

GUIDE TO THE **First Year**



RICHMOND
School of Law™

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Academic Calendar 2022-2023

First Year Orientation	August 16-19, 2022
Fall Classes Begin	August 22, 2022
Labor Day/Class Day	September 5, 2022
Fall Break	October 7, 2022 (after classes)
Classes Resume	October 12, 2022
Thanksgiving Break	November 22, 2022 (after classes)
Reading Week.....	November 28-December 2, 2022
Last Day of Fall Classes	November 22, 2022
Fall Exams	December 5-16, 2022
End Fall Term	December 16, 2022
Spring Classes.....	Begin January 9, 2023
MLK Jr. Day/Class Day	January 16, 2023
Begin Spring Break	March 3, 2023 (after classes)
Classes Resume.....	March 13, 2023
Last Day of Spring Classes.....	April 14, 2023
Reading Week.....	April 17-21, 2023
Spring Exams.....	April 24-May 5, 2023
Spring Commencement	May 6, 2023

I. Introduction

This Guide to the First Year is prepared by the Dean's Office with input from several other offices on campus to provide information you may find useful during your first year and beyond. We welcome your comments and suggestions for future revisions.

II. Academics

A. The 1L Curriculum

During the first year of the JD program, your schedule of required courses will be set for you. You'll take numerous doctrinal courses, which focus on topical areas of law. You'll also take courses focused on legal analysis and writing, research, and professional identity formation.

B. Doctrinal Courses

These courses are designed to introduce you to the most fundamental areas of the law – the “building blocks” from which other, more specialized, legal doctrines evolve. In the fall semester, these courses include Torts, Property, and Civil Procedure. In the spring, the doctrinal courses include Criminal Law, Contracts, Constitutional Law, and Legislation & Regulation.

C. Legal Analysis & Writing

Students will take Legal Analysis & Writing I in the fall, followed by Legal Analysis & Writing II in the spring. These courses teach students to engage in a principled, systematic process of legal writing and analysis to prepare them for the rigors of client-centric, service-oriented legal practice in a rapidly changing world. Students learn a process and develop a toolbox of skills that are adaptable to many types of legal issues and communication needs.

D. Legal Research

During the fall semester, students will take a one-credit Legal Research Course. This class provides students with the key skills necessary to find legal materials online and in print.

E. Professional Identity Formation

In addition to these courses, students also take a Professional Identity Formation (PIF) course in both fall and spring. Richmond's PIF program helps students discern their own values, strengths, and interests in relation to their individual practice, the legal profession, and society. Through a process of self-directed learning, students attain critical interpersonal lawyering skills.

F. Method of Instruction

The method of instruction used in the first-year doctrinal courses varies somewhat from

professor to professor. However, significant emphasis in each course is placed upon developing your analytical skills. These skills are honed through use of the “case method” in class. After reading and studying cases, students are called upon in class and expected to identify case features such as the relevant facts, the issue(s) presented by the case, the court’s disposition (or “holding”), and the rationale for that disposition based upon applicable rules of law.

III. Preparing for Class

A. General Policy on Class Attendance, Punctuality, and Preparation

The classroom experience is an indispensable part of a student's legal education, and every student is accordingly required to attend class fully prepared and on time. The professor shall be responsible for monitoring compliance with this policy, for determining whether a student's failure to comply is excused, and for determining the consequences of an unexcused failure to comply. The professor shall advise the class of their approach to these matters at the beginning of the semester. Students who need an excused absence due to a religious observance should notify the professor in the first two weeks of the semester, consistent with the [University's Religious Observance Policy](#).

B. Minimum Attendance Requirement

Any student who fails to attend at least 75 percent of a course's required sessions or their equivalent (as determined by the professor, in consultation with the Associate Dean for Academic Affairs, and in conformance with the University's Religious Observance Policy) will not pass the course. This requirement applies regardless of whether the absences are excused and regardless of any individual professor's attendance policy (although an individual professor may impose a more demanding requirement for their course). In appropriate circumstances, students unable to satisfy this requirement may be granted a leave of absence and full reinstatement upon their return. Students should keep track of their own attendance, and a student who is having difficulty meeting this requirement, or who anticipates such difficulty, should meet immediately with the Associate Dean of Students or the Associate Dean for Academic Affairs to discuss the possibility of a course withdrawal or a leave of absence from the law school.

C. Class Preparation

The purpose of the case method in first-year instruction is to achieve a comprehensive and well-rounded familiarity with legal doctrine and principles. For this reason, the classroom experience and effective class participation are essential to the first-year academic experience. First and foremost, this requires a full and careful reading of the assigned materials for each class. Starting at the beginning of the semester, students are often surprised at the amount of time they have to spend to feel fully prepared for class. This time required to fully digest and understand a case will diminish with practice, but for the first few weeks, be prepared to spend a lot of time mastering each case.

D. Briefing a Case

Much of your assigned reading will be opinions published by courts in actual cases. These case opinions can be challenging to read, understand, and remember. Therefore, most students find it helpful to “brief” the case — that is, to break the opinion into component elements and write out your understanding of those elements. The brief is an invaluable tool in preparing for class participation. It also will enable you to begin to understand better how the law works in individual cases, the significant aspects of a case, and how to distinguish relevant from irrelevant facts. Bear in mind that each professor may have a different emphasis on the various aspects of a case for their course, and you will want your case briefing to be tailored to those particular areas of emphasis.

E. Study Guides

There are many commercial study guides available to students which cover the first-year core curriculum. These commercial guides are organized in varying formats, providing both substantive and organizational information for studying, and question-and-answer formats for exam preparation and practice. You can find copies of commercial study aids on reserve in the law library. All commercial study aids are available for purchase either at our campus bookstore or online. Many students also sell these study guides second-hand at the beginning of the school year.

- *Commercial outlines* are not recommended as a substitute for creating one’s own outline for each class. They can be very useful as a reference to demonstrate how information can be organized in an outline. Nevertheless, each student must attempt to organize the material themselves and articulate material in their own words. Commercial outlines also are available for purchase in the campus bookstore or online.
- *Pre-written case briefs* for first-year core classes are not recommended as a substitute for class preparation. Students should read the assigned cases and learn to brief the textbook cases themselves in order to assimilate the legal analysis.

F. Study Groups

Although much of your class preparation and studying must be done alone, many students find it helpful to form a study group. Discussing what you have read and covered in class can be an excellent way to enhance your understanding. Generally, study groups are small, with five or fewer members. Although some students will rush to form a study group at the beginning of the academic year, for many it is preferable to wait until closer to exams. Your study partners should be classmates you respect, those with a similar study ethic, and those with whom you feel comfortable. Study time is precious; do not study with someone simply because you are friends. If studying becomes socializing, your study group is not working for you. Conversely, if studying with members in your group causes anxiety, conflict, or stress, your study group is not working for you. Study groups provide a vehicle for you to teach and learn from each other, but should not be viewed as a way to have others do a portion of your workload.

IV. Grading & Examination

A. Exam Procedures

Every fall, the Associate Dean of Students will explain the exam procedures that will be used during the fall and spring semesters. Stay tuned for guidance on these procedures and if you have any special circumstances that require a change in procedures, please contact the Associate Dean of Students.

B. Anonymous Grading

When possible, courses are graded on an anonymous basis. Each year, you will receive a four-digit anonymous Exam ID number. You should use this number instead of your name on all exams, unless instructed otherwise. It is very important that you use your correct number. Certain courses, however, cannot be graded anonymously. For example, courses with significant writing, performance, or participation requirements fall outside of the anonymous system. Also, certain courses are graded on a partially anonymous system. For example, a first-year course might be graded primarily by use of an exam but might also have a portion of the grade based on classroom participation.

C. Grade Reports

Grade reports are available online at bannerweb.richmond.edu at the end of each semester. We cannot release grades over the phone.

D. Grading Policy

The grading policy for classes you take as a first-year is as follows:

- The mean (average) grade point for each course will be 3.30 +/- .10;
- The following grade distribution shall apply:
 - 20-40% = A or A-
 - 25-45% = B+
 - 10-30% = B
 - 5-25% = B- and below

The Associate Dean of Academic Affairs will have limited discretion to allow faculty to deviate from the above policy. Additional grading rules apply to classes you take as a second or third-year, and those rules are located in the [Law Catalog](#).

E. Grade Appeals

If you object to a grade, you should discuss the grade directly with the faculty member assigning it within the first two weeks after the grade was issued. The Associate Dean of Academic Affairs

can correct a grade for a mathematical or clerical error. If a grade appeal is based on any other basis, you should consult directly with the Associate Dean of Academic Affairs.

V. Support & Advising

A. Academic Success Program (ASP)

The ASP helps students adjust to the first-year of law school, reach their academic potential during law school, and ensure that all graduates are fully prepared to meet the challenge of the bar examination. First-year students work with Professor Margaret Ann Walker.

First-year ASP is an open-attendance program providing ongoing support and education through academic skills classes, workshops, and individual conferences throughout the academic year. Everyone is encouraged to attend, but attendance is voluntary. ASP also provides coaching on time management strategies and stress management.

In the fall, Civil Procedure faculty members partner with ASP to provide three mandatory sessions covering case briefing, outlining, and writing exam answers. These sessions are integrated into Civil Procedure classes and content to provide students with context as they learn these critical skills.

B. Faculty Mentors

Every student is assigned a faculty mentor upon entry to law school. Faculty mentors support you in your journey from law student to legal professional. Many students maintain contact with their assigned faculty mentor throughout their law school career. Others form a mentoring relationship with a faculty member with whom they have established a close professional bond. However created, a strong mentor relationship with a faculty member can be a very positive experience in law school. Mentors can encourage self-reflection and self-direction, offer guidance and feedback, provide context for your academic and professional experiences, and model professional behavior and values.

As part of the Professional Identity Formation (PIF) course, 1L students are required to meet at least once with their faculty mentor in the fall and spring semesters. These meetings provide opportunities for students to assess both their successes and challenges as they adjust to law school, identify areas for growth, and find resources to maximize their experience in law school.

C. Student Section Mentors (SSMs) & Peer Mentors (PMs)

Every first-year small section is assigned a Student Section Mentor (SSM). SSMs are second- and third-year law students who serve as knowledgeable guides for new students and provide access to people, resources, and information. SSMs encourage a sense of community between students in their section and focus on a smooth transition, acclimation, and a sense of belonging at Richmond Law. You can expect to hear from your SSM throughout the year with reminders about resources that may help you.

Peer Mentors are second- and third-year law students who offer guidance and connect incoming students to helpful resources during their first year of law school. Each incoming student is matched with a Peer Mentor at orientation. You can ask your Peer Mentor about their own law school experience and share questions or concerns about your own. Both Peer Mentors and Student Section Mentors can provide student-focused insights about how to achieve success and happiness as a first-year law student.

D. Career Development Office (CDO)

The Career Development Office (CDO) will help you explore your professional interests and define and achieve your career goals. The CDO supports students by conducting advising sessions, developing and implementing programs to increase your knowledge of career paths and refine your employment search skills, and facilitating alumni and employer connections.

As an entering student, you will be paired with a career advisor early during your first semester. Your career advisor, who is your primary CDO contact, is available to help you develop an employment search strategy, prepare application documents, practice interviews, build a networking plan, and direct you to various employment search resources. As you will work with your advisor throughout your time at the law school, your advisor will be able to provide feedback tailored to your unique situation. You should participate in an initial meeting with your career advisor no later than mid-October. Thereafter, you may schedule a meeting with your career advisor at any time. Regular meetings and email check-ins are encouraged.

The CDO sponsors two recruitment programs during spring semester to supplement your employment search efforts. You may apply for interviews through the Spring On-Campus Interview Program and the Government & Public Interest Interview Program. You also may apply to job postings through our Symplicity system.

The Career Development Student Advisory Board meets regularly with the CDO team to discuss topics impacting students in the employment process and helps identify and plan the programs and services students need. Above all, the CDO is here not only to help you find a job, but to guide you as you launch your career.

E. Counseling and Psychological Services (CAPS)

CAPS offers a wide range of free, short-term mental health-related services for students at the University of Richmond. About one-third of UR students use CAPS services at least once before they graduate. Law school is a stressful experience for many and, on top of that stress, life events may occur during law school which exacerbate that stress. CAPS is staffed by licensed mental health professionals. Their services are free and confidential. You are strongly encouraged to utilize CAPS services if you feel they could help you. No problem is too big or too small. You can find [more information online](#).

Law students can use CAPS services in two locations – at the CAPS offices located in the Well-Being Center anytime during normal business hours or at the Law School during designated hours each week. To make an appointment with CAPS in the Well-Being Center, stop by the

CAPS front desk in the Well-Being Center. The Well-Being Center is a short walk from the law school. Remote counseling sessions will be available.

F. Disability Services

You can request disability accommodations at any time during your law school career, even if you have never received accommodations in the past. Academic accommodations can be made for various disabilities including medical, learning, physical, and psychological disabilities. The Associate Dean of Students is the Law School's Disability Coordinator and is available to answer any questions. You can also visit the [Disability Services](#) webpage for more information.

Additionally, there are several disability specialists housed within the University's Counseling and Psychological Services (CAPS) who are available for consultation should you suspect that you have a disability. They can provide counseling as well as referrals for appropriate testing, if warranted. CAPS can be reached at (804) 289-8119, or you can visit their offices in the Well-Being Center.

VI. Student Employment

Note: Due to the academic rigor of the JD program, it is not recommended that law students work more than 20 hours per week while attending classes.

A. Federal Work-Study Program

Federal Work-Study (FWS) funds may be available to eligible law students who are interested in working on-campus during the fall and spring terms. Adding FWS eligibility to your financial aid package will reduce your eligibility for student loans. If you are interested in FWS funding, contact the Office of Financial Aid to determine your eligibility and if funding is available.

B. University Work Program

Students who do not receive Federal Work-Study funds as part of the financial aid package can seek employment under the University Work Program. Available positions are listed on the [Student Employment web site](#).

VII. Financial Planning

A. Budgeting

The financial realities of your legal education are important factors to plan for and manage. Most students leave law school with student loan debt. Student loan debt, if managed responsibly, is not an overwhelming burden, but rather a very intelligent investment in your future.

You should develop a realistic budget and borrow what you need, not necessarily the maximum

for what you are eligible. Plan ahead for all expected expenses like rent, books, groceries, gas, medications, car maintenance, etc. Then set some money aside for unexpected costs and emergencies. There should be room in your budget for non-necessities, but remember, if you are financing your life during law school with student loans it is in your best interest to limit your spending, and therefore your debt, as much as possible.

Remember that unless you enroll in a credit bearing activity for the summer term you will not receive student loan funding for the summer, so it is wise to set some funds aside from both your Fall and Spring disbursements to cover living costs during the summer. Some, but not all, students engage in paid work opportunities over the summer. Better to put some funds away and have extra for the following year if you do find paid work than be left with nothing in the bank over the summer.

B. Financial Aid Office

The Financial Aid Office supports students in many ways. They process loans and scholarship awards, provide helpful information about loan repayment, forgiveness, and consolidation, offer guidance on student budgeting, and answers all questions related to financial aid.

Students may also reach out to the Financial Aid Office to *request an appointment with a personal finance advisor* to discuss their individual financial needs.

C. MAX by AccessLex

MAX by AccessLex is a financial education program hosted online made specifically for law students. The programs include webinars, online lessons, and even one-on-one coaching completely free of charge for all Richmond Law students. Topics range from basic information about student loans and budgeting to an introduction to investing. Students may [access MAX online](#).

VIII. Extracurricular Activities

A. School-Life Balance

Extracurricular activities are valuable, and all students are encouraged to participate in them. However, do not feel pressured to join every group, try out for every competition, or attend every event. Decide what makes sense for you and selectively pursue the activities that are most interesting to you. Make sure to ask how much of a time commitment is expected from any extracurricular activity and carefully consider whether you have that time to give before joining.

Creating a school-life balance can be challenging for many students. Try to get plenty of rest, set aside time for exercise, social time, and quiet time. The skill of time management is key to a successful balance. Finding the right balance between academics, extracurricular activities, relationships, and self-care is not always easy, but is essential to your overall well-being and success. Be mindful about which activities you choose to pursue throughout your time in law school.

B. Pro Bono Opportunities

Lawyers have a professional obligation to serve their communities, and pro bono service is a great way not only to fulfill this obligation but also get hands-on legal experience. Additionally, at least one state (New York) requires 50 hours of pro bono service prior to admission to its bar. Richmond Law offers a variety of pro bono opportunities, ranging from one-time commitments to ongoing case matters.

Program descriptions may be [found online](#) and additional opportunities are promoted throughout the academic year through Symplicity, as well as The Docket e-newsletter. For more information, please contact Professor Tara Casey, Director of the Carrico Center, at (804) 287-1207 or tcasey@richmond.edu.

C. Student Governance

The Student Bar Association (SBA) is the student governing body at the Law School. It also serves as the student voice before the faculty and administration. The Executive Board is composed of the President, Vice President, Treasurer, and Secretary as well as other representatives. These positions are filled through a general election process held each spring, normally before Spring Break.

Additionally, there are class representatives from each year that make up the SBA Executive Board—two second-year students, two third-year students, one LLM representative, and five first-year students (one representative from each first-year section). The election for second and third-year representatives occurs in the spring. The election for first-year student representatives takes place in September of each year. The SBA also serves in a programming capacity and hosts events throughout the school year such as the annual Barrister's Ball to promote collegiality and community among law students. In addition to its governing responsibilities, the SBA is allocated significant funding from the University and is charged with the responsibility of financially supporting Law School student activities and organizations. The funding process begins in the spring for the upcoming academic year with requests from each organization.

D. Student Organizations

There are over 35 groups in the law school covering a multitude of interests and perspectives. You can find a list of [all organizations online](#). Organizations elect new officers in the spring semester.

There is a student organization fair held during new student orientation and all students are welcome to attend and gather more information.

E. Journals and Boards

During your first year, you will become aware that some upper-class students are involved in

academic journals and organizations focused on practical lawyering skills. Some of these organizations are open to 1L participation, while some reserve participation until after the first year of law school has concluded.

1. Journals

Richmond Law has three student-run journals: the *University of Richmond Law Review*, the *Richmond Journal of Law and Technology*, and the *Richmond Public Interest Law Review*. Each Journal publishes articles and essays written by scholars as well as students. All sponsor academic symposia during the academic year. Each Journal has a website providing an overall description. Additionally, all Journals have offices in the building.

Journal Work. Student members research all manner of legal sources (articles, statutes, constitutions, cases) to collectively improve the quality of the scholarship selected for publication. During the second year of Journal membership, a student can seek to be named as one of the Editors of the Journal. Journal Editors may be responsible for selecting work for publications, administering symposia, or assisting in the administration of the Journal.

Membership. There is a Unified Competition for entry onto the Journals at Richmond, consisting of a Bluebook exam and a case note writing competition. The competition is held after the conclusion of spring exams in May and is the sole opportunity for non-transfer students to be selected for journal membership. The competition involves an exam on legal citation (aka “Bluebooking”) as well as an assigned “case note” (an in-depth analysis of a particular case). In addition, each journal conducts brief interviews of all applicants. If you are interested in joining a Journal after your 1L year, stay tuned for information sessions hosted by the Journals each spring.

2. Boards

In addition to journals, many students become members of “boards” that are focused on developing practical legal skills. These boards include the Trial Advocacy Board, the Moot Court Board, the Client Counseling and Negotiation Board, and the Alternative Dispute Resolution Society.

Trial Advocacy Board. The Trial Advocacy Board (TAB) is focused on developing the skills of trial advocacy. TAB members compete against each other in “internal” competitions as well as against students from other schools in “external” competitions. Admission to the board is through a fall semester competition that is open to all students. Some first-

year students compete at this point, while some who wish to participate wait until their second year. Interested students should pay attention for announcements from TAB. Learn more about TAB [here](#).

Moot Court Board. The Moot Court Board is focused on developing the skills of appellate advocacy through internal and external competitions. First-year students can compete for board membership in competition held in each spring. Students who wish to participate but want to wait until their second year compete in a fall competition. Interested students should stay tuned for information sessions held by the Moot Court Board, or read further [here](#).

Client Counseling & Negotiation Board. The Client Counseling and Negotiation Board promotes the skills of negotiation as well as client interviewing and counseling. As with other boards, students compete both internally and externally. Board membership is determined by competitions that are held each fall and spring. First-year students are eligible to participate in either competition, or interested students may also choose to wait until their second year to participate. Interested students should keep an eye out for announcements from CCNB or read further [here](#).

Alternative Dispute Resolution Society. The ADR Society seeks to build relationships between students, professors, and practitioners in the increasingly popular disciplines of mediation, arbitration, and collaborative law. Students compete both internally and externally. First-year students can compete for admission to the Society, or wait to participate in their participation to their second year. The ADR Society will hold information sessions for interested students, though additional information can be found [here](#).

IX. Summer Opportunities

At the end of their first year at Richmond Law, many students elect to participate in one or more of the Law School's programs in England. These are often a fun and more relaxing way to gain legal experience while earning extra credits towards graduation.

A. Cambridge (UK) Summer Study Abroad

Richmond Law offers a five-week summer program during the latter half of the summer at the University of Cambridge in England. Students can take a maximum of six credits, which can then be used to reduce credit loads in the second or third years. For further questions about the Cambridge Summer Program, please contact [Professor Andy Spalding](#).

B. London Externship

Richmond Law's London Externship is a four-week program offered during the first part of the summer. Students work 40 hours a week at their externship and complete an academic component to earn four pass/fail credits. Students are assigned to work with solicitors and barristers (lawyers) in varied work environments, including public interest organizations and the private sector. Students may also be placed with members of Parliament. Questions about the London Externship should be directed to [Professor Ali Silva](#).

X. Internal Communications

The best way to find out what is happening around the school is to consult The Docket, distributed every Thursday morning and Sunday evening via email. You're also invited to connect with the Law School on [Facebook](#), [Instagram](#), and [Twitter](#).

The [online master calendar](#) is a list of publicized events taking place in and around the law school. Please use this as a resource when planning your schedule. Student organizations can request that an event be added to the calendar and The Docket. You'll also find a list of each day's events on the TV screen in the front atrium.

XI. Honor Code

The Law School honor system is exclusively student run. The Honor Council adjudicates claims of academic misconduct under the Law School Honor Code. The Grievance Committee is responsible for investigating and prosecuting Honor Court cases. Members of the Student Advocate Corps are available to provide a defense for the accused student. If a claim of misconduct goes to trial, the Honor Court determines guilt or innocence and, in the event of a guilty verdict, imposes sanctions pursuant to the Code. Justices of the Honor Court, along with members of the Grievance Committee and the Student Advocate Corps are elected by the student body. In the event an accused goes to trial, the Justices serve as impartial jurors in the process. A copy of the [Honor Code](#) can be found in the Law School Catalog. Students are bound by the Law School's Honor Code by virtue of their matriculation at the Law School.

XII. Standards of Conduct

Law students are governed by the Law School Honor Code as well as the University's Standards of Conduct. The purpose of the Standards of Conduct is to help ensure an environment that is most conducive to academic learning. The Standards define the rights, freedoms, and responsibilities regarding conduct of individuals and groups that make up the student academic community, and to identify those standards of conduct the University of Richmond deems essential for fulfilling its educational mission and its community life. The Standards govern the conduct of students and their guests on the campus of the University of Richmond or at University-sponsored activities and functions.

The full text of the Standards of Conduct along with the consequent disciplinary procedures can be found in the [Law Catalog](#).

XIII. Student Complaints

The official University process for reporting student complaints, including incidents of discrimination bias, includes two levels. Students may submit informal feedback and via the [Informal Complaint Form](#), which is submitted to Law School administrators. This form may be used to submit feedback on issues big and small, from complaints about facilities to reporting of a bias incident.

Students may submit formal feedback, as detailed in the [Student Complaint Policy](#), via the [Student Complaint Form](#). This process is managed by the University's Student Development office, in partnership with Law School leadership and [the Student Center for Equity and Inclusion](#).

If information obtained through the Informal or Formal Complaint forms leads administrators to believe that bias activity and/or sexual misconduct has occurred, that information will be passed along to the offices overseeing bias activity and/or sexual misconduct as described below.

XIV. Sexual Misconduct Policy

Sexual misconduct is prohibited at the University of Richmond. Sexual misconduct is a broad range of behavior that includes, but is not limited to, non-consensual sexual intercourse, non-consensual sexual contact, sexual exploitation, sexual harassment, and stalking.

The University of Richmond [sexual misconduct policy](#) applies to all staff, faculty, applicants for admission, and third parties, such as contractors or vendors serving the University.

A. Sexual Misconduct Reporting

The University of Richmond strongly supports and encourages prompt reporting of sexual misconduct. Reporting provides resources to survivors and contributes to keeping the campus safe.

If you or someone you know has experienced sexual misconduct, you should report the incident(s) to the University's Title IX Coordinator and to the University Police Department. Instances of sexual misconduct may violate both the University's sexual misconduct policy and the law.

Unless designated as a confidential resource, all University employees are required to report incidents of possible sexual misconduct to the Title IX Coordinators and those employees designated as Campus Security Authorities must also report to the University Police.

XV. Bias Activity

The University of Richmond is committed to being a diverse and inclusive community, strengthened intellectually and socially by the range of knowledge, opinion, belief, political perspective and background of its members, whether of race, ethnicity, gender, sexual orientation, gender expression, gender identity, ability status, age, religious, economic or geographic origin.

Because bias activity has the potential to adversely affect the members of the University community and to undermine the climate of civility and respect necessary to achieve and maintain a diverse and inclusive community, the University has developed a protocol designed to supplement existing University policies and procedures and to coordinate University resources in response to complaints of bias activity. You can learn more at the [Student Center for Equity and Inclusion](#) office on campus.

As used in this protocol, the term 'bias activity' includes hate crimes, discrimination, and other bias incidents.

A. Report a Bias/Hate Crime

Students, faculty, and staff who are victims of or who witness activity that is or could reasonably be considered a bias/hate crime, including but not limited to assaults, attempted assaults, destruction or damage to property or defacement of property should report such activity immediately to University Police anonymously or using the [URPD Silent Witness reporting webpage](#). Where appropriate, the University Police will notify the Bias Resource Team of reports of bias/hate crimes occurring on campus.

B. Report Incidents of Discrimination

Students, faculty, and staff who are subjected to or believe they may be the subject of discrimination prohibited by University policies or applicable laws or who witness potential discrimination should file a complaint in accordance with the University's Harassment and Discrimination Policy. Complaints of discrimination may also be made, informally, to the Director of Institutional Equity and Inclusion, Dr. Glyn Hughes, who shall assist the individual making the complaint in pursuing such complaint through applicable University policies and in accessing available University resources for support and guidance. You may contact Dr. Hughes at ghughes@richmond.edu.

C. Report a Bias Incident

Students, faculty, and staff who are the subject of or who witness a Bias Incident may report such incidents to the Director of Institutional Equity and Inclusion. The Director of Institutional Equity and Inclusion will assist individuals making reports in identifying appropriate University resources for support and guidance, and will notify the members of the Bias Resource Team of

such reports.

D. Academic Freedom

This protocol shall be interpreted and implemented in a manner consistent with the University's commitment to academic freedom, as described in Article III (F) of the Faculty Handbook.

XVI. Campus Resources

One Card Student ID | Heilman Center

<https://onecard.richmond.edu/get/index.html>

Every student at the University must have a photo identification card, called a *One Card*. This card verifies that the holder is eligible to receive University library and other campus privileges. Your One Card can be obtained through the One Card Office. Please visit their website to view all the things you can do with your card.

Post Office | Heilman Center

<https://campusservices.richmond.edu/offices/mail/index.html>

The University has its own post office. You can mail (and receive) packages, buy stamps, etc. The building sits just above the Heilman Dining Center. You must purchase a post office box in order to receive mail at the Post Office.

Student Center for Equity and Inclusion | Whitehurst Hall

<https://inclusion.richmond.edu/>

The SCEI seeks to cultivate inclusive communities and empower students to be affirmed in the intersections of their identities and amplify the voice of these populations.

Tyler Haynes Commons

<https://events.richmond.edu/events/locations/tyler-haynes-commons.html>

Main student center for the University. Inside you will find Tyler's Grill, the Spider Shop, and several comfortable seating areas with TVs and views of the lake.

Spider Shop | Tyler Haynes Commons

<https://www.urspidershop.com/>

You can purchase your textbooks, as well as all of your Spider gear, at the University Bookstore.

Tyler's Grill | Tyler Haynes Commons

<https://dining.richmond.edu/locations/tylers-grill.html>

Tyler's offers flavorful wraps, freshly prepared salads, and hamburgers made fresh every day. They also offer breakfast options.

Meal Plans | Heilman Dining Center

<https://dining.richmond.edu/meal-plans/Requirements.html>

Off-Campus Law, MBA, and SPCS students are not required to have a meal plan, but can purchase a Spider Red, Spider Blue, Spider 40, Spider Unlimited, or Spider Plus Unlimited. To make a selection, log into Bannerweb, click on Student Services, then click on the Housing Main Menu, click on Star Rez and then click on the off-campus meal plan link to select a meal plan.

ETC Convenience Store | Heilman Dining Center

<https://dining.richmond.edu/locations/etc.html>

ETC is an on-campus convenience store that offers groceries, snacks, toiletries, and local coffee.

Lou's Café | Robins School of Business

<https://dining.richmond.edu/locations/lous.html>

Lou's features grab-and-go fresh sound, sandwiches, salads, and desserts. Menu selections are based on seasonal availability and may vary.

Passport Café | Carole Weinstein International Center

<https://dining.richmond.edu/locations/passport-cafe.html>

The Passport Café is an award-winning international eatery. Their menu features daily global specials with grab-and-go options.

Boatwright Memorial Library

<https://library.richmond.edu/>

The University has a large library with a selection of casual reading materials. Comfortable seating is also available.

Eight-Fifteen at Boatwright | Boatwright Memorial Library

<https://dining.richmond.edu/locations/eight-fifteen-at-boatwright.html>

This café is located inside Boatwright Library. Eight-Fifteen features coffee drinks as well as grab-and-go food items.

Organic Krush | Well-being Center

<https://dining.richmond.edu/locations/organic-krush.html>

Organic Krush specializes in organic options as well as high-quality gluten-free, dairy-free, and vegan bakery items for breakfast, lunch and dinner and brunch on the weekends.

Computer Issues | Muse Law Library

<https://law.richmond.edu/library/staff-list.html>

Please contact the computer help desk in the law library with any technology questions you may have.

Financial Aid | Queally Center

<https://financialaid.richmond.edu/>

Students can call any time to ask questions about their aid, loans, etc.

Student Accounts | Queally Center

<https://controller.richmond.edu/tuition/office.html>

Tuition payments, fines, etc. can be taken care of at Controller's office or online.

Registrar's Office | Queally Center

<https://registrar.richmond.edu/>

Students register for classes online. The Registrar's office can help with problems, questions, transcripts, etc. Your first point of contact on these types of questions should be Sharon Krol in Dean's Office.

Student Health Center | Well-being Center

<https://wellness.richmond.edu/well-being-center/health-center.html>

The University has a full health center offering medical assistance (whether you have University health insurance or not). The Health Center staff includes board-certified family practice physicians and registered nurses.

Fitness Facilities | Weinstein Center for Recreation and Wellness

<https://recreation.richmond.edu/>

The Weinstein Center is a free, full-service gym complex. You will need your One Card for access. There is a pool and just about every type of equipment you could want. This benefit is included in your tuition. You will have access to the gym for an additional year after you graduate. This “4th” year is a benefit to all law students. You can also sign up for any intramurals and sports clubs through the wellness center.

Sports

<https://www.richmond.edu/athletics/index.html>

The University offers 17 D-1 Varsity Sports. You can obtain tickets at the Robins Center. Law student intramurals and other informal competitions are frequent.

Parking Services | Special Programs Building

<https://parking.richmond.edu/>

If you pre-registered your vehicle for 2022-23 parking permits, you should be receiving information about distribution from the Admission’s Office. If you have not pre-registered your vehicle for 2022-23 permits, you may do so online.

If you park in faculty/staff lot(s) during designated hours, you will get ticketed. If you park on the grass anywhere, you will get towed or ticketed. You can appeal tickets to Parking Services. There is a Parking Appeals Board on which one law student sits.

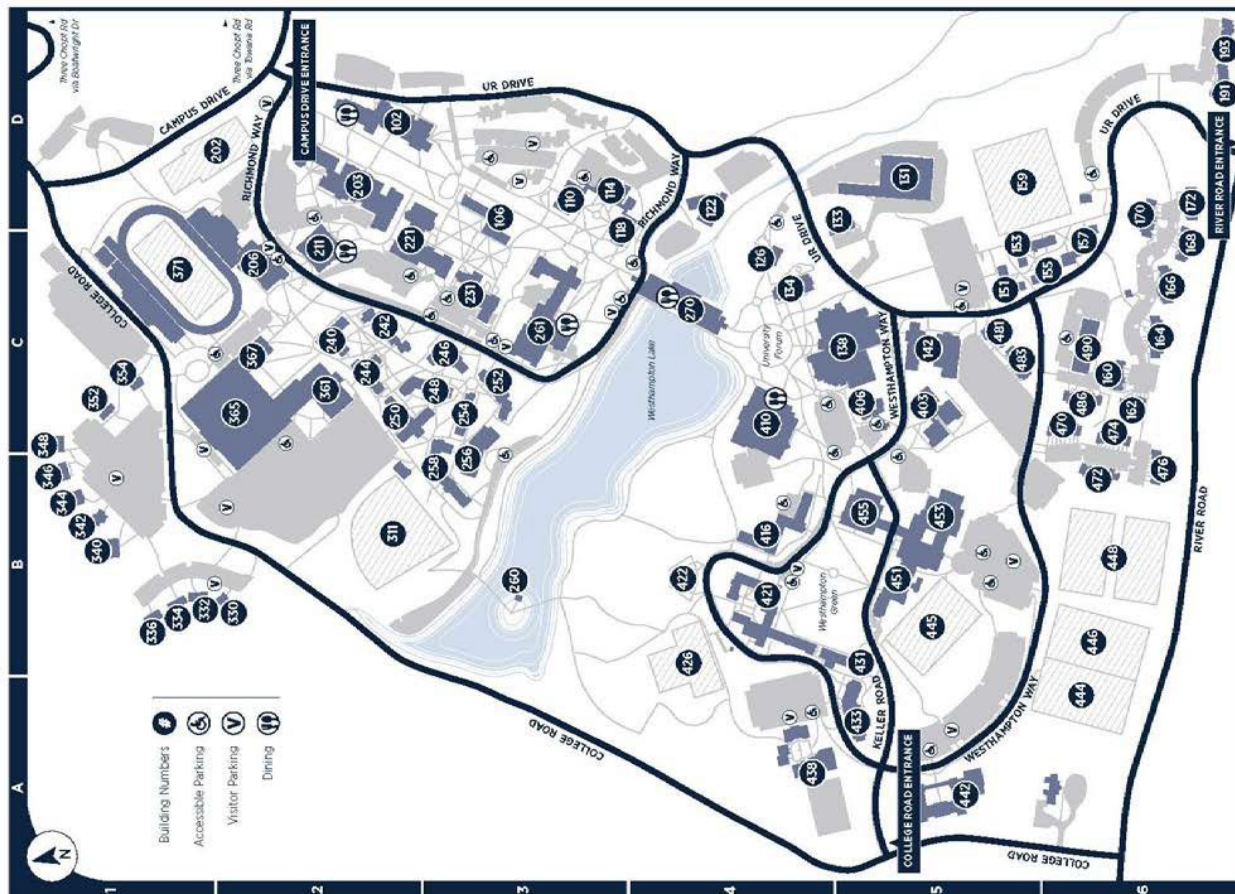
Police | Special Programs Building

<https://police.richmond.edu/>

The University has its own police department. They take your safety very seriously and offer a host of information and tips on crime prevention online. You can also find information on the safety shuttle providing transportation around campus.



Campus Map



142	Admission and Financial Aid — Undergraduate	C5	311	Pitt Field	B2
261	Boatwright Memorial Library	C3	133	Print Shop	D5
455	Booker Hall	B5	490	Public Safety and Student Health Center	C6
442	Bottomley House	A5	119	Puryear Hall	D3
206	Brunet Hall	C2	142	Queally Center	C5
455	Camp Concert Hall	B5	102	Queally Hall	D2
134	Cannon Memorial Chapel	C4	246	Richmond College Dean's Office	C3
270	Career Services	C4	202	Richmond College Tennis Courts	D2
142	Career Services — Employer Development	C5	114	Richmond Hall	D3
211	Carole Weinstein International Center	C2	444-448	River Road Fields	B6
445	Crenshaw Field	B5	365	Robins Center	C2
244	Dennis Hall	C2	240	Robins Hall	C2
410	Dining Hall	C4	102	Robins School of Business	D2
248	Freeman Hall	C3	371	Robins Stadium	C1
151-157	Gateway Village	C5	106	Ryland Hall	D3
260	Gazebo	B3	261	School of Arts and Sciences	C3
138	Gottwald Center for the Sciences	C5	203	School of Law	D2
416	Gray Court	B4	490	School of Professional and Continuing Studies	C6
453	Harnett Museum of Art and Harnett Print Study Center	B5	133	Service Building	D5
410	Heilman Center	C4	431	South Court	B5
231	Human Resources	C3	270	SpiderShop	C4
159	Intramural Fields and Odyssey Course	D5	490	Special Programs	C6
422	Jenkins Greek Theatre	B4	122	Steam Plant	D4
442	Jepson Alumni Center	A5	438	Student Activities Complex	A4
221	Jepson Hall	C2	406	Thalmer Guest Cottage	C5
271	Jepson School of Leadership Studies	C2	252	Thomas Hall	C3
242	Jeter Hall	C2	270	Tyler Haynes Commons	C4
451	Keller Hall	B5	160-172	University Forest Apartments	C6
256	Lakeview Hall	B3	191-193	University Forest Apartments	C6
403	Lora Robins Court	C5	470-486	Virginia Baptist Historical Society	C3
261	Design from Nature	C3	451	Visual Arts	B5
258	Marsh Hall	B3	361	Weinstein Center for Recreation	C2
110	Maryland Hall	D3	231	Weinstein Hall	C3
367	Milliser Gymnasium	C2	406	Westhampton Center	C5
453	Modlin Center for the Arts	B5	406	Westhampton College Dean's Office	C5
250	Moore Hall	C2	426	Westhampton College Tennis Courts	B4
330-336	New Fraternity Row	B1	433	Westhampton Hall	A5
421	North Court	B4	246	Whitehurst	C3
340-354	Old Fraternity Row	B1	126	Wilton Center	C4
131	Physical Plant	D5	254	Wood Hall	C3

Campus Maps & Directions: richmond.edu/visit | Campus Information: (804) 289-8000 | Last Update: Autumn 2018