for 4 credits). First year students will be allowed to take less than the full load of required courses only if they present exceptional circumstances, as determined by the Dean or his/her delegate.

Transfer Credits

The College of Law admits transfer students only in the fall of their second year. A student granted transfer admission may transfer credits earned in courses taken at another ABA-accredited law school toward a degree from the UW College of Law up to the number of credits that a traditional UW student would have earned during the student's first year at the University of Wyoming (32 credits as of the 2013–14 academic year). In addition, University of Wyoming law students who visit out for a semester or full year may also transfer credits from other ABA-approved law schools, as long as 59 credits are completed at the University of Wyoming. The College of Law will also accept up to 15 hours of transfer credit from another ABA accredited school for an international student previously enrolled in an LL.M. or other post-J.D. program. To receive transfer credit from a course, a grade must be a "C" or better. Transfer credits are recorded on the JD transcript as an "S" (Satisfactory), instead of graded credits. All transfer credits must be approved by the Associate Dean of Academic Affairs in advance.

Withdrawing from a Course &/or the University

Failure to attend class or failure to pay tuition does not constitute withdrawal from a class or from the University. Students who pre-register for classes on WyoWeb will be assessed tuition and fees. Students who drop or withdraw from their last or only class for a given term after the end of the drop/add time period must also meet with the Assistant Dean of the College of Law and complete the official withdraw forms required by the Office of Registrar. Financial aid recipients who withdraw from courses or reduce credit hours must consult with a financial aid counselor regarding repayment of financial aid funds if applicable. For more complete details regarding deadlines, refunds, and cancellations, see the University's Accounts Receivable web page <http://www.uwyo.edu/fsbo/accounts-receivable/>

II. CURRICULUM

Required Courses: First (1L) Year Students (*Additional courses cannot be taken the first year without special permission from a dean*).

Fall Semester

Civil Procedure I (6240) – 3
Contracts I (6110) – 3
Legal Research (6165) – 1
Legal Writing I (6160) – 3
Property I (6120) – 3
Torts I (6130) – 4

Spring Semester

Civil Procedure II (6340) – 2
Constitutional Law I (6250) – 3
Contracts II (6210) – 2
Criminal Law (6140) – 3
Legal Writing II (6260) – 2
Property II (6220) – 2

Required Courses: Second (2L) Year Students (Offered once per year)***Fall Semester***

Professional Responsibility (6420) – 3

Spring Semester

Evidence (6410) – 3

Elective Courses: Second (2L) & Third (3L) Year Students (* subject to availability)

Administrative Law (6510) – 3

Advanced Appellate Advocacy (6520) – 1

Advanced Bar Review – 1

Advanced Business Organizations (6980) – 3

Advanced Legal Research – 3

Advanced Oil & Gas Law (6992) – 3

Advanced Persuasive Writing (6925) – 3

Advanced Trusts & Estates (6993) – 3

Advanced Water Law & Policy (6991) – 2

Agricultural Law (6500) – 2

Agency & Partnership - 3

American Legal History (6530) – 3

Antitrust (6540) – 3

Bankruptcy Law (6620) – 3

Bar Review – 1

Bioethics (6555) – 3

Business Organizations (6310) – 3

Business Planning (6560) – 3

Children & the Law (6645) – 3

Civil Pretrial Practice (6565) – 3

Clinics (6930) & Practicums – 3

Business Law Practicum

Civil Legal Services (6931)

Defender Aid (6932)

Estate Planning Practicum (6937)

Family Law (6934)

International Human Rights (6930)

Prosecution Assistance (6936)

Communications Law (6580) – 3

Competitions (6970) – 1-2

Conflict of Laws (6590) – 3

Constitutional Law II (6350) – 2

Consumer Protection (6600) – 3

Contract Drafting (6935) – 3

Corporations - 3

Criminal Adjudication (6880) – 3

Criminal Procedure (6630) – 3

Domestic Violence (6635) – 3

Education Law (6665) – 2

Employee Benefits – 3

Employment Law (6745) – 3

Environmental Law (6660) – 3

Estate Planning (6670) – 2

Externships (6960) – 1-3

Family Law (6640) – 3

Federal Courts (6680) – 3

Gift & Estate Taxation (6675) – 2

Global Health & Human Rights – 3

Health Law (6685) - 3

Immigration Law (6715) – 3

Income Taxation (6320) – 3

Independent Study (6940) – 1-2

Independent Study: Clinic (6941) – 1-2

Independent Study: Law Review (6940) – 1-2

Indian Law (6700) – 3

Insurance Law (6710) – 2

Intellectual Property (6725) – 3

International Business Transactions (6765) – 3

International Human Rights (6775) – 3

International Law (6720) – 3

International Enviro. & Nat. Resources Law – 3

International Security – 2

Interviewing, Counseling & Negotiation (6166) – 3

Judicial Remedies (6150) – 3

Jurisprudence (6730) – 3

Labor Law (6740) – 3

Land Use Law (6890) – 3

Law & Economics (6750) – 2

Law Office Management (6885) – 1

Law Review (6950) – 1-3

Legislation (6755) – 3

Local Government (6760) – 3

Native American Natural Resources (6735) – 3

Natural Resources Law (6865) – 3

Oil & Gas Law (6790) – 3

Payment Systems (6570) – 3

Privacy Law – 3

Public Lands (6800) – 3

Real Estate Finance (6810) – 3

Secured Transactions (6830) – 3

Securities Regulation (6840) – 3

Sports & Entertainment Law – 3

Summer Trial Institute (6850) – 3

Taxation of Business Entities (6615) – 3

Trial Practice (6850) – 3

Trusts & Estates (6330) – 3
 Utilities Regulations & Distr. of Energy – 2
 Water Law & Policy (6860) – 3

Water Pollution (6870) – 3
 Workers Compensation (6945) – 3

Bar Subjects

Wyoming has now adopted the Uniform Bar Exam, as has Colorado. Information about both bar exams can be found on the [National Conference of Bar Examiners](http://www.ncbex.org/) (NCBE) webpage (<http://www.ncbex.org/>).

DISCLAIMER: It is your responsibility to check with the Board of Law Examiners in each state in which you plan to take the bar exam for the latest information regarding bar examination subjects, application procedures, and deadlines, etc. We encourage students to begin the application process to take a bar exam well in advance. Some states provide reduced fees if students register within 15 months of entering law school.

Clinics & Practicums

For students matriculating in the fall 2016 semester and after, students are limited to a maximum of 9.0 credit hours of clinic credits. Clinic directors are allowed a maximum of 12.0 credit hours. Students will further be limited to a combined maximum of 12.0 credit hours total for clinic credits and externship credits. Clinic directors are limited to a combined maximum of 15.0 credits total for clinic credits and externship credits.

The College of Law offers six clinical programs and one practicum: Civil Legal Services; Defender Aid; Business Law Practicum; Estate Planning Practicum, Family Law; International Human Rights; and Prosecution Assistance. The clinical programs operate pursuant to Wyoming Supreme Court rules that permit third-year law students to practice law under the supervision of a COL professor or Wyoming Bar member. A student director is appointed for each program to help the faculty supervisor administer the program. (Wyoming Supreme Court, Rule 9)

The caseload of each clinic consists of actual cases and matters in Wyoming, the region, and even around the world. The Wyoming student practice rule allows student interns to make court appearances with the consent of the client. There is no simulation. The faculty supervisor is professionally responsible for the students in the program. Therefore, particular emphasis is placed on professional responsibility to the client, the profession, and the community. The response of the courts to students has been enthusiastic, both on and off the bench, and in trial and appellate courts.

Each clinical and practicum program is designed to expose students to a wide range of real experience in the practice of law. The programs are available during the academic year to third-year students and during the summer between the student's second and third years of law school. Third-year spring semester students who have not previously taken a clinic or practicum will receive a preference over those seeking a second semester in the clinic or practicum.

Students receive three credit hours per semester, are graded, and are generally required to devote a minimum of 150 hours to the program. Enrollment in the clinical programs may be limited in the interest of affording students maximum educational benefit. However, the College of Law will make sure that every interested student gains experience through a clinic, practicum, or other experiential opportunity.

Third Year Students Note: Clinic credit and externship credit may not be earned in the same semester, unless the student obtains permission from both the clinic faculty director and the externship faculty director, as well as the associate or assistant dean.

For more information on the clinic and practicum offerings, please see [Legal Clinics at http://www.uwyo.edu/law/experiential/clinics/](http://www.uwyo.edu/law/experiential/clinics/) and [Estate Planning Practicum at http://www.uwyo.edu/law/experiential/practicums/](http://www.uwyo.edu/law/experiential/practicums/).

Course Descriptions

You can find detailed course descriptions, which will be updated for each semester, on the law school website at [COURSE DESCRIPTIONS \(http://www.uwyo.edu/law/current/courses/courses.html\)](http://www.uwyo.edu/law/current/courses/courses.html). Click on the course name, and you will be able to view a detailed course description that will include information about the course, the instructor name, the semester offered, and the assessment method (e.g., exam, performance of skills, or paper).

Externships

For students matriculating in the fall 2016 semester and after, students are limited to a maximum of 6.0 credit hours of externship credits. Students will further be limited to a combined maximum of 12.0 credit hours total for clinic credits and externship credits. Clinic directors are limited to a combined maximum of 15.0 credits total for clinic credits and externship credits.

The externship program provides second and third year students with an opportunity to learn through practice by working directly with attorneys or judges for academic credit. Externship placements are limited to judges, government agencies and nonprofit organizations, and must be pre-approved by the externship faculty director. A student may also seek externship credit by volunteering for a judge, government agency or nonprofit group that fits the criteria for externship placement but is not currently on the pre-approved list. In that case, the supervising attorney or judge must submit a proposal to the externship faculty director, for approval on a case-by-case basis. This should be done well ahead of the time that the student begins work.

For two hours of credit a student is required to work 100 hours; for three hours of credit a student is required to work 150 hours. Students may apply for one unit of credit under limited circumstances and only with the prior approval of the externship faculty director. All externs must complete a writing component as part of the program requirements. The writing does not satisfy the advanced writing requirement. Grades are awarded S/U only. A student may earn a maximum of 3 hours of externship credit per semester; provided that a student may earn a maximum of 6 credits in a summer semester. Again, a student is limited to a total of 6 hours of credit for externships in their academic career. Externs must pay their own travel expenses. Students must register for summer externship credits in the summer session. If you are accepted for an externship, you will need to register for the appropriate number of credits for an externship course, LAW 6960. There will be an online component of the externship program.

Third Year Students Note: Externship credit and clinic credit may not be earned in the same semester, unless the student obtains permission from both the clinic faculty director and the externship faculty director, as well as the associate or assistant dean.

For a list of currently approved externship offerings and the externship application please see [Legal Externships at http://www.uwyo.edu/law/experiential/legal-externships/index.html](http://www.uwyo.edu/law/experiential/legal-externships/index.html).

Joint Degree Programs

JD/MA in ENR Program

A joint Juris Doctor/Master of Arts of Environment and Natural Resources degree is available to all admitted law students upon application. Students in this joint degree program must take 18 credits outside the law school in ENR courses, and must take 12 law school credits from a menu of ENR-related law courses to qualify for this joint degree. Students in the joint degree program must also complete a supervised research project. Additionally, nine (9) credits of approved MA coursework (see Academic Regulations) will be applied to the Juris Doctor degree. Current core courses: ENR 5000, ENR 5900, ENR 5890.

JD/MBA Program

A joint Juris Doctor/Master of Business Administration program is available in the College of Law and the College of Business. This program will take approximately four years to complete. Students spend three years on-campus engaged in law studies. In either their second or third year, students will be enrolled full-time in the MBA Program, taking core Fall and Spring business courses followed by participation in an MBA Summer Project. The MBA Capstone course will be completed during the student's third year for a total of 38 MBA Program credits. Nine (9) credit hours of approved Law coursework will be transferred as elective hours to the MBA Program for a total of 47 credit hours. Additionally, nine (9) credits of approved MBA coursework will be applied to the Juris Doctor degree. Students successfully completing this lock-step program will earn dual Juris Doctor and Masters of Business Administration degrees. Current core courses: MBAM 5102, MBAM 5103, MBAM 5104, MBAM, 5107, MBAM 5108, MBAM 5202, MBAM 5203, MBAM 5204, MBAM5206, MBAM 5207, MBAM 5208, MBAM 5309.

JD/MPA Program

A student in the joint Juris Doctor/Master of Public Administration program must be admitted to both the College of Law and College of Arts and Sciences. The degrees are awarded concurrently by each college upon successful completion of the combined degree program requirements. In fulfillment of the J.D. degree, the College of Law will accept up to nine hours of MPA credits in courses approved by the law faculty. In fulfillment of the MPA degree, the College of Arts and Sciences will accept up to 12 hours of credits earned in specified courses in the J.D. program. Current core courses: POLS 5000, POLS 5400, POLS 5410, POLS 5440, POLS 5684, POLS 5510, POLS 5690, POLS 5080, POLS 5060, POLS 5450, POLS 5460, POLS 5480.

Lottery Information

Certain upper-class, limited-enrollment classes may be subject to a lottery to determine which students will be allowed to enroll in the course. Third year standing and course pre-requisite requirements may also apply. The lottery is usually done in conjunction with pre-registration advising.

Third year students receive priority in any lottery. Other courses also have limited enrollments and are conducted on a first-come, first-serve system by pre-registration.

To the extent that a lottery is ever used, sign-up sheets are made available in the front office during advising week. You may sign up for more than one lottery class. HOWEVER, if you sign up for more than one lottery class, you need to indicate which is your first, second, third, etc., choice. You must rank and use each numerical rank only once. If you sign up for only one lottery class, rank it as "one". All names on the lotteries for each class, with the accompanying ranking, will then be randomly sorted. We will then fill the class by going in order from top to bottom, starting with the "ones" first, then the

“two’s,” etc. A wait list using the same ordering system will be created for students who have signed the lottery but who are not chosen to be in the class in the initial selection. As students initially selected decide to drop the course, we will then notify the next student down on the wait list.

Prerequisites

Elective Course

Prerequisites

Advanced Appellate Advocacy.....	Appellate Advocacy
Advanced Business Organizations.....	Business Organizations
Advanced Corporate Law.....	Business Organizations
Advanced Oil & Gas Law.....	Oil & Gas Law
Advanced Trusts & Estates.....	Trusts & Estates
Advanced Water Law & Policy.....	Water Law & Policy
Advanced Water Law & Policy Field Seminar.....	Advanced Water Law & Policy
Business Planning.....	Business Organizations and Income Taxation
Energy, Environment & Natural Resources Clinic.....	Administrative Law
Estate Planning.....	Gift & Estate Taxation
Estate Planning Practicum.....	Trusts & Estates
Gift & Estate Taxation.....	Trusts & Estates
International Human Rights Practicum.....	Immigration Law or International Human Rights
Taxation of Business Entities.....	Business Organizations and Income Taxation
Business Law Practicum.....	Business Organizations

Although not required, completion of, or concurrent enrollment in the following is strongly recommended:

Elective Course

Recommended

Bankruptcy Law	Secured Transactions
Defender Aid Clinic	Criminal Adjudication / Criminal Procedure
Environmental Law	Administrative Law
Family Law Clinic	Children & the Law / Domestic Violence / Family Law
International Human Rights Clinic	Immigration Law / International Human Rights
Prosecution Assistance Clinic	Criminal Adjudication / Criminal Procedure

UNIVERSITY OF WYOMING COLLEGE OF LAW HONOR CODE

I. INTRODUCTION

- A. **Purpose.** Law is a self-regulated profession whose members are required to adhere to the highest standards of professional responsibility. Students and faculty engage in legal activities as members of the legal profession, and recognize the need to maintain a high level of professional competence and integrity in their work. As part of its mission to prepare law students for their role in the legal profession, the University of Wyoming College of Law (UWCOL) requires all law students to comply with this Honor Code.
- B. **Jurisdiction.** This Honor Code supplements University of Wyoming (UW) policies and procedures. As such, this Honor Code incorporates all University and UWCOL policies, including without limitation the UNIVERSITY OF WYOMING STUDENT CODE OF CONDUCT established through UW Regulation 8–30 (“STUDENT CODE OF CONDUCT”) and Procedures and Authorized University Actions in Cases of Student Academic Dishonesty established through UW Regulation 6–802 (“ACADEMIC HONESTY PROCEDURES”). To the extent that this Honor Code holds law students to a higher standard than any University policy or procedure, the provisions in the Honor Code take precedence.
- C. **Duty to Comply with Code and to Report Violations.** It is the duty of all law students from the point of application through graduation to become familiar with and adhere to all UWCOL and University policies, including the provisions of this Honor Code. Moreover, it is the responsibility of all members of the UWCOL community to cooperate fully in the enforcement and implementation of this Honor Code, including without limitation (i) reporting probable violations of the Honor Code of which the person has personal knowledge, and (ii) providing information, testimony, and evidence at any investigation into or hearing about alleged violations of the Honor Code.
- D. **Availability of the Code.** The Honor Code is available online, permanently placed on reserve in the library, and available upon request. It will be made available to all incoming law students as well. All prospective, admitted, and matriculated UWCOL students are responsible for knowing the contents of the Honor Code. Such knowledge is presumed conclusively. Ignorance of the Code provisions does not constitute a defense in any proceeding against any student.
- E. **Faculty.** Except as otherwise specifically provided, the Honor Code does not affect the inherent authority of each law school professor to conduct and to regulate classes in accordance with UWCOL policies and procedures. Further, the Honor Code does not affect any existing right or obligation of any law school faculty member or administrator to make a report to appropriate bar examiners concerning the prospective fitness of any UWCOL student for the practice of law.

II. AGREEMENT TO ABIDE BY HONOR CODE

As a precondition to admission and continuing enrollment, all applicants to the UWCOL and all current UWCOL students agree to be bound by the provisions of the Honor Code and any subsequent amendments thereto. Further, this Honor Code will also govern all written or oral representations made in connection with any prospective student's application to the UWCOL.

III. PROHIBITED CONDUCT SUBJECT TO THE CODE

It is a violation of this Honor Code for any UWCOL student to knowingly engage in, attempt, or assist in any prohibited act specified in the STUDENT CODE OF CONDUCT, ACADEMIC HONESTY PROCEDURES, or any of the following:

- A. Any act of dishonesty, including without limitation any act of academic dishonesty as outlined in UW Regulation 6–802. Acts of dishonesty also include without limitation any misrepresentation or failure to disclose material facts on any application for admission to UWCOL, petition for scholarship assistance, or other documentation submitted before matriculation.
- B. Any unauthorized communication during an examination or assignment. No student may ask any substantive question of any other student, nor shall that other student answer any substantive questions during an examination unless authorized by the instructor in advance.
- C. Unless otherwise approved in advance, taking more time than has been allotted by the instructor for an examination, including continuing to write an exam after the proctor has announced that the time allotted has elapsed.
- D. Working on an examination in any place other than (i) the room designated for exam taking purposes by the Dean's Office or (ii) the place specifically authorized by a faculty member. A student may leave the test room at any time during the examination. In doing so, however, the student must not create any unnecessary distractions for other exam-takers.
- E. For a student taking a rescheduled or make-up exam, discussing an examination with a student who took the same examination at any earlier time or who will be taking the exam at a later time; and for a student who took an examination at the regularly scheduled time, discussing the examination with a student taking a rescheduled or make-up exam.
- F. Misrepresenting in any way his/her involvement in any academic endeavor, as defined in UW Regulation 6–802, including, but not limited to, plagiarism (in any submitted materials), cheating, fraud, violation of standards, multiple submissions, interference, obstruction, or complicity.
- G. Knowingly taking or hiding any books, class notes, outlines, briefs, case notes, or any other class materials being used or prepared by another student, faculty, or administrator without that person's express consent.
- H. Stealing, defacing, or intentionally destroying UWCOL property, including library materials.
- I. Misrepresenting class attendance records for oneself or another student.

- J. Knowingly misrepresenting the number of hours spent working in a course, clinic, internship, externship, work study, or other academic endeavor.
- K. Disclosing an assigned examination number to a faculty member prior to the entry of final grades for any particular exam is in violation of the anonymous grading system.
- L. Misrepresenting one's own academic achievement, record, or other activities in connection with seeking employment, financial aid, scholarly awards, acceptance into any program at any educational institution, or any other thing of value.
- M. Misrepresenting any amount sought for reimbursement from the UWCOL, or misappropriating or failing to account for funds advanced by the UWCOL.
- N. Using unauthorized materials or otherwise cheating in any competition, moot court, journal, or other law school related function.
- O. Violating any duly promulgated and posted rule, regulation, or order of the University applicable to the UWCOL.
- P. Engaging in conduct, not otherwise covered by any other provision of the Honor Code, involving dishonesty, fraud, deceit, misrepresentation, defamation, false accusation, or other unethical actions with regard to activities or programs at the UWCOL or the University, which adversely reflect upon one's fitness to remain a student at the UWCOL or practice law upon graduation.
- Q. Using unauthorized materials during any law school examination.
- R. Any other violation expressly set forth in this Honor Code.

IV. SANCTIONS

- A. Any of the following sanctions or combination thereof may be imposed for violating the Honor Code in consideration of the severity of the offense and other relevant circumstances:
 - 1. Extra or alternative work.
 - 2. Grade reduction for the course or academic endeavor.
 - 3. A failing grade for the course or academic endeavor.
 - 4. No credit for the academic endeavor.
 - 5. Probation.
 - 6. Letter of reprimand to be kept on a non-confidential or confidential basis in the student's file.

7. Denial or revocation of the benefits of any academic program or extracurricular activity at the University including, without limitation, any degree program, course, clinic, competition, or other endeavor.
8. Termination from any academic program or extracurricular activity.
9. Suspension from the University.
10. Expulsion from the University.
11. Restitution for any stolen or damaged materials.
12. Report of any violation of the Honor Code to state bar examiners and authorities in any jurisdiction.

- B. **Nature of Sanction.** Whatever sanction is imposed must bear a reasonable relationship to the severity of the violation that has occurred, except that the student's background, including the student's record of prior violations or lack of violations, may be considered. Any of the sanctions set forth above or combination thereof, including suspension or expulsion, may be imposed for a first offense and for any duration. The University and the UWCOL are not responsible for any financial loss incurred by the student as a result of any sanction.

According to University policy, whenever it is determined that the student has committed academic dishonesty or violated the Honor Code for a second time, the Dean or Dean's designee shall promptly notify the Provost and Vice President for Academic Affairs. The Provost and Vice President shall cause the suspension of the student from the University for a minimum period of one calendar year. This action is subject to the approval of or modification by the President of the University.

- C. **No Limitation.** The foregoing actions do not preclude administrative consequences that may result in the loss of benefits from programs, scholarships and other opportunities typically afforded to law students.

V. ADMINISTRATIVE PROCEDURES

All acts of "academic dishonesty" and other Honor Code violations delineated in Articles (A) through (R) in Section III above shall be adjudicated pursuant to the provisions set forth herein. All other violations of the STUDENT CODE OF CONDUCT will be adjudicated pursuant to the provisions and procedures delineated therein.

- A. **Honor Council Composition and Responsibilities.**

1. An Honor Council will consist of three (3) full-time faculty members (members may include tenure-track faculty, non-tenure track faculty, librarian, or lecturer) and two (2) full-time students. The Dean or Dean's Designee shall act as an advisor to the Honor Council.

2. The Dean or Dean's designee shall appoint three faculty members to serve one (1) year terms. Each year, the Honor Council will internally elect one faculty member to serve as Chair of the Honor Council.
 3. At the end of each academic year, the first and second year classes shall each elect one student from their respective classes to serve as Honor Council representatives for the subsequent academic year. Elected representatives will serve one (1) year terms. Student elections must be held in conformity with the procedures established by Potter Law Club.
 4. Honor Council members shall not unnecessarily disclose names or any other information regarding an investigation to anyone other than the Dean or Dean's designee. This high duty of confidentiality is intended to protect the reputation of the accused during an investigation. Any breach of confidentiality outside of the investigation process by a student member of the Honor Council constitutes a violation of the Honor Code.
- B. **Instructor: Suspicion of Honor Code Violation.** Whenever an instructor has reason to suspect that a student has violated the Honor Code, including committing an act of academic dishonesty in any academic program or extracurricular activity including, without limitation, any degree program, course, clinic, competition, or other endeavor for which s/he is responsible for supervision or assignment of an academic evaluation, the instructor shall investigate the matter and discuss the matter with the student. At the instructor's discretion, s/he may come to one of the following resolutions:
1. If, in the judgment of the instructor, the allegation of an Honor Code violation is not justified and/or there is insufficient evidence of said violation, then no further action is warranted.
 2. If, in the judgment of the instructor, sufficient evidence of an Honor Code violation exists, then the instructor shall promptly refer the matter to the Assistant Dean of Student Affairs for further consideration. If the allegation of an Honor Code violation relates to an examination or paper written involving the instructor's course, the professor shall grade the examination, paper, or course on the merits without regard to the perceived Honor Code violation. The instructor will then enter a grade of incomplete until the allegations have been fully addressed.
- C. **Other Member of the Law Community: Suspicion of Honor Code Violation.** Whenever a student, staff member, or administrator has reason to suspect that a student has committed an Honor Code violation, that member of the UWCOL community shall promptly report this matter to the Assistant Dean of Student Affairs for consideration of investigating allegations and establishing charges.
- D. **Investigation of Allegations.** After receiving any allegation of one or more Honor Code violations (the "Allegation") from any member of the UWCOL community, the Assistant Dean of Student Affairs shall report the Allegation to the Honor Council for investigation and consideration *unless*:
1. The accused student admits to the Allegation; or

2. The suspected acts comprising the Allegation are minor and would not normally result in sanctions involving a grade change, withdrawal of academic credit, suspension, or expulsion.

In such instances, with the written consent of the accused student, the Assistant Dean for Student Affairs may resolve the Allegation through an administrative disposition without referring the matter to the Honor Council.

- E. **Initial Process.** Upon receipt of the Allegation, the Honor Council shall conduct a discreet and confidential investigation as appropriate under the circumstances. In conducting an investigation, the Honor Council shall:

1. Check records in the University's Central Repository and UWCOL to determine if the Allegation constitutes the student's first, second, or subsequent violation of the Honor Code.
2. Notify the accused student in writing with a brief summary of the Allegation and provide the student with a copy of the Honor Code, Student Code of Conduct, and Academic Dishonesty Regulations.
3. Make the student aware that the Assistant Dean for Student Affairs is available for consultation and questions about the process and procedures detailed in this Honor Code.
4. Afford the accused student the opportunity to present evidence or make any statement on his/her own behalf to the Honor Council with respect to the Allegation. No statement will be taken from an accused student unless voluntarily made.
5. Submit a written report to the Dean or Dean's designee, upon completion of the formal investigation that includes: (i) a written account of the procedures followed, (ii) any difficulties encountered in the investigation, (iii) all relevant evidence considered including specific references to statements of witnesses, (iv) preliminary conclusions, (v) recommendation of any further action, and (vi) recommended sanction.

- F. **Charges.** After full consideration of the Honor Council's written report, the Dean or Dean's designee will determine whether probable cause exists for formally charging the accused student for violating the Honor Code, then s/he will prepare a formal charge (the "Charge") in writing describing the alleged violation(s) of the Honor Code, the recommended sanction(s), and the relevant procedures. This report will be submitted to the Honor Council and the student being charged. The procedures shall be as follows:

- a. ***First Charge:*** If the Charge involves the student's first offense, the Dean or Dean's designee shall notify the student of the Charge and recommended sanctions in writing.
 - (1) The student may, within five (5) calendar days of written notification, request a meeting with the Honor Council to discuss the Charge and recommended sanctions. At this meeting, the student may:

- (i) Accept the Charge and recommended sanctions approved by the Dean or Dean's designee. The student will do this by signing a written admission acknowledging his/her behavior as a violation of the Honor Code and waiving his/her right to a hearing. This admission is then forwarded to the Central Repository of the University and included in the student's law school file. No further proceedings will be held regarding the admitted charges.
 - (ii) Disagree with the Charge or recommended sanctions, and submit within fifteen (15) calendar days a request for a college hearing to the Dean or Dean's designee.
- (2) If the student does not request a meeting with the Honor Council as described in part (1) immediately above, the Dean or Dean's designee shall implement the procedures necessary for a hearing as described in section G below.
- b. ***Second and Subsequent Charges:*** If the Charge is preceded by a finding of an Honor Code violation from a previous incident, then the Dean or Dean's designee shall notify the student of the Charge and mandatory sanctions associated with a second finding as set forth in Section IV (B) above.
 - (1) Within five (5) calendar days of notification, the student may request a meeting with the Honor Council to discuss the Charge and recommended sanctions. At this meeting, the student may:
 - (i) Accept the Charge, mandatory sanctions, and additional recommended sanctions approved by the Dean/Dean's designee. The student will do this by signing an admission acknowledging his/her behavior as academic misconduct and waiving his/her right to a hearing. This admission is then forwarded to the Central Repository of the University and maintained in the student's law school file.
 - (ii) Disagree with the Charge and/or recommended sanction, and submit a request within fifteen (15) calendar days for a college hearing to the Dean or Dean's designee.
 - (2) If the student does not request a meeting as described in part (1) immediately above, the Dean or Dean's designee shall implement the procedures necessary for a hearing as described in section G below.
- G. **Hearing.** In cases where a hearing is required or requested by the student, the Dean will appoint a member of the faculty to serve as an impartial hearing officer. The hearing officer will hold a hearing to determine whether an Honor Code violation has occurred. The student shall be notified in writing of the following:
 - 1. A description of the specific allegations of an Honor Code violation, the date and place of occurrence, and any witnesses;

2. The recommended sanction;
3. The time, date, and location of the hearing; and
4. The identity of the designated hearing officer.

PREHEARING PROCEDURES: The Wyoming Rules of Administrative Procedure shall not apply to this proceeding, and discovery shall be limited to the following:

- i. Prior to the hearing the accused student and a designee from the Honor Council will exchange a list of witnesses for the hearing, a brief summary of the information each witness is expected to provide, and copies of any documents to be presented at the hearing.
- ii. Witnesses shall testify in person or by telephone at the hearing. However, if a witness is unavailable for testimony, the hearing officer may authorize taking testimony in advance.
- iii. The accused student and Honor Council designee may jointly communicate with the hearing officer by telephone about any prehearing matters.
- iv. The student may petition the hearing officer to excuse him/herself by presenting evidence of bias. The hearing officer shall decide whether to excuse him/herself. In the case of recusal, the Dean will choose another hearing officer.
- v. If the student would like to be accompanied at the hearing by a mentor, advisor, counselor, or attorney at law of his/her choice, s/he must notify the hearing officer at least twenty-four (24) hours prior to the hearing. The role of the mentor, counselor, advisor, or attorney at law shall only be to consult with the student, not to speak on behalf of the student.

THE HEARING:

- i. The accused student may appear at the hearing with or without counsel or an advisor. If the student fails to appear, the hearing may proceed in the student's absence.
- ii. The hearing must be open to the student, members of the Honor Council, individual(s) making the initial charge, and the accused student's mentor, advisor, counselor, or attorney at law. The hearing also may be open to others at the discretion of the hearing officer.
- iii. A designee from the Honor Council shall put forth the evidence supporting the Charge. The student and Honor Council designee may ask questions of any witness. The student may present any and all relevant information in opposition to the Charge.
- iv. The standard of proof is the preponderance of the evidence.
- v. The hearing officer shall enter one of the following findings based on the hearing:

- a. Finding of no violation of the Honor Code, and dismissal of the charge.
 - b. Finding of a violation of the Honor Code, and concurrence with the recommended sanction.
 - c. Finding of a violation of the Honor Code, and modification of the recommended sanction.
 - vi. The hearing will result in a report being prepared by the hearing officer, which includes a summary of the evidence presented against and for the student, the findings made, and any recommended sanctions from the hearing officer.
- H. **Notification of Findings and Sanctions.** The Dean or Dean's designee will notify the student and the instructor of the findings from the hearing in writing.
- 1. If the Charge was not upheld by the hearing, the Dean or Dean's designee will dismiss the Charge and notify the student in writing.
 - 2. If the Charge was upheld, the student has thirty (30) calendar days from the date of the notification to file an appeal pursuant to Section I. below.
 - a. If the student does not file an appeal, the Dean or Dean's designee shall forward the report, findings, and recommended sanctions to the Provost and Vice President for Academic Affairs and to the Dean of Students. The student may submit to the Provost and Vice President for Academic Affairs a request, with rationale, for sanctions different from those recommended by the hearing officer. The Provost and Vice President for Academic Affairs shall decide upon sanctions no harsher than those recommended by the hearing officer. Sanctions involving suspension or dismissal must be justified by a written rationale, based on specific findings of the hearing, the nature of the offense, and the student's record, and are subject to approval of or modification by the President of the University.
 - b. If the student files an appeal (*see* Section I. below), the Dean or Dean's designee shall forward the report of all proceedings held at the UWCOL to the Provost and Vice President for Academic Affairs.
 - c. If the hearing officer determines to assign an "F" or "U" grade for the course, then an "I" grade will be submitted until the completion of the appeals process, when the Provost and Vice President for Academic Affairs shall either uphold the sanction of an "F" or "U" grade or remove the "I" grade as per the determination from the final appeal.
 - (i) If the alleged Honor Code violation occurs during finals week or within a time frame in which the opportunity for a fair hearing would be difficult, a grade of "I" may be issued until the appeals process can be effectuated.

- (ii) If a student charged with an Honor Code violation withdraws from the course in question, and the charge is eventually upheld, the “W” grade reverts to the grade of “F.”
- I. **Appeal.** An appeal of the final decision of the hearing officer can be lodged to the Provost and Vice President for Academic Affairs or designee or hearing panel.¹ This must be a written appeal filed within thirty (30) calendar days after the UWCOL hearing officer’s decision is rendered, that sets forth grounds for the appeal. A copy of the appeal shall be provided by the student to the original hearing officer. The original hearing officer has fifteen (15) calendar days to provide a written response to the appeal, including a copy to the student. At the discretion of the Provost and Vice President for Academic Affairs or designee or hearing panel, they may seek written or oral presentation for clarification of the record.
1. An appeal of the finding of an Honor Code violation can be lodged solely upon the following grounds:
 - a. The student was not given written notice of a hearing or an opportunity for a hearing.
 - b. The report of the UWCOL hearing fails to describe any act of the student’s, which could be construed as an Honor Code violation.
 - c. The findings from the UWCOL hearing were (i) not supported by sufficient evidence, or (ii) the result of prejudice toward the student, arbitrary or capricious evaluation, or capricious treatment, and such allegations must include specific examples of the capricious actions or substantive factual errors.
 2. If the Provost and Vice President for Academic Affairs or designee or hearing panel adjudicating the final appeal upholds the finding from the original hearing or determines that it does not have the jurisdiction to hear the appeal, the Provost and Vice President for Academic Affairs or designee or hearing panel will have the finding filed with the Dean of Students in the Central Repository.
 3. If the Provost and Vice President for Academic Affairs or designee or hearing panel reverses the finding of an Honor Code violation, the Provost and Vice President for Academic Affairs or designee or hearing panel will vacate the original finding and expunge the record.
- J. **Central repository and maintenance of records.** Any final sanction in decisions of an Honor Code violation must be sent to the Central Repository held in the Office of the Dean of Students and a copy of any such record shall be kept on file in the College of Law Dean’s office.

¹ The Provost and Vice President for Academic Affairs may designate one or more faculty members to conduct appeals for academic dishonesty matters.

VI. AMENDMENTS

Any proposed amendment to this Honor Code must be referred to the faculty and approved by majority vote.

REGISTRATION & RECORDS

This document outlines procedures and pertinent information about Registration & Records here at the University of Wyoming. Below you will find information about class registration, communications and registration terminology. If you have any questions about this information please contact Dave Bluemel, College of Law Registrar.

REGISTRATION

I. How to Register for Classes through WyoWeb – The University of Wyoming Portal:

1. Receive your PERC (Personal Electronic Registration Code) and your registration date and time via email from UW College of Law registrar.
2. Log in to WyoWeb at: WYOWEB. Enter your user ID and password. If you do not have your username and password select “Get Your Username and Initial Password” located on the left side of the screen. If you have problems, contact the IT Help Desk at 307-766-4357, option 1.
3. Click on the ‘Registration’ tab, then click on ‘Register for Classes’.
4. Select ‘Fall 20__’.
5. Enter your PERC #
6. Any items that require your attention prior to your being able to register will be indicated by a red ‘X’ next to the item. Follow the instructions provided in order to fulfill the requirements. Once fulfilled, each requirement will have a green checkmark.
7. Once all of your pre-registration requirements have been satisfied, click Add or Drop Classes.
Note: if you receive a message that you have a hold on your account, please contact the following individuals, based on the type of hold:

Academic Status Hold: College of Law, (307) 766-6416

Admissions Hold: College of Law, (307) 766-6416

Financial Hold: Accounts Receivable Office, Room 172 Knight Hall, (307) 766-6232

Miscellaneous Hold: Office of the Registrar, West Wing Knight Hall, (307) 766-5272

8. Enter the 5-digit Course Reference Number (CRN) for each course in the boxes provided. Press Submit. You may enter more than one course at a time.
9. Find the ‘Banner Self-Service’ channel
10. Click on Banner Self-Service, Student, then Registration, and finally Active Registrations to view your class schedule – In August your courses will appear in the ‘My Courses’ channel in WyoWeb.

III. Add/Drop Process

Modification of a course schedule during the drop/add time period is accomplished through WyoWeb (web registration). After the end of the drop/add period, (see Calendar) individual class withdrawals must be processed on the appropriate form at the main campus Office of the Registrar or by online petition. Changes to a student's registration or withdrawals are not official until the required forms are completed and returned to the main campus Office of the Registrar as prescribed.

The period of time allowed for modifying a student's schedule or withdrawing during the summer session is unique and truncated. This is established in regulations or by the Registrar, subject to the approval of the Trustees.

Dropping a class or changing sections. A student may drop classes or change sections of the same course during the first eight business days of the semester (four class days for blocked courses).

Adding a course or changing grading option. A student must add classes or change grading options or variable credit hours during the first four business days of the semester.

Course Withdrawal. After the designated drop/add period, students may officially withdraw from individual regular term courses until ten class days after mid-semester (five days after the middle of the course for blocked courses). This may be accomplished online via WyoWeb or through an online petition.

A class withdrawal is not official unless filed with the Office of the Registrar. Unauthorized discontinuance of enrollment or unofficial abandonment of classes will result in a failing grade.

All School Withdrawal (Termination of enrollment at the University). Withdrawal from the university is the official termination of student status prior to the end of a term. Students wishing to withdraw from all on-campus classes should initiate the procedure with the Dean of Students Office. Withdrawal from the university is not permitted during the last 15 days of a term.

After clearing with the Dean of Students Office, the withdrawal form must be presented to the university Financial Aid Office and Office of the Registrar for processing. The Office of the Registrar will report withdrawals to the appropriate instructors.

Forms

Registration-related forms for students may be found in .pdf format on the Student Forms page [STUDENT FORMS](#). Also available are Online Petitions for class withdrawal, exception requests, and enrollment authorizations. For additional registration related forms, please see the College of Law registrar, Dave Bluemel.

Email Addresses

All law students are required to maintain a University of Wyoming (uwyo.edu) email address for receiving College of Law correspondence. Students will be expected to regularly check their uwyo.edu email as faculty and staff will be using this address as the primary means of communication with students. If students choose to route email from the uwyo.edu address to another commercial email address they may do so, but students must maintain the uwyo.edu address as the primary electronic address.

Registration Holds

Prior to registration, all holds must be cleared through the appropriate offices:

- Academic – Your adviser or dean's office.
- Admission – Undergraduates: Admissions Office, 150 Knight Hall (766-5160).
- Accounts Receivable – Accounts Receivable Office, 250 Knight Hall (766-6232).
- MMR Immunization – Student Health Building (766-2130).
- Student Loans – Student Financial Operations, Knight Hall-West Wing (766-3214).

III. WyoWeb frequently Asked Questions

FAQ's can be found at: [I.T. FAQs](#)

Address Change

If your address has changed please notify the Front Office and complete a change of address form. You must also change your address in WyoWeb. At the time of your graduation notify the College of Law of address changes as well as email changes. In addition, you must provide the main campus Office of the Registrar with a Diploma Address (the address to which you would like your diploma mailed); you can accomplish this via an Anticipated Graduation form.

GEORGE WILLIAM HOPPER LAW LIBRARY

Law Library Web Site: <http://uwyo.edu/LawLib>

Law Library Online Catalog, WebHopper: <http://uwcatalog.uwyo.edu/search~S2>

Library Circulation Desk Hours -- During Fall and Spring Semesters

Monday – Thursday	8:00 a.m. – 8:00 p.m.
Friday	8:00 a.m. – 6:00 p.m.
Saturday	10:00 a.m. – 6:00 p.m.
Sunday	12:00 p.m. – 8:00 p.m.

Library After-Hours

When the library closes each evening, non-law school patrons are asked to leave the building. Law students, staff, and faculty may remain in the building with the understanding that after hours visitors are governed by the Honor Code and regular library and building use policies. The law school also provides swipe card access into the building. Students may use their WyoOne card on the building doors at the ramp entrance and the library entrance near the Circulation Desk.

Arrangement and Collection

The law library collection contains over 300,000 pieces housed in three floors of the UW Law Library building or accessible through our catalog. The books in our collection are classified by the Library of Congress Classification System used by most academic libraries.

Reference materials and primary law sources such as codes and reporters are located in the front room of the main floor of the library. The circulating treatise section is at the back of the main floor of the library. Periodicals take up most of the second floor, organized by title. Wyoming materials are shelved in the front or west section of the second floor. The basement houses most of our older materials, government documents, and microfiche collections.

Much of our collection does not have call numbers. In our catalog, some records indicate location using a code that identifies floor, direction, and range number: floor (M=Main, B=Basement and S=Second), direction (E=East, W=West, S=South, N=North) and range (numbered chronologically on each floor). For the *United States Reports*, for example, the location code is M-S-1. You will find these reporters on the Main floor, South side of the room, starting on range 1. Other library locations are listed on the library map. Maps and other handouts on how to use the library are located by the public computers in the reference area and are electronically available from our library web site.

Housekeeping Issues

- Food and beverages in spill-resistant containers may be brought into general use areas of the library. Students are expected to dispose of refuse in a manner that minimizes odors or disruption to other library users. Food and drink are prohibited in the Potter Law computer room and around technology in the group study rooms.
- This is a no-smoking building.
- If you do not have a carrel and need to save books overnight, request a book cart at the Circulation Desk. Books and personal items should not be saved on tables or stored on empty library shelves.

- Cell phones are a distraction to other library users. Please set cell phones to vibrate and move outside the library when conversing on the phone.
- We have no paging system and are unable to leave the desk to locate patrons studying in the library. However, we are happy to leave message in the student mailboxes. Students may direct family members to call the circulation desk at 766-2210 if they need to contact you.

Catalog

There are six computers in the library with Internet access that can be used for searching our library catalog: three in the reference area, one in the back of the main floor, one on the second floor, and one in the basement. The library collection is accessible through our online catalog, WebHopper, at <http://uwcatalog.uwyo.edu/search~S2>.

From the library catalog you can search for books, periodical titles, government documents, and selected electronic resources in our library. You may broaden your search to include all UW Libraries by choosing "All libraries @ UW" from the drop down search menu. To access periodical indexes and online loose-leaf services, select the "Articles and Databases" button on the library catalog or the "Databases" button on our home page.

Checking Out Materials

Treatises, periodicals, and media may be checked out of the library. Reporters and statutes may be checked out to carrels or faculty offices. Digests and other reference books should be used in the area where they are shelved and returned to the shelf after use. Reserve books, including study guides, nutshells, and faculty reserve items, may be checked out for three hours. You may now access electronic versions of the study guides published by West Academic and LexisNexis from the Databases page on our web site.

Old Exams

Some faculty members have allowed us to make their old exams available on a TWEN site. These are very popular among students as they prepare for exams at the end of the semester. The Law exam page should appear in the list of Westlaw TWEN pages. You may add yourself as a user using your Westlaw password.

Interlibrary Loan

Students may request materials from UW Libraries through the Request It button in the library catalog. If you locate an item that is held in a library on campus other than the law library, click the Request It button and fill out the resulting electronic form. Select the law library as your drop off location, and the items will be delivered here for you to pick up.

As a UW student, you may also use the Prospector service. This is a courier service that delivers materials from Colorado libraries to the main campus. To use this service, click on the link from the law library catalog search page. If you request materials through Prospector, you will receive an email when they have arrived. You may pick them up at our library circulation desk. Materials are delivered daily Monday through Friday.

To request materials not available in our library, check at the Circulation Desk. We can initiate an interlibrary loan from libraries throughout the country. Book requests can take a week to ten days. Faxed or other electronically supplied requests usually arrive more quickly.

Study Carrels

Individual study carrels are available throughout the library. There are a few closed carrels on the second floor of the library that are reserved for the four legal writing teaching assistants and some law school clubs and organizations. Open carrels are assigned to students on a yearly basis by the Potter Law Club.

Carrel policies are posted on each carrel. Students are encouraged to personalize their carrel areas. However, items stored in carrels should be restricted to those that physically reside within the desk area without impacting surrounding carrel users. Carrels are not to be moved to accommodate individual space needs. Use of library shelves for storing personal items is prohibited, and items will be removed and discarded. Most carrels on the main and second floor have active data ports for Internet connection and electricity. While we pride ourselves on having very little problem with theft, please use care and good judgment when leaving expensive personal items unattended.

Study Rooms

The Law Library has four study rooms that can be reserved by groups of two or more people. Reservations can be made using the Room Reservation link on the law library's web site, <http://uwyo.libcal.com/booking/GeorgeHopperLawLibraryStudyRooms>. Any group wishing to extend its reservation may do so if the room is still free. Individuals are also invited to use the study rooms when they are empty, but study rooms are intended to allow group members to interact without interrupting the quiet of the library. Therefore, groups with reservations have priority and may ask an individual to give over the space. Abuse of the spirit of the policy, bullying, or general incivility in relation to group study rooms may result in a suspension of reservation privileges.

To accommodate individuals seeking a temporary private space for personal needs, the library has set aside two closed carrels on the second floor. Individuals may check out keys for these rooms at the Circulation Desk.

Technology

Library Computers – Library users doing research have priority use of library terminals. Students wishing to check their email or use the internet for personal reasons should use the computers in the student lounge. There is one printer attached to our reference computers. This machine is for printing out results of library searches or brief research records and is limited to five pages. Class papers and results of non-academic searches may be printed on the student printers located in the student computer lab on the second floor, in the copy room of the library, or in the student lounge. (See *Law Computer Lab and Printing* below.)

Wireless – The library is part of the university's wireless internet system. Access to the internet is available throughout the building. To sign in, use your login for any internet service provider.

Direct Internet Access – In addition to our wireless access, most student carrels on the main and second floors have ports to allow direct online access. Cables may be checked out at the circulation desk for library and classroom use.

Bloomberg, Lexis, and Westlaw – The law library subscribes to Bloomberg, Lexis, and Westlaw, the legal profession's major computerized information retrieval systems. Our contract limits use of these services to faculty, students, and staff of the law school to be used for educational purposes only. Students are assigned passwords at the beginning of the first semester. Some faculty members have web course pages on either Lexis or Westlaw that students will be required to access. You will receive instruction on registering for these sites.

CALI – The library also subscribes to CALI (Computer Assisted Legal Instruction). Some faculty members may require you to do CALI lessons as part of the coursework. To register for CALI, go to <http://www.cali.org>. From there, fill out the registration form using the student password (available on bookmarks at the library circulation desk). In the registration process, you will be asked to select your own personal password that you will use from that point on to access the CALI exercises online.

Computer Support

The Law Library has a full-time computer support position to assist with classroom technology, student computer problems, and staff technology. Edward Havugimana's office is room #139 in the library. If you need to reserve equipment for a classroom presentation or request training on our equipment, you may contact him at 766-5734.

You may also call the university Information Technology help desk at 766-4357 for assistance, or access them through WyoWeb.

Borrowing Equipment

The library has iPads and headphones available for student use at the Circulation Desk. For laptops or projectors, see Edward.

Law Computer Lab & Printing

Our computer lab is located on the second floor of the law library, room 242. This lab is an official lab for all university students, though most undergraduates use computer labs more centrally located. Our lab is paid for by student computer fees assessed by the university. Sign on to these computers with your university username and password.

The printer in the lab is part of the university network. As part of your student fees, you are allotted \$7.50 of printing credits each semester, which amounts to about 150 pages. Copies are charged from your student computer account. If your account runs out of money, you may add additional funds by going to <http://microlab.uwyo.edu/printquota.asp>.

Also in this room are Lexis printers. When printing results from searches in Lexis, you will be prompted to select either the printer on the second floor or the printer located in the copy room on the main floor of the library across from the Circulation Desk. Only Lexis pages will print from these printers. Lexis does not charge for printing.

Photocopies, Faxes and Scans

One coin-operated photocopy machine is available in Room 122 across from the Circulation Desk. The machine takes up to \$5.00 in cash. Copies are \$.10 each. Students and all public users may request faxes be sent from the library's Circulation Desk. Refer to the Circulation Desk for associated charges. There is no charge for local faxes. A scanner is available in the student computer room. Use the adjacent computer to access the HP scanning software located on the desktop.

GENERAL INFORMATION

Bomb Threat Policy

The following is to establish guidelines for an acceptable, safe response by the University of Wyoming Community to bomb threats and actual bomb emergencies, and to provide maximum public safety while minimizing disruption to normal university business. It is the policy of the University of Wyoming to regard all bomb threats as serious threats and to evaluate each individually to assess the credibility of the threat to determine an appropriate response. The purpose of this policy is to establish procedures that are to be followed in dealing with bomb threats and actual bomb emergencies.

Threat Procedures:

1. Any bomb threat received by a UW employee shall be reported to the UW Police Department immediately.
2. Staff, faculty, and students that are in frequent telephone contact with the public will be provided with a standard format of questions to be used as an attempt to gather information from the individual making the threat (appendix A– FBI Bomb Threat Checklist).
3. The University Police Department will provide training for university personnel on how to respond to bomb threats and bomb emergencies to promote a consistent understanding of these policies and procedures.

Evacuation Procedures:

1. The decision to evacuate a building must be left up to the University Police Department. The Chief of Police or designee, in consultation with other management officials, will make this decision.
2. The University Police Department will assist in coordination of the evacuation effort.
3. In case of an actual evacuation, all individuals must leave the building. Failure to do so may result in civil charges.
4. All individuals should move to a location at least 300 feet away to avoid any flying debris should an explosion occur. Designated locations should be agreed upon in advance so that all individuals can be accounted for and so that officers investigating the threat can have access to people who might have information relating to the threat.

Search Procedures:

1. Upon notice of the evacuation, faculty and staff should check their respective work areas for any unusual or out-of-place packages. Suspicious items shall be reported to the University Police. Evacuees should remove items such as lunch boxes, purses attaché cases, backpacks and other personal packages which might cause unnecessary wasted effort during the building search phase. After work areas have been checked, faculty and staff should lock their area and leave the building.
2. After the building is evacuated and a preliminary check has been made by faculty and staff immediately prior to evacuation, the University Police Department shall coordinate the building search.

The decision to re-occupy the building shall be made by the University Police Department. University Police officials will provide notification to the administration and the public.

Building Rules

The College of Law seeks to provide a comfortable and pleasant learning environment to all students. To achieve this goal, please abide by the following policies.

- (1) The College of Law is a no-smoking building. If you wish to smoke, you may do so outside the building. Containers for cigarette butts are provided to help keep the entrances clean.
- (2) Pets are not allowed in the building. Leave your pets at home to keep our building clean and safe. Many people are allergic to certain animals. Also, many animals can unexpectedly engage in problem behaviors even though they are well trained.
- (3) Many people are sensitive to perfumes, scents, cologne, etc. in a closed room. Please moderate the use of perfume, scents, cologne, scented hair products, etc., especially in the smaller rooms.
- (4) Cell phones should be turned off during class, and please do not talk on your cell phone either in class or in library study areas.
- (5) Student events can be listed on the television in the hallway by contacting the PLC. You can also list events and meetings on the small chalkboards to the side of the main chalkboard in the main classrooms. Do not use the main chalkboards or white boards in the classrooms for announcements. Do not post flyers or posters on the walls or doors. There are bulletin boards in the student lounge and on either side of the white board calendar for paper postings. The College of Law also has an event calendar on the website that is accessible by students.

Classroom Scheduling

Classrooms not otherwise in use can be scheduled for events, meetings, and other functions by faculty, staff, and students/student organizations. Scheduling of events in the classrooms is on a first-come, first-serve basis. Classes and law school functions have priority and classes will NOT be cancelled to accommodate any function. Meetings and events are posted on the UW Law School calendar at: www.uwyo.edu/law/events. Please stop by the Front Office for classroom scheduling questions and to reserve classrooms. All scheduling must be done a minimum of 24 hours (1 day) ahead of the function. Arrangements with movers for tables/chairs, catering arrangements, etc. must be done by the organization and the Front Office notified of the arrangements. If an event is cancelled, the Front Office must be notified.

Fire Policy

The following practices must be observed regarding fire alarms and proper evacuation procedures:

When to pull the alarm:

1. If you see a fire or smell smoke, do not hesitate. Make a mental note of the fire location.
2. Pull the alarm to evacuate the building.
3. Call 911 from a safe location to report the fire.
4. Stay on the line and answer questions from the dispatcher to the best of your ability.

Evacuation Procedures:

1. All building evacuations will occur when an alarm sounds and/or upon notification by the UW Police, the local fire department, the local police, the Environmental Health and Safety Office, or the Building/Facility Coordinator.
2. When the building evacuation alarm is activated during an emergency, leave the building by the nearest marked exit and alert others to do the same.
3. ASSIST THOSE WHO NEED HELP IN EXITING THE BUILDING!
4. DO NOT USE THE ELEVATORS IN CASES OF FIRE AND/OR EARTHQUAKE.
5. Once outside, proceed to a clear area away from the affected building. However, remember to keep streets, fire lanes, hydrant areas and walkways clear for emergency vehicles and personnel.
6. DO NOT return to an evacuated building unless told to do so by the local fire department, the local police, or the Environmental Health and Safety Office.

No one can possibly know everything that is happening with a given building at any time simply due to the occupancy size of the faculty, staff, and students. The alarms are the signal to evacuate and everyone must voluntarily comply for their own safety.

Smoke-Free Building Policy – UniRegs 178 and 180

As of May 9, 1993, the College of Law building is a totally smoke-free building. Smoking is not permitted in any room or area within the physical confines of the structure.

Mailboxes/Lockers

The Law School provides a mailbox and a locker. The mailboxes are located near the circulation desk in the Law Library. The lockers are located near the classrooms adjacent to the Student Lounge. The student's locker and mailbox will be the same number. Every year the lockers and mailboxes are reassigned to accommodate the new first year students. All students will receive notice of their new assignment at the beginning of the fall semester.

Students should check their mailbox several times a day. Faculty and staff use mailboxes to correspond with student relating school work and in cases of emergencies. Mailboxes are to be used by the College of Law and not for federal mail.

FINANCIAL AID INFORMATION

Employment

Because law school studies are new and difficult and the workload is heavy, students should make every effort to arrange their finances so the first year of law study can be completed without outside employment. Under the accreditation standards of the American Bar Association governing the College of Law, a law student may not engage in employment for more than 20 hours per week in any semester in which the student is enrolled in more than 12 class hours. Part-time work may be compatible with law study in the second and third years.

Residency

Residency status for tuition purposes is not automatically granted. The minimum amount of time you have to reside in the state to qualify is one year; however it is very rare that a student's residency status is based solely on that factor. Decisions for changes in status are made through the Office of the Registrar at the University. These decisions are made on a case-by-case basis. Multiple factors in addition to the time an applicant has resided in Wyoming are considered. The website listing the University's policies on residency status is: http://www.uwyo.edu/registrar/general_information/residency.html. Specific questions regarding establishing residency status should be directed to the Office of the Registrar at (307) 766-5272 or registrar@uwyo.edu.

University-Wide Financial Assistance

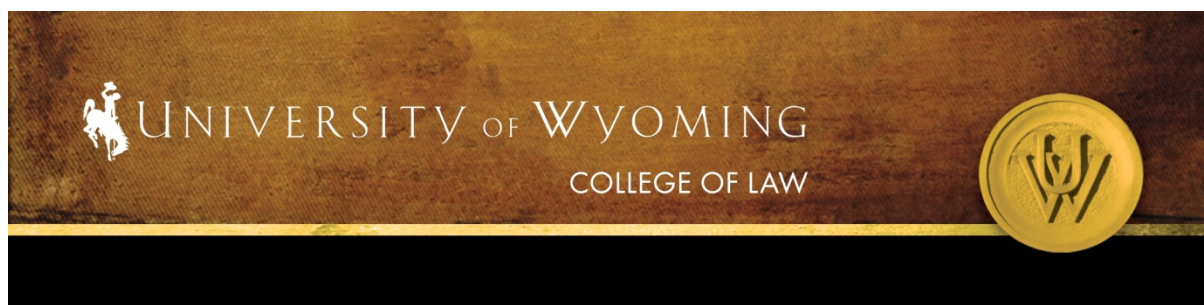
The Office of Student Financial Aid administers student financial aid programs available on a university-wide basis. These programs include scholarships and grants; student loans, including the Perkins Loan, Subsidized Stafford Loans and Unsubsidized Stafford Loans; student employment, including the Federal College Work-Study Program; educational benefits under the Servicemen's Readjustment Act (G.I. Bill) and the War Orphans Act; and benefits available to disabled veterans. Arrangements for financial assistance should be made prior to enrollment.

For financial aid information, please contact (307)766-2116. Applicants are encouraged to apply for financial aid as soon as possible after October 1.

Other Assistance

College of Law Employment Opportunities

During the academic year, the College of Law has several part-time jobs for library assistants and for research assistants to the faculty. Students may also do research for practicing attorneys, on an hourly basis, through Legal Research Services. A limited number of summer positions are available in the Defender Aid Program, Legal Services Program, and Prosecution Assistance Program, and as research assistants. These positions are subject to the availability of funds budgeted to the College of Law or provided under the Work-Study Program.



STUDENT TRAVEL REIMBURSEMENT POLICY

Due to very tight budgets for both Competition and Clinic/Practicum Travel, students traveling for the College of Law (COL) are reimbursed according to the following guidelines. Reimbursement can take up to three weeks after receipts are submitted to UW Accounting. Many travel expenses can be paid directly by the COL to alleviate students' out-of-pocket expenses for airfare and lodging. Note also that the Deans can, at their discretion, impose a ceiling amount for reimbursement on any trip regardless of expenditures incurred.

Please remember that you represent the COL during your student travels and are expected to remain professional at all times.

Any charges for which you will be requesting reimbursement must be accompanied by an original itemized receipt, with the following exceptions:

- E-470 tolls: A receipt is not provided, so you can be reimbursed the current toll amount without the receipt, you must document it in your reimbursement request.
- Allowable meals are reimbursed at a flat \$10/meal.

The UW Accounts Payable Office has a strict 60 day deadline from the time travel is completed to process the reimbursement. Please submit your receipts to the COL Business Office within a week of your completed travel so this deadline can be met.

Non-reimbursed items

The University will not reimburse for expenses incurred for alcoholic beverages. No reimbursement shall be made for personal expenses (personal entertainment, room service, in-room movies, etc.) or gifts.

Competition Team (Board of Advocates) Travel

Board of Advocates Vice Presidential Travel Arrangement Responsibilities:

Each Vice President, in consultation with the COL Business Office, is responsible for making travel arrangements for his/her competition's winning team. These arrangements include registering the team with the regional or national competition organization, selecting flights, and hotel accommodations. The Vice President must submit to the Associate or Assistant Dean the "Student Team Competition Travel Authorization Form" along with all required documentation.

Registration fees:

Registration fees are usually paid directly by the COL. Please forward to the Business Office the registration form and program itinerary. Meals that are provided with the registration are not eligible for

reimbursement. If the registration process has not already been performed, attach the information and forms to the “Student Team Competition Travel Authorization Form”.

Transportation

Airlines: The COL can make flight arrangements and pay for flights directly. Each VP must select the flights that work best for the team traveling and the competition dates. Every effort should be made to obtain the lowest fares. Once the flights are selected, Attach the complete itinerary showing dates, times and flight numbers to the “Student Team Competition Travel Authorization Form”. Reimbursement for airline ticket cancellation penalties may be available if the cancellation is due to circumstances beyond the control of the traveler. All vouchers for such payments shall be accompanied by an explanation of the circumstances requiring a cancellation of the airline ticket. Penalties and additional costs of travel brought on by poor judgment such as bad time management or excessive socializing will be the responsibility of the student. Once again, you represent the COL during your student travels and are expected to remain professional at all times.

Vehicles: To seek reimbursement for using a personal vehicle or to use a UW Fleet Vehicle, you must be a *UW Approved Driver*. You must go online to: <https://www.uwyo.edu/safety/mvr.aspx> and complete the “Motor Vehicle Records Input Form.”

Personal Vehicle: When a personal vehicle is used, mileage is reimbursed at \$.30/mile. The mileage allowed shall be the standard MapQuest mileage for the most direct route. Only one vehicle’s expense will be reimbursed per trip. For example, if a student chooses to drive his/her own vehicle separately from the team for personal reasons, we will not reimburse that student for mileage. Attach a listing of who is driving (along with the License Plate number of the vehicle) and who is riding with whom to the “Student Team Competition Travel Authorization Form”. When using a personal vehicle, we reimburse mileage, not fuel.

UW Vehicles: UW fleet vehicles are reserved through Effie Benoit by submitting the “Car Pool Reservation Request” form along with the “Student Team Competition Travel Authorization Form”.

Taxis, hotel shuttles, car rentals: Original itemized receipts for these expenses in the destination city must be submitted for reimbursement.

Fuel: If you purchase fuel for a UW or rental vehicle, you must provide a receipt showing how many gallons were purchased and at what rate/gallon. UW Accounting WILL NOT accept requests for reimbursement otherwise. No exceptions.

Parking: Itemized receipts must be provided. Reimbursement is limited to economy lots.

Meals

Meals are reimbursed at a per meal rate, so receipts are not relevant. Meals throughout the trip that are not supplied by the event are reimbursable. Meals are reimbursed at \$10/meal for allowable meals. Any meal that is provided by the competition or the hotel (continental breakfast) is not eligible for reimbursement. Meal reimbursement is calculated based on the approximate departure and arrival times in Laramie. A word of caution: if you choose to pick up the tab for a group of travelers, you will be reimbursed for your meal only and must collect from the other travelers yourself. Though it is inconvenient for the wait staff,

it is best to request separate tickets. We do not allow students to purchase meals for non–UW travelers. We will only reimburse your personal meal.

Lodging

Normally, lodging reservations can be made and paid for by the COL. The COL covers lodging for the night that directly precedes the event and the actual days of the event. Lodging charges that extend beyond the night of the final day of the event must be paid from your personal funds. It is COL policy for students of the same gender to share rooms with one person per bed. If a student incurs lodging expenses, the original folio (showing your name, room, and tax) must be submitted. Reimbursement will not be made for unused lodging reservations due to failure to cancel. Students must be prepared to present a personal credit card to be used as a “deposit” for any incidental charges (room service, movies, etc.) that are made to the room.

Clinic, Practicum, and Instructional Travel

All overnight trips for Clinic, Practicum, or Instructional travel must be pre–approved by. Pre–approval must be requested by submitting the “Student Clinic, Practicum and Instructional Travel Authorization” Form to the Associate or Assistant Dean. Failure to obtain pre–approval will result in the trip not being reimbursed.

Transportation

Vehicles: To seek reimbursement for using a personal vehicle or to use a UW Fleet Vehicle, you must be a *UW Approved Driver*. You must go online to: <https://www.uwyo.edu/safety/mvr.aspx> and complete the “Motor Vehicle Records Input Form.”

UW Vehicles: UW fleet vehicles are reserved through Tim Crawford by submitting the “Car Pool Reservation Request” form and will be direct billed to the COL.

Personal Vehicle: When a personal vehicle is used, mileage is reimbursed at \$.30/mile. The mileage allowed shall be the standard MapQuest mileage for the most direct route. Only one vehicle’s expense will be reimbursed per trip. For example, if a student chooses to drive his/her own vehicle separately for personal reasons, we will not reimburse that student for mileage. When using a personal vehicle, we reimburse mileage, not fuel.

Airlines: The COL can make and pay for flights directly. Every effort should be made to obtain the lowest fares. Once the flights are selected, attach the complete itinerary showing dates, times and flight numbers to the “Student Clinic, Practicum and Instructional Travel Authorization Form”. Reimbursement for airline ticket cancellation penalties may be available if the cancellation is due to circumstances beyond the control of the traveler. All requests for such reimbursements shall be accompanied by an explanation of the circumstances requiring a cancellation of the airline ticket. Penalties and additional costs of travel brought on by poor judgment such as bad time management or excessive socializing will be the responsibility of the student. You represent the COL during your student travels and are expected to remain professional at all times.

Taxis, hotel shuttles, car rentals: Original itemized receipts for these expenses in the destination city must be submitted for reimbursement.

Fuel: If you purchase fuel for a UW or rental vehicle, you must provide a receipt showing how many gallons were purchased and at what rate/gallon. UW Accounting WILL NOT accept requests for reimbursement otherwise. No exceptions.

Parking: Itemized receipts must be provided. Reimbursement is limited to economy lots.

Meals

- The COL has deemed that students traveling for the day while doing clinic work will not be reimbursed for their meal expenses. This has been the standard for many years with our clinics and practicums.
- If the travel is overnight, meals are reimbursed at a per meal rate, so receipts are not relevant. Meals throughout the trip that are not supplied by the event are reimbursable. Meals are reimbursed at \$10/meal for allowable meals. Any meal that is provided by the event or the hotel (continental breakfast) is not eligible for reimbursement. Meal reimbursement is calculated based on the approximate departure and arrival times in Laramie. A word of caution: if you choose to pick up the tab for a group of travelers, you will be reimbursed for your meal only and must collect from the other travelers yourself. Though it is inconvenient for the wait staff, it is best to request separate tickets. We do not allow students to purchase meals for non-UW travelers. We will only reimburse your personal meal.

Lodging

Normally, lodging reservations can be made and paid for by the COL. The COL covers lodging for the night that directly precedes the event and the actual days of the event. Lodging charges that extend beyond the night of the final day of the event must be paid from your personal funds. It is COL policy for students of the same gender to share rooms with one person per bed. If a student incurs lodging expenses, the original folio (showing your name, room, and tax) must be submitted. Reimbursement will not be made for unused lodging reservations due to failure to cancel. Students must be prepared to present a personal credit card to be used as a “deposit” for any incidental charges (room service, movies, etc.) that are made to the room.

Student Travel Advances

Under rare circumstances, students may be eligible to obtain travel advances. However, this does not apply to team competition travel. These advances are usually only used for international travel. For more information on eligibility, please discuss travel reimbursement options with the COL Business Office.