



# Student Handbook

2019 – 2020 Academic Year

[www.dualjd.com](http://www.dualjd.com)

**University of Detroit Mercy School of Law**  
651 E. Jefferson Avenue  
Detroit, MI 48226  
313.596.0200  
[www.law.udmercy.edu](http://www.law.udmercy.edu)

**University of Windsor Faculty of Law**  
401 Sunset Avenue  
Windsor, ON N9B 3P4  
519.253.3000  
[www.uwindsor.ca/law](http://www.uwindsor.ca/law)

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## Detroit Mercy Law Academic Calendar 2019-2020

Academic Calendar	2019-20
<b>Term I</b>	
First-year Orientation	August 19 – 21
Saturday Classes Begin	August 24
Term I Weekday Classes Begin	August 26
Course Add/Drop 100 Percent Refund 50 Percent Refund	March 18 – August 30 August 31 – September 6
Directed Research Form Deadline	September 6
Labor Day Holiday	September 2
Red Mass	September 24
Application for Graduation Deadline	September 27
Student Advising Sessions	Week of October 21 TBD
Term II Priority Registration	November 4 (8:30 a.m.)
Thanksgiving Holiday	November 28 – December 1
Term I Classes End	December 4
Term I Review/Make-up Period	December 5 – 8
Term I Final Examination Period	December 9 – December 20
University Closed	December 24 – January 1
All Term I Grades posted	February 1
<b>Term II</b>	
Term II Saturday Classes Begin	January 4
Term II Weekday Classes Begin	January 6
Course Add/Drop 100 Percent Refund 50 Percent Refund	November 4 – January 10 January 11 – January 17
Directed Research Form Deadline	January 17
Martin Luther King Jr. Holiday	January 20
Winter Break	February 16 – February 23 <i>Saturday classes meet on February 15 and do not meet on February 22. 13 Saturday classes total.</i>
Student Advising Sessions	Week of March 2 TBD
Term III Priority Registration	March 9 (8:30 a.m.)
Term I Priority Registration	March 16 (8:30 a.m.)
Professional Development Day – No Classes (class make-up scheduled for April 21)	April 9
Easter Holiday	April 10 – 12
Term II Classes End	April 22
Term II Review/Make-up Period	April 23 – April 26
Term II Final Examination Period	April 27 – May 7 ( <i>Exams conclude by noon on 5/7</i> )
Baccalaureate	May 7

Graduation	May 8
All Term II grades posted	July 1
<b>Intersession</b>	
Intersession Begins	May 11
Intersession Ends	May 20 ( <i>Intersession Exams May 22</i> )

<b>Term III</b>	
Memorial Day Holiday	May 25
Term III Classes Begin	May 26
Course Add/Drop	
100 Percent Refund	March 9 – June 1
50 Percent Refund	June 2 – June 7
Directed Research Form Deadline	June 1
Fireworks (Evening Classes Cancelled)	Tentative June 22
Fourth of July Holiday, Observed	July 3
Term III Classes End	July 15
Term III Review/Make-up Period	July 16 – July 19
Term III Final Examination Period	July 20 – 24
All Intersession & Term III grades posted	August 31

## Detroit Mercy Law End-of-Term Chart – 2019-20 Academic Year

### Make-Up Periods for 2019-20:

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>Term I 2019-20</b>	December 2 Last Monday (Labor Day)	December 3 Last Thursday (Thanksgiving)	December 4 Last Friday (Day after Thanksgiving)			
<b>Term II 2019-20</b>	April 20 Last Monday (MLK)	April 21 Last Thursday (Fac Devel Day)	April 22 Last Friday (Good Friday)			
<b>Term III 2019-20</b>	July 13 Monday classes (Memorial Day)	July 14 Last Monday (Fireworks)	July 15 Last Friday (July 4 <sup>th</sup> , observed)			

#### Assumptions

1. Detroit Auto Show: June 8, 2020
2. Fireworks: June 22, 2020 (tentative)
3. Term I: 14 weekdays and 14 Saturdays. Saturdays in Term I include the Saturday after Orientation and Labor Day Weekend.
4. Term II: 14 weekdays and 13 Saturdays. Class meets the Saturday at the beginning of the winter break, but not at the end. Classes do not meet on Saturday, April 11
5. Term III: 7 weeks with 7 weekdays and 6 Saturdays. Each Saturday class meeting will be longer or put two Saturdays on one weekend.

## Windsor Law Academic Calendar 2019 - 2020

<b>FALL 2019 ACADEMIC TERM</b>	
<b>August 26 – 29, 2019</b>	Law I Student Orientation
<b>September 2, 2019</b>	Labour Day – University Closed
<b>September 3, 2019</b>	All Classes Begin in Law
<b>September 16, 2019</b>	Last Day to Add/Drop Fall Classes
<b>October 14, 2019</b>	Thanksgiving Day – University Closed
<b>November 4 – 8, 2019</b>	Study Week for Law II and III Students
<b>November 4 – 8, 2019</b>	WLPS Week for Law I Students (Dual JD Students Exempt)
<b>December 2, 2019</b>	Last Day of Fall Classes for Law
<b>December 3 – 6, 2019</b>	Study Week for Law I Students
<b>December 5 – 19, 2019</b>	Law II and III Exam Period
<b>December 9 – 19, 2019</b>	Law I Exam Period
<b>December 20, 2019</b>	Make Up Exam Day – Law I, II, and III
<b>December 24 – January 1, 2020</b>	University Closed for Winter Break
<b>WINTER 2020 ACADEMIC TERM</b>	
<b>January 2, 2020</b>	University Offices Re-Open
<b>January 6, 2020</b>	All Classes Begin in Law
<b>January 17, 2020</b>	Last Day to Add/Drop Winter Classes
<b>February 17, 2020</b>	Family Day – University Closed
<b>February 18 – 21, 2020</b>	Reading Week – Law I, II, and III
<b>February 21, 2020</b>	University Offices Closed
<b>April 3, 2020</b>	Last Day of Winter Classes for Law
<b>April 10, 2020</b>	Good Friday – University Offices Closed
<b>April 6 – 24, 2020</b>	Winter/Final Exam Period – Law I, II, and III
<b>May 29, 2020</b>	Tentative – Spring Convocation



## Key Administrative Contacts at Detroit Mercy Law

### **Office of the Dean**

Phyllis L. Crocker, Dean and Professor of Law  
(313) 596-01210, [pcrocker@udmercy.edu](mailto:pcrocker@udmercy.edu)

J. Richard Broughton, Associate Dean for Academic Affairs and Associate Professor of Law  
(313) 596-9845, [broughjr@udmercy.edu](mailto:broughjr@udmercy.edu)

### **Dual JD Administration**

Christina Loebach, Director of the Canadian & American Dual JD Program  
(313) 596-9840, [loebacch@udmercy.edu](mailto:loebacch@udmercy.edu)

### **Student Affairs Administration**

Megan Jennings, Associate Dean of Student Affairs  
(313) 596-0209, [jenninmf@udmercy.edu](mailto:jenninmf@udmercy.edu)

Jordan Hall, Director of Student Affairs, Campus Equity and Inclusion  
(313) 596-9848, [halljg@udmercy.edu](mailto:halljg@udmercy.edu)

### **Career Services Office**

Tanya Lundberg, Assistant Dean of Career Services & Outreach  
(313) 596-0260, [lundbete@udmercy.edu](mailto:lundbete@udmercy.edu)

Kate Harrison, Director of Career Services & Outreach  
(313) 596-0232, [kate.harrison@udmercy.edu](mailto:kate.harrison@udmercy.edu)

### **Student Services Center**

Jeff Johnson, Assistant Dean for Administrative and Student Services  
(313) 596-0206, [johnsoje1@udmercy.edu](mailto:johnsoje1@udmercy.edu)

### **Office of the Registrar**

Shamaila Khan, Assistant Dean and Registrar  
(313) 596-9828, [khanss@udmercy.edu](mailto:khanss@udmercy.edu)

Megan Featherstone, Associate Registrar  
(313) 596-0212, [featheme@udmercy.edu](mailto:featheme@udmercy.edu)

### **SEVIS / Immigration Contacts:**

Megan Featherstone, Primary Designated School Official for School of Law  
(313) 596-0212, [featheme@udmercy.edu](mailto:featheme@udmercy.edu)

Stephanie Winbigler, Designated School Official for School of Law  
(313) 596-9841, [winbigsn@udmercy.edu](mailto:winbigsn@udmercy.edu)

Jeff Johnson, Designated School Official for School of Law  
(313) 596-0206, [johnsoje1@udmercy.edu](mailto:johnsoje1@udmercy.edu)

### **Financial Aid**

Jessica Rouser, Assistant Director of Financial Aid  
(313) 596-9417, [rouserjm@udmercy.edu](mailto:rouserjm@udmercy.edu)

## Key Administrative Contacts at Windsor Law

### **Office of the Dean**

Chris Waters, Dean, Faculty of Law and Professor  
(519) 253-3000 ext. 2930, [cwaters@uwindsor.ca](mailto:cwaters@uwindsor.ca)

Gemma Smyth, Associate Dean, Faculty of Law and Associate Professor  
(519) 253-3000 ext. 5052, [gemma.smyth@uwindsor.ca](mailto:gemma.smyth@uwindsor.ca)

### **Dual JD Administration**

Christina Loebach, Director of the Canadian & American Dual JD Program  
(519) 253-3000 ext. 3965, [cloebach@uwindsor.ca](mailto:cloebach@uwindsor.ca)

Judi Burke, Coordinator of the Canadian & American Dual JD Program and the Student Services Office  
(519) 253-3000 ext. 4230, [jburke@uwindsor.ca](mailto:jburke@uwindsor.ca)

### **Student Services Office**

Francine Herlehy, Assistant Dean (Student Services)  
(519) 253-3000 ext. 4230, [francine.herlehy@uwindsor.ca](mailto:francine.herlehy@uwindsor.ca)

Judi Burke, Coordinator of the Canadian & American Dual JD Program and the Student Services Office  
(519) 253-3000 ext. 4230, [jburke@uwindsor.ca](mailto:jburke@uwindsor.ca)

### **Career Services Office**

Anna Decia-Gualtieri, Director of Career Services  
(519) 253-3000 ext. 2986, [adecia@uwindsor.ca](mailto:adecia@uwindsor.ca)

Leann Sassine, Acting Social Justice Career Coordinator  
(519) 253-3000 ext. 2928, [Leann.Sassine@uwindsor.ca](mailto:Leann.Sassine@uwindsor.ca)

Selena Chauhan, Career Advisor – Law  
(519) 253-3000 ext. 3989, [schauhan@uwindsor.ca](mailto:schauhan@uwindsor.ca)

Debbie Squillaro, Career Services Assistant  
(519) 253-3000 ext. 2926, [debbie.squillaro@uwindsor.ca](mailto:debbie.squillaro@uwindsor.ca)

### **General Office**

Jessica Hatt, General Office Secretary  
(519) 253-3000 ext. 2925, [uwlaw@uwindsor.ca](mailto:uwlaw@uwindsor.ca)

Brittney Murdock, General Office Secretary  
(519) 253-3000 ext. 2921, [uwlaw@uwindsor.ca](mailto:uwlaw@uwindsor.ca)

### **Office of the Academic Coordinator**

Marnie Kuhn, Academic Coordinator  
(519) 253-3000, ext. 2931, [lawac@uwindsor.ca](mailto:lawac@uwindsor.ca)

### **Student Awards & Financial Aid**

John Popham, Assistant Dean (Admissions, Recruitment, and External Relations)  
(519) 253-3000 ext. 3952, [john.popham@uwindsor.ca](mailto:john.popham@uwindsor.ca)

## INTRODUCTION

The Canadian & American Dual JD Student Handbook is designed to provide students with an overview of the Dual JD academic program requirements, policies, resources, and services provided by University of Detroit Mercy School of Law and University of Windsor Faculty of Law. All students enrolled in the Canadian & American Dual JD Program are required to read this Handbook, and will be assumed to know and understand its contents.

While this Handbook is designed to inform students of many of the requirements, regulations, and policies most likely to affect their academic careers, it is only one of several sources of such rules. Students enrolled in the Canadian & American Dual JD Program are expected to familiarize themselves with all other applicable requirements, regulations, and policies, including but not limited to those contained in Detroit Mercy's Law Student Handbook and Windsor Law's Student Handbook.

Faculty and administration at both universities may amend and interpret particular rules from time to time. Students relying on any published rules are responsible for informing themselves of any subsequent amendments or interpretations by inquiring at with the Student Affairs Office at University of Detroit Mercy School of Law, and the Student Services Office at University of Windsor Faculty of Law.

When a student has a special concern relating to his or her academic career, he or she is responsible for consulting with the Associate Dean of Student Affairs at Detroit Mercy Law and either the Associate Dean or Assistant Dean (Student Services) at Windsor Law for clarification or interpretation of the applicable rules.

## ACADEMIC ELIGIBILITY

The Canadian & American Dual JD Program is a rigorous program designed to immerse students in two legal cultures. Course content is substantial as most required classes are taught in a comparative format, meaning you will be exposed to both countries' laws simultaneously. Given our unique proximity across an international border, students attend both universities at the same time. Students are required to satisfy the degree requirements of both universities as a condition of their advancement and graduation.

Students are encouraged to seek academic advising from the program director. However, it remains each student's responsibility to ensure that they have complied with all course and degree requirements for the Dual JD program.

**Detroit Mercy Law:** Students may review their Degree Evaluation Reports through their TitanPass Self Service Account. Degree Evaluation Reports are available under the "Student Records" tab. Please note that the Degree Evaluation Reports are not official evaluations; all program requirements must be verified by the Dean's Office prior to graduation.

**Windsor Law:** UWinsite Student will be launching an Academic Progress Report function. Until the Academic Progress Report function is live, students are encouraged to direct all questions related to their academic progress to the Dual JD program director and the Academic Coordinator.

**It is your responsibility to ensure that you have satisfied all degree requirements and earned the required number of credits for each academic term and year of the Dual JD Program.**

### Dual JD Degree Requirements - General Overview

Dual JD students who matriculated August 2018 or earlier are required to complete 104 credits in three years between the two law schools. This includes 60 credit hours at University of Detroit Mercy School of Law, and 44 credit hours at University of Windsor Faculty of Law.

Students in the Canadian & American Dual JD Program who matriculated August 2019 or later are required to complete 105 credits in three years between the two law schools. This includes 60 credit hours at University of Detroit Mercy School of Law, and 45 credit hours at University of Windsor Faculty of Law.

To be eligible for the degree of Juris Doctor from both institutions, students must graduate with a cumulative grade point average of not less than 2.2 at Detroit Mercy Law **and** meet the passing average requirement of 60% at Windsor Law. In no case may a student graduate more than 72 months after matriculation.

**Students must graduate with a cumulative grade point average of not less than 2.2 at Detroit Mercy Law and meet the passing average requirement of 60% at Windsor Law.**

At both universities, most upper year courses are weighted as 3 credits, with a small number weighted as 2 or 4 credits. This equates to 4 – 5 courses completed each term. Generally speaking, the credit allocation for a course coincides with the number of class hours (with notable exceptions including moots, clinics, and directed research projects).

Of the minimum 60 credits required at Detroit Mercy Law, students will complete credits in mandatory doctrinal courses, a three-credit Law Firm Program (LFP), a two-credit Upper Level Writing course, a three-credit Detroit Mercy Law Legal Clinic, six Transnational Law credits, and elective credits. Legal clinics available through Windsor Law are for elective credit only, and will not satisfy the clinical requirement.

At Windsor Law, students who matriculated August 2018 or earlier must complete 33 credits in required courses including Administrative Law (formerly Judicial Review), plus 11 elective credits. Students who began law school August 2019 or later must complete 34 credits in required courses including Administrative Law, plus 11 elective credits.

The following pages provide the general degree requirements for Dual JD students. Please note that exact degree requirements vary slightly for each cohort of students, depending upon the year of expected graduation.

## Class of 2020 Degree Requirements

<b><u>Law I:</u></b>		
LAW 1070: Comparative Legal Writing & Research (Part 1) *	5 credits	Detroit Mercy Law
LAW 1070: Comparative Legal Writing & Research (Part 2) *	4 credits	Detroit Mercy Law
08-98-813: Canadian & U.S. Property Law **	7 credits	Windsor Law
08-98-814: Canadian & U.S. Contracts Law **	7 credits	Windsor Law
08-98-815: Canadian & U.S. Criminal Law **	6 credits	Windsor Law
08-98-816: Canadian Constitutional Law **	5 credits	Windsor Law
<b><u>Law I Intersession/Summer:</u></b>		
LAW 2060: U.S. Constitutional Law	4 credits	Detroit Mercy Law
LAW 2080: U.S. Civil Procedure	3 credits	Detroit Mercy Law
<b><u>Law II:</u></b>		
LAW 2230: Canadian & U.S. Evidence Law	5 credits	Detroit Mercy Law
LAW 2480: Canadian & U.S. Professional Responsibility	4 credits	Detroit Mercy Law
08-98-825: Canadian Civil Procedure	4 credits	Windsor Law
LAW 2160: Canadian & U.S. Business Organizations	5 credits	Detroit Mercy Law
LAW 2120: Canadian & U.S. Torts	5 credits	Detroit Mercy Law
<b><u>Additional Required Courses:</u></b>		
Upper Level Writing Requirement	2 credits	Detroit Mercy Law
Law Firm Program (LFP)	3 credits	Detroit Mercy Law
Legal Clinic	3 credits	Detroit Mercy Law
Transnational Law Requirement	6 credits	Detroit Mercy Law
LAWG-5852: Administrative Law (formerly Judicial Review)^	4 credits	Windsor Law

\* The grade received in Comparative Legal Writing & Research (Part 1) in Fall 2017 is a final grade. Comparative Legal Writing & Research (Part 2) is a separate course for which a separate final grade will be awarded in Winter 2018.

\*\* Grades received in Fall 2017 are interim grades only. These are full-year courses for which final grades will be determined in Winter 2018.

^ Reflects the new course catalog number, which came into effect January 2019. All other University of Windsor course catalog numbers reflect the old course catalog system, which was phased out January 2019.

## Class of 2021 Degree Requirements

<b><u>1L:</u></b>		
LAW 1070: Comparative Legal Writing & Research (Part 1) *	5 credits	Detroit Mercy Law
LAW 1070: Comparative Legal Writing & Research (Part 2) *	4 credits	Detroit Mercy Law
LAWG-5813: Canadian & U.S. Property Law **	7 credits	Windsor Law
LAWG-5814: Canadian & U.S. Contracts Law **	7 credits	Windsor Law
LAWG-5815: Canadian & U.S. Criminal Law **	6 credits	Windsor Law
LAWG-5816: Canadian Constitutional Law **	5 credits	Windsor Law
<b><u>1L Intersession/Summer:</u></b>		
LAW 2060: U.S. Constitutional Law	4 credits	Detroit Mercy Law
LAW 2080: U.S. Civil Procedure	3 credits	Detroit Mercy Law
<b><u>2L:</u></b>		
LAW 2230: Canadian & U.S. Evidence Law	5 credits	Detroit Mercy Law
LAW 2480: Canadian & U.S. Professional Responsibility	4 credits	Detroit Mercy Law
LAWG-5825: Canadian Civil Procedure	4 credits	Windsor Law
LAW 2160: Canadian & U.S. Business Organizations	5 credits	Detroit Mercy Law
LAW 2120: Canadian & U.S. Torts	5 credits	Detroit Mercy Law
<b><u>Additional Required Courses:</u></b>		
Upper Level Writing Requirement	2 credits	Detroit Mercy Law
Law Firm Program (LFP)	3 credits	Detroit Mercy Law
Legal Clinic	3 credits	Detroit Mercy Law
Transnational Law Requirement	6 credits	Detroit Mercy Law
LAWG-5852: Administrative Law	4 credits	Windsor Law

\* The grade received in Comparative Legal Writing & Research (Part 1) in Fall 2018 is a final grade. Comparative Legal Writing & Research (Part 2) is a separate course for which a separate final grade will be awarded in Winter 2019.

\*\* Grades received in Fall 2018 are interim grades only. These are full-year courses for which final grades will be determined in Winter 2019.

## Class of 2022 Degree Requirements

<b><u>1L:</u></b>		
LAW 1070: Comparative Legal Writing & Research (Part 1) *	5 credits	Detroit Mercy Law
LAW 1070: Comparative Legal Writing & Research (Part 2) *	4 credits	Detroit Mercy Law
LAWG-813: Canadian & U.S. Property Law **	6 credits	Windsor Law
LAWG-814: Canadian & U.S. Contracts Law **	6 credits	Windsor Law
LAWG-815: Canadian & U.S. Criminal Law **	6 credits	Windsor Law
LAWG-816: Canadian Constitutional Law **	5 credits	Windsor Law
LAWG-5962: Indigenous Legal Orders	3 credits	Windsor Law
<b><u>1L Intersession/Summer:</u></b>		
LAW 2060: U.S. Constitutional Law	4 credits	Detroit Mercy Law
LAW 2080: U.S. Civil Procedure	3 credits	Detroit Mercy Law
<b><u>2L:</u></b>		
LAW 2230: Canadian & U.S. Evidence Law	5 credits	Detroit Mercy Law
LAW 2480: Canadian & U.S. Professional Responsibility	4 credits	Detroit Mercy Law
LAWG-5825: Canadian Civil Procedure	4 credits	Windsor Law
LAW 2160: Canadian & U.S. Business Organizations	5 credits	Detroit Mercy Law
LAW 2120: Canadian & U.S. Torts	5 credits	Detroit Mercy Law
<b><u>Additional Required Courses:</u></b>		
Upper Level Writing Requirement	2 credits	Detroit Mercy Law
Law Firm Program (LFP)	3 credits	Detroit Mercy Law
Legal Clinic	3 credits	Detroit Mercy Law
Transnational Law Requirement	6 credits	Detroit Mercy Law
LAWG-5852: Administrative Law	4 credits	Windsor Law

\* The grade received in Comparative Legal Writing & Research (Part 1) in Fall 2019 is a final grade. Comparative Legal Writing & Research (Part 2) is a separate course for which a separate final grade will be awarded in Winter 2020.

\*\* Grades received in Fall 2019 are interim grades only. These are full-year courses for which final grades will be determined in Winter 2020.



## Additional Dual JD Course Requirements

### Upper-Level Writing Requirement

All Dual JD students are required to complete an upper level writing course for a minimum of two (2) credits at Detroit Mercy Law. The upper-level writing course requires each student to demonstrate their ability to apply their research, analytical, organizational and other writing skills to produce one substantial, cohesive piece of legal writing prior to graduating from law school. This requirement can be met by taking a seminar course, advanced advocacy, the judicial clerkship course, or by writing a law review note. The upper-level writing requirement will not be satisfied through a directed research project.

**The upper-level writing course must be taken at Detroit Mercy Law. This requirement WILL NOT be satisfied through a directed research project.**

### Law Firm Program (LFP)

The Law Firm Program (LFP) is a series of course offerings at Detroit Mercy Law that are structured to mimic the work assignments, feedback, and professional skills development that first-year lawyers would experience at law firms, government agencies, non-profit organizations, and corporate legal departments. Dual JD students must take at least three (3) credits in Law Firm Program courses to satisfy graduation requirements.

Detroit Mercy Law offers LFP courses in a variety of subjects, thereby allowing students to deepen their knowledge of a subject and to develop one or more specialties. Regularly offered LFP courses include:

- Advising Entrepreneurs in New Business Startups LFP
- Anatomy of a Business Transaction LFP
- Children and the Law LFP
- Commercial Real Estate LFP
- Family Law LFP
- Health Law LFP
- Immigration Law LFP
- Intellectual Property LFP
- International Commercial Arbitration LFP
- Juvenile Justice LFP
- Pretrial Civil Litigation LFP
- Pretrial Criminal Litigation LFP
- Small Firm Practice LFP

**Dual JD students must take at least three (3) credits in Law Firm Program courses to satisfy graduation requirements.**

## Legal Clinic

The clinical program at Detroit Mercy Law is one of the few required clinical programs in the United States, and is evidence of Detroit Mercy Law's mission to provide an educational experience that emphasizes experiential learning and service to others. In a legal clinic course, students attend weekly classes that focus on the relevant skills and substantive law. Additionally, each clinical professor works with their students throughout the semester to discuss and evaluate performance and accomplishments, and provides a final comprehensive exit interview. Legal clinics are a requirement for all students in the Dual JD program. Students are required to receive at least three (3) legal clinic credits to satisfy graduation requirements. Regularly offered legal clinics include:

- Immigration Law Clinic
- Veterans Law Clinic
- Criminal Trial Clinic
- Juvenile Appellate Clinic
- Housing Law Clinic
- Transnational Environmental Law Clinic
- Family Law Clinic
- Federal Pro Se Legal Clinic
- Trademark & Entrepreneur Clinic

**Dual JD students are welcome to enroll in or volunteer at legal clinics through the University of Windsor. However, only a legal clinic taken at Detroit Mercy Law will satisfy graduation requirements.**

## Transnational Law Requirement

The Dual JD Program gives students a special opportunity to immerse themselves in two legal cultures and to practice law in a globalized world. To that end, each student in the Dual JD Program must take at least six (6) transnational law credits which expose them to another legal system. Attributes of qualifying Transnational Law courses will be listed on applicable courses in the published Class Schedule each semester. Students may choose from among the following courses in order to fulfill the Transnational Law requirement, provided that the courses include a component devoted to the law of Canada:

- International Law
- Human Rights Law
- International Environmental Law
- Cross Border Sales and Financing Transactions
- Canadian & United States Immigration Law
- Comparative Constitutional Law
- International Trade & NAFTA

- Small Firm Practice in Canada LFP
- International Commercial Arbitration
- Immigration Law LFP
- Directed Research – Transnational (1 or 2 credits)
- International Intellectual Property Clinic

**Taking one of the above courses to fulfill the Transnational Law requirement may not also apply such course toward the fulfillment of any other graduation requirement.**

### Course Exemptions for Dual JD Students

The Dual JD Program provides a rigorous course of study requiring students to work and use their time management skills. In recognition of the program’s extensive course of study, Dual JD students are not required to complete every course requirement applicable to students in the Canadian JD program at Windsor Law, or the American JD program at Detroit Mercy Law.

At University of Windsor Faculty of Law, Dual JD students are not required to complete Windsor Law’s Access to Justice course. In addition, Dual JD students do not need to fulfil Windsor Law’s Transnational, Perspectives, or Paper course requirements. These requirements have been embedded into the mandatory curriculum of the Dual JD Program.

At University of Detroit Mercy School of Law, Dual JD students are not required to complete Introduction to Legal Research and Communication, which is mandatory for students in the American JD stream.

### Canadian Bar Examinations

The Student Services Office at Windsor Law is available to all law students seeking academic and professional assistance with the licensing process with the Law Society of Ontario and other provincial licensing bodies. Interested students should contact the Student Services Office by visiting Room G112 in the Faculty of Law, by telephone at (519) 253-3000 ext. 4230, or by e-mail to [francine.herlehy@uwindsor.ca](mailto:francine.herlehy@uwindsor.ca).

Windsor Law will provide assistance to those preparing to sit for bar examinations in Canada. This assistance may include private or group tutoring, mock bar examinations, skills training, professional panels or other workshops.

Those seeking bar admission in Ontario will complete both a Barristers and Solicitors examination. Generally speaking, the Barrister Exam is divided into sections that cover civil procedure, criminal procedure, family law, and public law, while the Solicitor Exam covers real estate, estate planning, and business law. Both exams include questions on ethical and professional responsibilities throughout, including establishing and maintaining the Barrister-Client relationship and practice management issues.

## U.S. Bar Examinations

Graduates of the Canadian & American Dual JD Program are uniquely eligible to be licensed in both Canada and the United States. At Detroit Mercy Law, the Academic Success and Bar Preparation Department is available to all enrolled students and graduates of Detroit Mercy Law seeking assistance with law school study skills and preparation for the bar examination.

The Academic Success and Bar Preparation Department will consult with students and graduates on a variety of bar-related topics, including assistance with the bar exam application process (any state), counseling on matters of character and fitness, personalized study plans, provision of practice questions and feedback, and individual consultations throughout the bar preparation period. Students who intend to sit for a U.S. bar exam are encouraged to contact Sarah Garrison, Director of Bar Preparation, by telephone at (313) 596-0226 or by e-mail at [garrissj@udmercy.edu](mailto:garrissj@udmercy.edu).

Students interested in sitting for a U.S. bar examination are encouraged to register for elective courses that will assist with bar exam preparation. Helpful elective courses may include one of Detroit Mercy Law's Bar Exam Strategies classes, in addition to substantive law classes focused on testable topics. The following substantive topics are tested on the Michigan Bar Exam:

- Business Organizations (corporations, partnerships and agency)
- Conflicts of Laws
- Constitutional Law
- Contracts
- Creditors' Rights (including mortgages, garnishments and attachments)
- Criminal Law and Procedure
- Domestic Relations
- Equity
- Evidence
- Michigan Rules of Professional Conduct
- Practice and Procedure (trial and appellate, state and federal)
- Real and Personal Property
- Sales, Negotiable Instruments and Secured Transactions
- Torts (including no-fault)
- Workers' Compensation
- Wills and Trusts

In addition to the Michigan bar exam, students enrolled in the Canadian & American Dual JD Program frequently choose to write the New York State Bar examination. The following substantive topics are tested on the New York State Bar Exam:

- Business Organizations (corporations, partnerships and agency)
- Conflicts of Laws

- Constitutional Law
- Contracts and Sales
- Criminal Law and Procedure
- Evidence
- Family Law
- Federal Civil Procedure
- Real Property
- Secured Transactions
- Torts
- Trusts and Future Interests
- Wills and Decedents' Estates

## Course Enrollment

All Dual JD students will be automatically enrolled in their required Dual JD courses at Detroit Mercy Law throughout their three years of study. At Windsor Law, Dual JD students will be automatically enrolled in their required first-year classes. Students must take the initiative to enroll themselves in Canadian Civil Procedure (LAWG-5825) during the Fall term of their second year in the program.

1L Dual JD students may not enroll in elective coursework at either university during the regular school year, but may enroll in elective courses at Detroit Mercy Law in the 1L Intersession/Summer term, subject to eligibility requirements and credit hour limits. Beginning in second year, Dual JD students may enroll in elective courses at both Detroit Mercy Law and Windsor Law.

All Dual JD students must meet the credit and degree requirements of both schools. It is possible to do this by taking courses at only one of the universities for one semester. Students should note that they will still pay tuition to both universities even if not taking courses at one school for a term, as the tuition structure is set by program and not by number of courses.

All students must review their degree progression to ensure that they are on track to meet their degree and credit requirements. Students are encouraged to make appointments with the Dual JD Program Director for course counseling and degree audit reviews.

**Detroit Mercy Law:** Detroit Mercy Law requires students to select courses that total no more than 16 credits in each semester. As a result, there may be situations in which a Dual JD student is over credits at Detroit Mercy, but within the permitted limit at Windsor Law. In such a circumstance, the student must request permission from the Associate Dean for Academic Affairs at Detroit Mercy Law to enroll in up to 20 credit hours per semester. Such requests will be considered on a case-by-case basis, with special attention to the student's academic performance in prior terms.

**Windsor Law:** Windsor Law requires Dual JD students to select courses that total a minimum of 13 credits to a maximum of 18 credits in each semester, and total between 29 credits and 32

credits for the academic year. Credits completed in excess of the 18 credits required per term and 32 credits for the academic year may not be applied towards the minimum credit requirement in any subsequent term, subject to the general jurisdiction of the Associate Dean (Academic) at Windsor Law.

All [Applications for Credit Variance](#) must be made to the Academic Programs Committee through the Academic Coordinator. The deadline for submission for the Fall Semester is Monday, September 16, 2019. For the Winter Semester, the deadline is Friday, January 17, 2020.

**Students must select courses that total between 13 – 18 credits per semester, and total between 29 – 32 credits for the academic year.**

### **Withdrawing from the Dual JD Program**

In light of its unique program structure and degree requirements, American JD and Windsor JD students are unable to transfer into the Dual JD program after matriculation. Similarly, no Dual JD student may transfer into the American JD program at Detroit Mercy Law after matriculation.

Any student who voluntarily withdraws from the Dual JD program must communicate that intention in writing to the Detroit Mercy Law Registrar. The communication must contain the student's name, student number, reason for the withdrawal, date of the withdrawal and, if the student is transferring, the name of the institution to which the student has been accepted for transfer. This process should be completed once the student has made the determination that he or she is voluntarily withdrawing from the program. Upon receipt of this communication, the Detroit Mercy Law Registrar will close the student's file.

At Windsor Law, a student wishing to withdraw from their law studies may do so with permission in writing from the Associate Dean, Chair of the Academic Programs Committee.

### **Application to Graduate**

3L students in the Canadian & American Dual JD Program must apply for graduation in the final semester of their studies, even if the student does not plan to attend convocation.

**Detroit Mercy Law:** Students should apply for graduation at the University of Detroit Mercy online through their TitanPass account. Once you are logged in, click the “Student Records” tab and complete the “Application for Graduation” form. There is an associated graduation fee of \$135 USD, which will be charged to your student account.

**Windsor Law:** Students must [Apply to Graduate](#) through the UWinsite Student portal. Questions regarding your Application to Graduate at Windsor Law should be directed to the Academic Coordinator at [lawac@uwindsor.ca](mailto:lawac@uwindsor.ca).

## EXAMINATIONS AND ASSESSMENTS

**Detroit Mercy Law:** The Detroit Mercy Law Student Handbook provides detailed information on course examinations and procedures, and should be referred to by students prior to each examination period.

Detroit Mercy Law has adopted an anonymous grading policy that applies to all courses in which the determination of the course grade is based primarily on the final examination. Students use three- and four-digit exam numbers unique to each semester. This number will be used to identify the student's examinations and other assignments grades anonymously. Your final exam number may be found on TitanPass under the "Registration Status" tab.

**Students may locate their anonymous Exam Number on TitanPass under the "Registration Status" tab.**

Jeff Johnson, the Assistant Dean for Student and Administrative Services, coordinates the administration of semester final examinations and sets specific policies regarding exam conduct. Students are obligated to read and abide by these policies. It is the student's responsibility to see that the proctor receives his or her entire examination and that his or her blue books are numbered in sequence.

Professors may require papers, projects, and other examinations as components of the final grade. The professor may, at his or her discretion, arrange for anonymous grading of such projects. Detroit Mercy Law's anonymous grading policy also applies to such projects.

**Windsor Law:** The Student Services Office at the University of Windsor administers approximately 2000 examinations each academic year in approximately 80 courses. Students are expected to follow the instructions of the Exam Officials, to complete their exams in a manner that is respectful to all other candidates, that upholds academic integrity, and that is consistent with the Senate Policy.

Windsor Law has adopted an anonymous grading policy that applies to student exams. Students use a four-digit exam number that is unique to each semester. Students may locate their anonymous Exam Number on their UWinsite Student account.

**Students may locate their anonymous Exam Number on their UWinsite Student account.**

A student writing an examination may bring into the room only those materials which are specifically authorized by the instructor. The student may not bring in unauthorized materials, or authorized materials with marginal notes or other supplements not specifically authorized by the instructor. Students are not permitted to leave the examination room in the first hour. As a matter of courtesy to fellow students, students are asked not to sign out of the examination 15 minutes prior to the end of the exam.

Any problems regarding the conduct of examinations, including illness, must immediately be brought to the attention of the Assistant Dean (Student Services) or the Academic Coordinator.

## Computerized Exams

**Detroit Mercy Law:** Students taking courses for which the professors have approved the use of computer testing may take their final exams using a computer. Detroit Mercy Law provides approved software, Exam4, for taking examinations on computers. Exam4 software is provided to students at no additional cost. Students who want to take examinations using a computer [elect to do so](#) during the Exam4 registration period. Students maintain the right to complete examinations using traditional examination booklets and pens.

**Exam4 software is provided to Dual JD students at Detroit Mercy at no additional cost.**

**Windsor Law:** Windsor Law uses ExamSoft software to create a secure environment during the examination invigilation. ExamSoft operates in both MAC and PC environments. Students are expected to use their own laptop and download the Virtual Answer Booklet prior to the exam download deadline. The exam download deadline will be communicated to students each academic term. In extraordinary circumstances the student may be able to use a loaner computer from Windsor Law.

Students who wish to type their examinations must [register directly with ExamSoft](#) register directly with ExamSoft. Registration instructions will be sent to your UWindsor e-mail address. The current fee for this option is \$50.00 USD per student, per academic year. Fee waivers are available for those with financial hardship. Applications are available from the Student Services Office. Students maintain the right to complete examinations using traditional paper examination booklets and pens.

**ExamSoft software is available to students at Windsor Law for a fee of \$50 USD per student, per academic year.**

## Exam Accommodations – Medical, Compassionate, and Other Reasons

**Detroit Mercy Law:** Detroit Mercy Law expects students to take their final examinations on the scheduled dates. Students seeking to reschedule an examination must submit a written request to the Director of Student Affairs, stating one of the following reasons:

- a) **Scheduling Problems** – The student has two examinations scheduled at the same time or three examinations scheduled in two consecutive days. Students needing relief because of one of the above reasons must make arrangements with the Director of Student Affairs prior to the beginning of the examination period.
- b) **Personal and Family Emergencies** – The student experiences illness (a doctor's certificate is required), death in the immediate family, or a similar exigency. Students needing relief for one of these reasons must contact the Director of Student Affairs as soon as possible (and before the beginning of the scheduled examination).

**Windsor Law:** At Windsor Law, the [Regulations on Academic Status](#) apply to students unable to write or unable to complete an evaluation as scheduled. Evaluations include any examination, paper, memorandum, exercise project, research or other piece of work written, prepared or done



in the course of a student's studies or activities at the law school. Issues regarding the conduct of an examination must immediately be brought to the attention of the Academic Coordinator and the Associate Dean (Academic).

a) **Before the Evaluation** – If you are unable to write a scheduled examination or complete other evaluations, you must do the following:

1. Notify the Academic Coordinator and the Associate Dean (Academic) as soon as possible prior to the start/due date or the evaluation;
2. If you are unable to complete the evaluation for medical reasons, seek medical attention and have the treating licensed medical practitioner or registered psychotherapist complete the [Medical Certificate](#) (please note that a prescription pad note is not sufficient);
3. If possible, notify the Academic Coordinator and Associate Dean (Academic) of your intention to petition the Academic Status Committee at least 24 hours prior to the examination or due date of other evaluation by e-mail to [lawac@uwindsor.ca](mailto:lawac@uwindsor.ca);
4. Submit your Petition to the Associate Dean (Academic) by e-mail to [lawac@uwindsor.ca](mailto:lawac@uwindsor.ca) and include:
  - i) Your name and student number;
  - ii) Course name, section number and instructor name for each course you are seeking accommodations for;
  - iii) Date and time of examination or due date of the other evaluation;
  - iv) Description of the circumstances giving rise to your inability to complete the evaluation;
  - v) The remedy you are requesting, including any proposal for re-scheduling;
  - vi) Supporting documentation, including a Medical Certificate if appropriate and any other documentary evidence of the issue.

b) **During the Evaluation** – If you encounter difficulty during an examination and are unable to complete it, you should immediately notify the examination invigilator or the instructor. You will then be directed to the Student Services Office or the Academic Coordinator for further assistance.

c) **After the Evaluation** – If you determine after the examination or evaluation due date that a medical condition or other situation rendered you incapable of completing the evaluation, you must give notice of your intention to petition the Academic Status Committee within 24 hours of the examination or other evaluation due date by e-mailing the Academic Coordinator at [lawac@uwindsor.ca](mailto:lawac@uwindsor.ca). You must then petition in accordance with the steps set out in number four of the list above. The Academic Status Committee will not consider petitions in respect of any examination or other evaluation after final grades are released.

## Cheating and Plagiarism

**Detroit Mercy Law:** Cheating and plagiarism are serious offenses under the [Honor Code](#). Plagiarism is defined as the presentation of ideas, arguments, and written material of another as one's own work. Written passages, arguments, and paraphrases from other sources must be clearly identified as such. Professors may impose appropriate penalties, such as the grade of 0.0, on plagiarized assignments. In addition to academic sanctions, professors may file a disciplinary charge against a student for plagiarism as outlined in the Honor Code.

Work product submitted to satisfy the requirements of each course or seminar must be independent in substance from the work submitted in other courses. Students who wish to submit one paper for two or more courses must receive the prior approval of all professors involved. Grades may be reduced for double submissions without prior approval.

A copy of the Honor Code can be found in Detroit Mercy Law's [Student Handbook](#).

**Windsor Law:** In addition to the objects and purposes of University of Windsor as a whole, the study and practice of law demand from law students and lawyers those high qualities of character encompassed by the word "integrity". It is fundamental to the legal profession that the members thereof must discharge their duties to their clients, the courts, the public and their members with integrity. In the same way, it is fundamental to the study of law and to the maintenance and betterment of the community of scholarship with the Law School that the faculty and students adhere to and foster the highest standards of integrity including trustworthiness, truthfulness, fair dealing, uprightness, honesty and sincerity. Any student at the Faculty of Law whose conduct is improper in that it exhibits a lack of integrity touching the educational and professional objectives of the University, the Law School, or the profession must be appropriately disciplined in the interests of safeguarding and upholding these standards.

The Faculty of Law is bound by and adheres to the *University Policy on Student Affairs*. With the approval of the Student Affairs Committee, the Faculty of Law has established a [Policy Statement on Student Discipline - Plagiarism](#) which governs the students enrolled in the Faculty of Law. In the case of conflict between the two policy statements, the Faculty of Law's *Policy Statement* shall prevail.

## Appeal Procedure

**Detroit Mercy Law:** University of Detroit Mercy permits students to appeal a final grade if the student believes an error has been committed in the mathematical computation or transcription of the grade. Alternatively, a student may appeal a final grade if the student believes he or she suffered substantially unequal treatment in the grading of the examination on which the grade was based as compared to the grading of other students' examinations in the same course, or any other substantially unequal treatment in the assignment of the course grade. Detailed information on [Detroit Mercy Law's Appeal Procedure](#) can also be located in the Detroit Mercy Law Student Handbook.

**Windsor Law:** The Appeal Procedure at Windsor Law is governed by the [Windsor Law Appeal Regulations](#). An issue resulting from a computational error in the grading of an exam or

assignment that is obvious on the face of the paper should be taken to the Academic Coordinator, and does not constitute a ground of appeal.

Students may appeal a final grade on the grounds of incorrect evaluation or procedural irregularity. Proposed appeals which fail to satisfy these enumerated grounds will be dismissed by the Dean or the Associate Dean (Academic) as the Dean's designate and will not be formally considered by the course instructor. All appeals must be accompanied by a fee set by University of Windsor, paid to the Office of the Registrar.

Students who wish to appeal a final grade must follow the procedures set out in the [Windsor Law Appeal Regulations](#), available online through Windsor Law's website.

## GRADING POLICY

Students in the Canadian & American Dual JD Program receive course credit concurrently from University of Windsor Faculty of Law and University of Detroit Mercy School of Law in order to earn two law degrees in only three years. All courses taken at each institution appear on the partner school's transcript. As a result, all grades awarded to students enrolled in the program must be converted for inclusion on the partner school's transcript.

### Detroit Mercy Law Grading Policies

University of Detroit Mercy School of Law maintains a 4.0 scale. A student's academic performance is indicated by numerical grades with approximate letter grade equivalents as shown below:

<b>A/A-</b>	<b>B+</b>	<b>B/B-</b>	<b>C+</b>	<b>C/C-</b>	<b>D+</b>	<b>D/D-</b>	<b>F</b>
4.0 – 3.7	3.6 – 3.3	3.2 – 2.8	2.7 – 2.5	2.4 – 2.2	2.1 – 2.0	1.9 – 1.5	1.4 – 0.0

For all required courses, whether first year or upper level courses, instructors are required to award grades to meet a 2.8 – 3.0 mean. In all other courses, instructors are required to award grades to meet a 3.0 – 3.4 mean. The Dean shall have discretion to permit a deviation from the required means if a faculty member can demonstrate that, based on the raw scores earned by the students in the course, adherence to the requirements does not properly measure student achievement in the course's stated objectives or in the course material.

An I (incomplete) will be assigned whenever a student has failed to satisfy the requirements for a course, other than an examination, or due to a pending administrative matter. Students will be allowed a maximum of four (4) weeks after the original due date of the work to complete it. If the outstanding course work is not properly completed, the I will be changed to a grade of 0.0.

Failure to take a scheduled examination without properly withdrawing from the course will result in either a grade of 0.0 or X. An X indicates that the student has applied promptly for and been granted permission by the professor and administration to postpone taking the examination. The student is then required to take the examination next regularly scheduled for that course. Failure to take the rescheduled examination shall result in the administrative removal of the X and the

assignment of the grade of 0.0. A grade of 0.0 will be assigned whenever a student fails to take an examination and is not granted a postponement.

### **Windsor Law Grading Policies**

Effective September 2013, University of Windsor moved from a letter/13 point scale to a percentage (100%-0) scale. Windsor Law continues to grade to a B average in courses, which now means scores in the 73 – 76.9% range. Frequently small courses are not subject to this grading policy. The current letter percentage grading key used by University of Windsor is duplicated below:

<b>A+</b>	<b>A</b>	<b>A-</b>	<b>B+</b>	<b>B</b>	<b>B-</b>	<b>C+</b>	<b>C</b>	<b>C-</b>	<b>D+</b>	<b>D</b>	<b>D-</b>	<b>F</b>
90-100	85-89.9	80-84.9	77-79.9	73-76.9	70-72.9	67-69.9	63-66.9	60-62.9	57-59.9	53-56.9	50-52.9	0-49.9

The Faculty of Law’s *Regulations on Academic Status* may not necessarily coincide with University of Windsor’s general policies and procedures, and will govern in case of conflict.

### **Dual JD Grade Conversion Policy**

To accommodate student job seekers and to remove administrative hurdles in applying for financial aid opportunities, all courses taken at each institution appear on the partner school’s transcript. The Dual JD Grade Conversion Policy administers the conversion of Windsor percentage grades to the 4.0 scale for inclusion on the Detroit Mercy Law transcript, and Detroit Mercy Law numeric grades to the percentage scale for inclusion on the Windsor Law transcript. On October 3, 2018, the Dual JD Executive Committee approved a new Grade Conversion Policy, effective for all Fall 2018 classes. The new Grade Conversion Policy does not apply retroactively, and as a result all courses taken prior to Fall 2018 are subject to the previous Grade Conversion Policy.

### **Procedure**

The new Grade Conversion Policy eliminates the prior practice of “bumping” grades according to the course mean. Grades are now directly converted by reference to two charts: one for required courses, and one for elective courses. For purposes of converting grades, “required courses” refers to those courses students must take with their cohort, specifically:

- **Comparative Legal Writing & Research, Parts 1 and 2 (LAW 1070);**
- **Canadian & U.S. Contracts Law (LAWG-5813);**
- **Canadian & U.S. Property Law (LAWG-5814);**
- **Canadian & U.S. Criminal Law (LAWG-5815);**
- **Canadian Constitutional Law (LAWG-5816);**
- **U.S. Constitutional Law (LAW 2060);**

- **U.S. Civil Procedure** (LAW 2080);
- **Canadian Civil Procedure** (LAWG-5825);
- **U.S. & Canadian Torts** (LAW 2120);
- **U.S. & Canadian Evidence** (LAW 2230);
- **U.S. & Canadian Business Organizations** (LAW 2160);
- **U.S. & Canadian Professional Responsibility** (LAW 2480).

All courses not listed above will be converted by reference to the elective course chart. The Associate Deans (Academic) at Detroit Mercy Law and Windsor Law reserve the right to add or remove courses from the required course list from time to time.

**Dual JD Grade Conversion Chart – Required Courses**

<b>Detroit Mercy</b>	<b>Windsor</b>
4.0	93
3.9	91
3.8	89
3.7	88
3.6	86
3.5	85
3.4	83
3.3	81
3.2	80
3.1	78
3.0	76
2.9	75
2.8	74
2.7	73
2.6	71
2.5	69
2.4	67
2.3	65
2.2	64
2.1	62
2.0	60
1.9	58
1.8	56
1.7	55
1.6	53
1.5	51
1.4	49
1.3	47
1.2	43
1.1	39
1.0	35
0.9	32
0.8	28
0.7	25
0.6	21
0.5	18
0.4	14
0.3	11
0.2	7
0.1	4
0.0	0

**Dual JD Grade Conversion Chart – Elective Courses**

<b>Detroit Mercy</b>	<b>Windsor</b>
4.0	93
3.9	91
3.8	89
3.7	86
3.6	84
3.5	82
3.4	80
3.3	77
3.2	75
3.1	73
3.0	72
2.9	71
2.8	69
2.7	68
2.6	66
2.5	65
2.4	64
2.3	62
2.2	61
2.1	59
2.0	58
1.9	57
1.8	55
1.7	54
1.6	52
1.5	51
1.4	49
1.3	46
1.2	42
1.1	39
1.0	35
0.9	32
0.8	28
0.7	25
0.6	21
0.5	18
0.4	14
0.3	11
0.2	7
0.1	4
0.0	0

## Grade Point Averages

**Detroit Mercy Law:** At the conclusion of each semester, Detroit Mercy Law will compute a grade point average for that semester. Additionally, a cumulative grade point average will be computed for all grades received since matriculation. Grade point averages are computed by multiplying the recorded grades by course credit and dividing the total of those values by the number of credit hours attempted. Grades received from University of Windsor will be included in the computation of grade point averages.

**Windsor Law:** At University of Windsor, UWinsite Student automatically computes a cumulative grade point average. A student can see their cumulative GPA within the “My Academics” tile. Within that tile, students should click “Student Academic Summary”, and then “Academic Records”. Finally students should click “View Grades.” Grades received from University of Detroit Mercy will be included in the computation of grade point averages.

## Honors

**Detroit Mercy Law:** At the end of the first year of study, students with a cumulative grade point average of 3.25 or above will be eligible for inclusion in the Dean's List. Thereafter, the top twenty percent (20%) of students in each class, based on their semester grade point averages, will be eligible for inclusion in the Dean's List for each subsequent required semester of study.

In computing the grade point average for the award of graduation honors, a candidate who has achieved a cumulative grade point average of 3.25 will graduate cum laude; one who has achieved a cumulative grade point average of 3.5 will graduate magna cum laude; and one who has achieved a cumulative grade point average of 3.75 will graduate summa cum laude.

In addition, Detroit Mercy Law presents Book Awards annually to students who have ranked first in a law school course in the preceding year or have provided exceptional service to the school. In addition to receiving an actual legal book, students are awarded a *CALI Excellence for the Future Award* certificate. CALI awards provide students with a permanent URL of the virtual award that may be linked on online resumes, profiles, and biographies. Students on the Dean's Honor List are also acknowledged at the annual Book Awards ceremony.

**Windsor Law:** University of Windsor Faculty of Law is proud of its student's achievements in academics and the community, but does not offer a comparable honours designation to its students. However, Windsor Law does release tentative and final class rankings at the end of each academic year. Students who rank in the top ten percent (10%) may be invited by the Dean to apply for judicial clerkships or additional financial awards in recognition of their outstanding academic achievement.

The Board of Governor's Medal is awarded annually to the law student with the highest academic standing. Medalists are judged on their total academic performance at University of Windsor, and must achieve at least an 83% cumulative average.

The Governor General's Silver Medal is awarded annually to an outstanding graduating honours student (includes Law) with the highest cumulative percentile score for his or her Faculty, using the cumulative graduation average.



## Pass/No Pass Elective Courses

**Detroit Mercy Law:** Any student who has successfully completed 30 credit hours may choose to take an elective course on a pass/no pass basis in his or her remaining terms. No more than six (6) credit hours for elective courses may be taken under the pass/no pass option and counted toward graduation requirements. Required courses may not be taken on a pass/no pass basis. A student's total number of pass/no pass credits may not exceed eleven (11), including credits for optional and mandated pass/no pass credits such as Law Review, Moot Court, and Externships.

**Students may take no more than six (6) elective pass/no pass credits, and may not exceed eleven (11) total pass/no pass credits.**

The decision to take an elective on a pass/no pass basis, or to revoke the decision, must be communicated to the Law School Registrar, in writing, by the last day of classes or the day before the exam is administered, whichever comes first. A professor may forbid the pass/no pass option by notifying the Registrar in writing before registration. Notice of a student's intent to take an elective on a pass/no pass basis shall not be communicated to the professor.

The Registrar shall administratively substitute a *P* (passing) for any grade reported by a professor of 2.2 or above. If the professor reports a grade of 2.1 or below, the Registrar shall administratively substitute a grade of *NP* (not passing). A grade of *NP* will not be included in the calculation of the student's semester or cumulative grade point average, and the student will receive no credit towards the satisfaction of graduation requirements.

**Windsor Law:** University of Windsor Faculty of Law does not permit students to elect to have any classes graded on a pass/no pass basis. However, limited courses will grade experiential components on a pass/fail basis. Courses that include a pass/fail component will be clearly identified on the Course Description and Evaluation and will be excluded from the calculation of class ranking.

## Academic Status

**Detroit Mercy Law:** Dual JD students must earn a 1.5 in all courses in the program, and must maintain an overall grade point average of at least 2.2 in order to remain in good standing. A Dual JD student whose overall grade point average is above 2.2, but whose semester grade point average is below 2.2, will be placed on academic jeopardy. A student whose overall grade point average is above 2.2, but whose semester grade point average is below 2.2 for two consecutive semesters, shall be suspended from Detroit Mercy Law for one full calendar year.

**Windsor Law:** The Faculty of Law's [\*Academic Status Regulations\*](#) are administered by the Associate Dean (Academic) and Academic Coordinator, and govern all academic determinations at Windsor Law. As per the regulations, any student in any year whose grade point average is below the passing average, defined as 60%, shall fail the academic year. A student in first year who fails the year will be required to discontinue. A student in second or third year who fails the year is entitled to repeat the academic year one time. Students who are repeating the year may enroll in any course taken in the year in which he or she failed, except for those courses in which the student received a grade of 73% or better in that year.

Windsor Law requires students in any year who obtain an average above a passing average, but receives a grade below 50% in one or more courses, to write a supplemental examination in those subjects in which a grade below 50% was obtained.

**To be eligible for the degree of Juris Doctor from both institutions, students must graduate with a cumulative grade point average of not less than 2.2 at Detroit Mercy Law and meet the passing average requirement of 60% at Windsor Law.**

## **Academic Support and Counselling**

The Canadian & American Dual JD Program is a challenging course of study that requires students to maximize their organizational and time management skills. Students are encouraged to seek academic counselling at both universities to help them achieve their academic goals. Additionally, the Dual JD program director provides individual counselling related to course selection, academic planning, and guidance about program requirements.

**Detroit Mercy Law:** Detroit Mercy Law's [Academic Success Department](#) meets with students on an individual or small group basis to discuss various aspects of law school study, including reading and briefing cases, taking meaningful class notes, managing time and avoiding the tendency to procrastinate. The Department also reviews and provides feedback on assignments, meets with students in academic jeopardy, and provides a skills lab focused on building the analytical, writing and organizational skills necessary to enhance students' ability to perform well in law school, on the bar exam, and in the practice of law. Finally, the Department consults with students and graduates on a variety of bar-related topics. Students who wish to utilize the Academic Success Department should contact Ms. Charisse L. Heath, Assistant Dean of Academic Success & Bar Preparation, by telephone at (313) 596-9445, or by email to [heathcl2@udmercy.edu](mailto:heathcl2@udmercy.edu).

**Windsor Law:** At Windsor Law, academic counselling is available through the Student Services Office. Counselling is available for course selection and academic planning, guidance about program requirements, assistance in preparing a supervised research proposal and in relation to difficulties encountered while in course, whether academic or non-academic in nature. Students who wish to schedule an academic counselling appointment should contact the Student Services Office by visiting room G112 in the Faculty of Law, by telephone at (519) 253-3000 ext. 4230, or by email to [francine.herlehy@uwindsor.ca](mailto:francine.herlehy@uwindsor.ca).

## **TUITION & FINANCIAL MATTERS**

Students enrolled in the Canadian & American Dual JD Program pay tuition to both University of Detroit Mercy School of Law and University of Windsor.

One of the unique features of the Dual JD program is locked-in tuition fees. In order to increase accessibility and stability at a time when tuition fees are rising yearly, both universities hold annual tuition constant for the duration of the three-year program. Therefore, upon admission to the program, the amount of tuition in first year is the same amount charged in second and third years.

Exclusive of fees, annual tuition for the **Class of 2022** is \$17,556 CDN for University of Windsor Faculty of Law and \$25,690 USD for University of Detroit Mercy School of Law.

Exclusive of fees, annual tuition for the **Class of 2021** is \$17,391 CDN for University of Windsor Faculty of Law and \$25,064 USD for University of Detroit Mercy School of Law.

Exclusive of fees, annual tuition for the **Class of 2020** is \$17,223 CDN for University of Windsor Faculty of Law and \$24,100 USD for University of Detroit Mercy School of Law.

Dual JD students are not charged additional tuition for enrolling in intersession/summer courses at Detroit Mercy Law, whether said courses are required or elective.

In addition to tuition, University of Detroit Mercy charges Student Bar Association Fees, totaling approximately \$110.00 per year.

In addition to tuition, University of Windsor charges for a number of incidental fees for services and facilities. For an itemized list of incidental fees, please refer to the [Tuition Fee Estimator](#) on the University of Windsor Cashier's Office website.

## **Tuition Deadlines**

**Detroit Mercy Law:** Detroit Mercy Law has adopted a tuition policy that articulates its expectations for tuition payment. At Detroit Mercy Law, tuition is due on the first day of classes each semester in which a student is enrolled. Incoming 1L students begin orientation on August 19, 2019, and accordingly should make tuition payments on August 19, 2019.

Students who fail to pay tuition in full by week 4 of the Fall or Winter semesters may incur late fees imposed by the University's Student Accounting Office. Students who have an outstanding balance of \$3500 or greater at the end of the eighth week of the Fall or Winter semesters will be administratively withdrawn from their current Detroit Mercy Law coursework. Students will not earn credit for these courses, will not be permitted to sit for the final exam, and will receive a grade of "AW" on their transcript for all withdrawn classes.

Students who have entered into a payment plan through the University's Student Accounting Office and are making the agreed-upon payments on their plan are exempted from withdrawal at the eighth week. A student who is experiencing a financial hardship that impacts their ability to pay tuition in a timely manner is expected to explore the tuition payment plan option. If this option is not available to a student, they may apply to the Associate Dean for Student Affairs for a waiver from the tuition payment policy. A waiver may be granted in exceptional circumstances.

**Windsor Law:** The deadline to pay fall tuition owing to University of Windsor is 24 hours following registration or August 15, whichever is later. Winter tuition is due the later of 24 hours following registration or December 15.

If you have been awarded sufficient funds from your student provincial financial aid program to cover your fees for the semester and have agreed to fee remittance to University of Windsor, you do not need to make a payment by the fee deadline day. Your funds will be processed

automatically in the term pending provided your application is complete. If your provincial financial aid entitlement is not sufficient to cover your fees or you have chosen to have the fees directed to you, you are responsible for paying the difference between what the government will cover and the fees due on or before the published deadline date. Daily interest charges on the difference, at the rate of 14% per annum, compounded monthly, will begin to be calculated starting the day after the published deadline date.

## Method of Payment

**Detroit Mercy Law:** Tuition owing to Detroit Mercy Law may be paid in the Student Services Office at Detroit Mercy Law by certified check or money order. The check or money order should be made payable to University of Detroit Mercy School of Law, and must include your student number (T-number). Questions regarding your student account should be directed to the [Student Accounting Office](#) at the McNichols campus.

Dual JD students have the option of enrolling in the Interest-Free Monthly Payment Option through Tuition Management Systems to eliminate larger annual or semester payments. The Interest-Free Monthly Payment Option allows students to choose 9 – 10 monthly payments if enrolling for the academic year, or 4 – 5 monthly payments if enrolling in a semester plan. The Interest-Free Tuition Management Payment Option costs \$70 for the full year or \$50 for each semester. For further information, please e-mail [tmsservice@afford.com](mailto:tmsservice@afford.com), call (401) 921-3999, or visit the [Student Accounting website](#).

**Windsor Law:** University of Windsor accepts several forms of payment including cash, cheque, money order, bank draft, debit card, and payment at financial institutions. University of Windsor will not accept tuition payment in the form of credit cards. Detailed information on tuition payment options may be located on the [Cashier's Office website](#).

## Financial Eligibility for Course Enrollment

**Detroit Mercy Law:** In order to register for courses at Detroit Mercy Law, a student's financial account must be in good standing. If a student has a hold on their record, they will not be allowed to register or make adjustments to their schedule until the hold is removed. Students may view holds by selecting the "View Holds" link on TitanPass. The affected student is responsible for contacting the office that placed the hold and satisfying its conditions in order to have a hold removed. Students who require assistance with registration and related matters should contact the Office of the Registrar at [lawregistrar@udmercy.edu](mailto:lawregistrar@udmercy.edu) or (313) 596-0212.

U.S. citizens who need advice about financing their legal education are encouraged to contact Jessica Rouser, Assistant Director of Financial Aid, by telephone (313) 596-9417 or by e-mail at [rouserjm@udmercy.edu](mailto:rouserjm@udmercy.edu) or [lawfinaid@udmercy.edu](mailto:lawfinaid@udmercy.edu).

**Windsor Law:** In order to register for courses at University of Windsor, students must be financially eligible. Students are responsible for verifying information regarding their account status prior to course registration. Account balances and payment history are available within the "Financial Account" tile on UWinsite Student.

If a student owes money to University of Windsor, the student may be flagged as “Financially Ineligible”. Financially ineligible students will not be permitted to register or hold a spot in any course. Students are responsible for contacting the Cashiers’ Office to make arrangements to satisfy the indebtedness. In many cases, the Cashiers Office will agree to a payment plan that will permit students to register. Arrangements must be made directly with the Cashiers Office. The Cashiers Office may be reached by e-mail at [cashiers@uwindsor.ca](mailto:cashiers@uwindsor.ca), or by telephone at (519) 253-3000 ext. 3307.

Canadian students who need advice about financing their legal education should contact the Student Services Office by visiting Room G112 in the Faculty of Law, by telephone at (519) 253-3000 ext. 4230, or by e-mail to [francine.herlehy@uwindsor.ca](mailto:francine.herlehy@uwindsor.ca).

### University of Windsor Ancillary Fees

Upper year students in the Dual JD program may have ancillary fee adjustments added to their UWinsite Student account after course registration has occurred. These ancillary fees are assessed according to the student’s course load, and are determined once the student’s Detroit Mercy Law courses are added to University of Windsor’s system. The applicable ancillary fees were approved by student referendum, and relate to the University Center Expansion and University Center Operating funds, respectively. For further information on these ancillary fees, please visit the [Cashiers' Office website](#) and click the “Tuition Estimator” link.

### Government Financial Aid

Students in the Canadian & American Dual JD Program come from all over the world. While some students are U.S. or Canadian citizens, some are neither and others are both. In most cases, your financial aid options will depend on your country of citizenship.

U.S. citizens are encouraged to contact Jessica Rouser, Director of Financial Aid at Detroit Mercy Law, by telephone at (313) 596-9417 or by e-mail at [rouserjm@udmercy.edu](mailto:rouserjm@udmercy.edu) for advice on funding their legal educations.

Canadian students who need advice about financing their legal education should contact John Popham, Assistant Dean of Admissions, Recruitment and External Relations by telephone at (519) 253-3000 ext. 3952, or by e-mail to [John.Popham@uwindsor.ca](mailto:John.Popham@uwindsor.ca).

Each student must secure financial aid to cover the tuition and additional costs at both institutions. To avoid conflicts, the financial aid offices at both University of Windsor and University of Detroit Mercy must coordinate award activities. Canadian & American Dual JD applicants will be asked to sign a release allowing the two offices to work together to best advise the student.

### Awards & Bursaries

Students enrolled in the Dual JD program may qualify for scholarships at both University of Detroit Mercy and University of Windsor.

**Detroit Mercy Law:** Detroit Mercy Law awards a variety of scholarships to students each year. Some of these scholarships are based on academic excellence, while others are awarded based on

service in leadership roles in certain student organizations. In addition, there may be competitions for scholarship funds from endowed scholarship programs that have specific qualifications for an award.

Students in the Dual JD program are generally not eligible for scholarship consideration until after they have completed their first year coursework. For further information on scholarships at Detroit Mercy Law, please visit Detroit Mercy Law's [Financial Aid website](#).

**Windsor Law**: At University of Windsor, student financial assistance may take the form of scholarships, awards, and bursaries. Students are automatically considered for some awards, while others may require an application through UWinsite Student. Awards are administered by the Student Services Office. Online Award Applications are open from August 15 – September 30.

### **Scotiabank Line of Credit Program**

Windsor Law and the Canadian & American Dual JD Program have partnered with Scotiabank to provide enhancements to their Scotia Professional Student Plan, including increased borrowing limits of \$160,000 with preferential interest rates and repayment terms. The program is administered only out of Scotiabank's main branch in Windsor, located at 388 Ouellette Avenue. Interested students should contact Elaine Genyn, Professional Banking Advisor at (519) 973-5396 or [elaine.genyn@scotiabank.com](mailto:elaine.genyn@scotiabank.com) to determine how this program may help to fund their legal education.

### **Emergency Loan Program**

An Emergency Loan Program is available at Windsor Law to assist students who find themselves in financial difficulty. This short-term assistance can help with emergency expenses. The application process is confidential.

Emergency loans are generally interest-free, and repayment terms are negotiable. In the event of default of the repayment terms, interest will be calculated from the date of default.

The Application for an Emergency Loan is processed within 24 hours and if approved, the funds will typically be available within 24 – 48 hours. Paper copies of the Application for Emergency Loan are available in the Student Services Office at Windsor Law, or [online](#).

### **Financial Hardship – U.S. Citizens**

U.S. citizens in the Dual JD Program who experience financial hardship or emergencies should contact Megan Jennings, Associate Dean of Student Affairs, and Jessica Rouser, Assistant Director of Financial Aid, for advice on financial aid resources available to students.

### **Student Enhancement Fund**

**Detroit Mercy Law**: Detroit Mercy Law encourages student organizations apply for funding to support attendance at conferences and events that will add value to their law school experience. Funding is available to members of student organizations through the Student Bar Association.

Students may only apply for funding as a member of a student organization, and not in an individual capacity.

**Windsor Law**: The Windsor Law Alumni Fund for the Enhancement of Student Life provides financial support to students to support their participation in activities that will enhance their legal education. Funding is available to support attendance at various legal or law related conferences and to bring speakers to the law school to host events. Funding is available to individual students or to student groups. The Application for Funding is available in the Student Services Office, or [online](#). Please note that the Application for Funding should be submitted prior to the activity or event.

## **EXPERIENTIAL LEARNING OPPORTUNITIES**

The Canadian & American Dual JD Program offers its students unparalleled experiential education opportunities in both Canada and the United States. Windsor Law and Detroit Mercy Law offer students the chance to hone their legal skills and analytical abilities through clinical programs, moot advocacy competitions, externship courses, directed research projects, and law firm program courses. Upon graduation, Dual JD students will have the knowledge, confidence, and practical skills to excel in legal practice.

### **Clinics**

**Detroit Mercy Law**: With social justice at the core of Detroit Mercy's legal education program, all students will have the opportunity to represent a clinic in our nationally recognized Clinical Program before they graduate. Detroit Mercy offers both trial and appellate clinics, including:

- Immigration Law Clinic;
- Housing Law Clinic;
- Veterans Law Clinic;
- Appellate Veterans Law Clinic;
- Trademark and Entrepreneur Clinic;
- Criminal Trial Clinic;
- Juvenile Appellate Clinic;
- International Environmental Law Clinic (in partnership with Windsor Law);
- Federal Pro Se Legal Assistance Clinic; and
- Family Law Clinic.

**Windsor Law**: University of Windsor Faculty of Law has developed innovative and often ground-breaking programs in legal aid, prepaid legal services, community legal education, alternative dispute resolution and law in aid of development. Windsor Law's clinics and other experiential learning courses help students develop important lawyering skills such as interviewing, counselling, drafting, negotiating, advocacy, research and problem solving while earning credit towards their degrees.

Legal clinics offered at Windsor Law include Community Legal Aid, Legal Assistance of Windsor, the Class Actions Clinic, the Migrant Workers Clinic, and the International Environmental Law Clinic (in partnership with Detroit Mercy Law).

## **Moots**

**Detroit Mercy Law:** The Moot Court Board of Advocates is a formally recognized student organization comprised of talented and energetic leaders with strong communication and organizational skills. The Board and its faculty advisors are responsible for the Law School's moot court program, which is designed to shape law students into persuasive communicators and advocates. The program offers students a practical educational experience through a specific advocacy course, multiple competitive opportunities, and faculty, practitioner, and student exhibitions.

The School of Law hosts both internal trial and appellate moot court competitions. The competition format recognizes the importance of teaching material in a practical setting, where students have an opportunity to learn then apply discrete skills. Internal moot competitions include the Patrick A. Keenan Appellate Advocacy Competition.

In addition to the above competitions, each year the Moot Court Board of Advocates sponsors competitive teams that travel across the country to argue mock appellate cases against law students from other American and Canadian law schools. In the past, substantive law topics have included Civil Rights, Constitutional Law, Employment Law, Entertainment Law, Environmental Law, International Law, and Veterans Law. Team members are selected in the second week of the fall semester to serve on a competitive team the following spring. In the spring semester, two- to four-member teams will write an appellate brief and prepare oral arguments that will be heard before a mock appellate court. Students will then travel to the host school and present their arguments over the course of one weekend.

**Windsor Law:** At Windsor Law, experiential learning is a key component of your legal education. Mooting (appellate-style advocacy), mock trial competitions, and negotiation competitions are three forms of experiential learning. Collectively, they are our [Advocacy Program](#).

Competitive Moots and Advocacy Competitions are open to Upper Year Law students only. In planning a timetable, students should keep in mind that there is no guarantee that they will be selected for a moot competition. Therefore, a student should register in a full slate of courses, one of which may be dropped if the student is selected for a moot team. Once a student is selected to participate in a moot, he/she must review and complete the Supervised Research Rules.

In addition to competitive moots, the annual Zuber Moot has been a tradition at Windsor Law for over 43 years. The Zuber Moot is Windsor Law's upper year competitive moot and is open to all second and third year law students. It provides an opportunity for students to gain experience in competitive mooting, and gives those who are considering a career in litigation a chance to practice their oral advocacy skills. The Zuber Moot finalists have the opportunity to argue their final case in front of real judges.



## Directed/Supervised Research Projects

Dual JD students who meet the eligibility requirements have the option of earning course credits through a directed or supervised research project. A directed or supervised research program does not fulfill the upper-level writing requirement, but is an opportunity for students with a specific research interest to gain a deeper understanding of the subject matter. Students may complete a directed or supervised research project at either Detroit Mercy Law or Windsor Law, and must fulfill the requirements of the credit-granting institution.

**Detroit Mercy Law:** At Detroit Mercy Law, a directed research project may be initiated by either a faculty member or the student. A student must have a cumulative grade point average of at least 2.5 to enroll in a directed research project. Students that wish to elect a directed research project for one or two credit hours must submit a short outline of the proposed project to the chosen faculty member as a sponsor. Students must register for Directed Research 4010 (1 credit) or 4020 (2 credits) by submitting the [Directed Research form](#) to the Registrar's Office.

Students enrolling in a directed research project must set up a schedule of meetings with the faculty member and due dates for stages of the project. At a minimum, each student working on a directed research project must meet at least twice with the professor: once to discuss and approve the topic, and once to discuss the draft and the professor's comments.

The research paper should be in acceptable law review form, unless good reason dictates otherwise. A student receiving one (1) credit hour should submit a paper of approximately 20 pages, exclusive of footnotes or endnotes. A student receiving two (2) credit hours should submit a paper of approximately 40 pages, exclusive of footnotes or endnotes. A student will normally be limited to two (2) directed research projects during his or her law school career.

Dual JD students may also satisfy some credits towards their Transnational Law requirement by completing [Directed Research: Transnational](#) project.

**Windsor Law:** In order to undertake a supervised research project at Windsor Law, the Supervised Research Application form must be completed jointly by the student and supervising faculty member and submitted to the Academic Coordinator's Office. A copy of the [Application for Supervised Research form](#) may be found on the Academic Coordinator's webpage. The Supervised Research Application form must be submitted by the last day of the first week of the term in which the Supervised Research project is to be undertaken.

Supervised research projects are typically assessed at three (3) credits, depending on the nature of the research. The Academic Program Committee will consider 1, 2 or 4 credit supervised research applications in special circumstances.

The Academic Program Committee must approve the application. Students whose programs are approved will be expected to submit outlines, drafts of papers and progress reports to the supervising professor for review and discussion on a regular basis. An approved Supervised Research project must be completed in the term in which it is commenced.

**Directed research projects do not fulfill the Dual J.D. Upper Level Writing Requirement.**

## Externship Courses

Externships are a cornerstone of Detroit Mercy Law's experiential learning program. Students who participate in the externship program will integrate practical experience in a legal setting while working as a legal extern for a court, government agency, or non-profit organization. Tasks undertaken include research, writing, analyzing case law, and assisting counsel or judges. Depending on the externship, students may go to court to represent a client or agency. A student's externship experience is often the highlight of his or her law school experience.

To be eligible to enroll in an externship, a student must be in good academic standing, must have completed the 30 credit hours for the first-year curriculum, and must be pre-approved for placement by the Director of Externships.

**Externship credits for Dual JD students will count towards credits required for graduation as of Fall 2018.**

Each participating student is required to work at the designated placement at least 120-180 hours during the semester contingent upon the requirements of the specific program, or by what is arranged with the Director of Externships before the semester starts. In addition to the hours required for the individual placements, there is a one-hour mandatory externship class every week in the fall and spring semesters. In the summer semester, externship participants communicate via e-mail with the Externship Director and work on a directed research project related to the work they are doing at the externship. In addition, all externship participants are required to keep a weekly journal of their work. Participants in the fall and spring will close out the semester with a five page reflective paper on their work.

Canadian students who wish to participate in an externship in the United States must ensure that they adhere to all relevant immigration regulations. Students who do not hold U.S. citizenship must receive CPT authorization in order to participate in an externship.

**Non-U.S. citizens may not work for remuneration and may not volunteer in the United States without valid CPT authorization.**

## Law Firm Program (LFP) Courses

In a Law Firm Program (LFP) course, students will work on assignments that a new lawyer would expect to be given on their new job. This would include drafting a letter to a client, preparing a brief or motion in a court proceeding, drafting and negotiating the terms of an acquisition or employment agreement, making oral presentations, and interviewing a client about to be deposed in a litigation matter. Class sizes are intentionally small so that students can receive regular one-on-one feedback on how well they have performed their assignments and how they can improve. Detroit Mercy Law offers LFP courses in a variety of subjects including:

- Advising Entrepreneurs in New Business Startups LFP
- Anatomy of a Business Transaction LFP
- Children and the Law LFP

- Commercial Real Estate LFP
- Family Law LFP
- Health Law LFP
- Immigration Law LFP
- Intellectual Property LFP
- International Commercial Arbitration LFP
- Juvenile Justice LFP
- Pretrial Civil Litigation LFP
- Pretrial Criminal Litigation LFP
- Small Firm Practice LFP

**Students must earn at least three (3) credits from LFP courses to be eligible for graduation.**

## IMMIGRATION MATTERS

Under the *Border Commuter Student Act of 2002*, Canadian students attending classes, on a part-time basis, at a Bureau of Customs and Immigration Services-approved school require an F-1 student visa. Dual JD students are required to file their documents in advance of orientation to receive the I-20 in time to attend classes. A Canadian student must be issued a SEVIS form and pay the \$350 SEVIS fee in order to enroll in courses at the University of Detroit Mercy.

### **SEVIS Issuance and Renewal**

A SEVIS Form I-20 (certificate of eligibility) will be issued to you by University of Detroit Mercy prior to the start of your law school studies. Detroit Mercy Law has a Primary Designated School Official (PDSO) and Designated School Officials (DSO) who can sign and re-issue SEVIS Form I-20s annually throughout your law school studies:

- Megan Featherstone (PDSO)
- Stephanie Winbigler (DSO)
- Jeff Johnson (DSO)

The PDSO and DSO signatures remain valid on the Form I-20 for a period of one (1) year. Students are responsible for monitoring the signature date on page 3 of their Form I-20. If the signature date is close to expiration, students must make arrangements to receive an updated signature.

**Students are responsible for monitoring the signature date on page 3 of their Form I-20.**

## Surrender of Form I-94 Card at Completion of Studies

F-1 visa students no longer enrolled in the Dual JD program and not engaged in Optional Practical Training (OPT) must surrender their Form I-94 Arrival/Departure Record card to the U.S. Customs Official at the United States border the last time they leave the U.S. following the completion of their studies. Failure to surrender the I-94 card will result in problems for individuals trying to re-enter the United States.

## Visa Requirements for Off-Campus Employment and Practical Training

Students who have been in F-1 status for two consecutive academic terms are eligible for off-campus employment in a position directly related to their field of study. This type of employment is called "practical training". There are two kinds of practical training: curricular practical training (CPT) and optional practical training (OPT).

Students may participate in CPT only while enrolled at an institution, and the employment must be an integral part of the institution's established curriculum. This requires the work to be an essentially educational experience, integrating training in the workplace with learning in the classroom (for example, an externship for which course credit is received).

If you have obtained employment that meets the criteria for CPT and you are eligible per USCIS regulations to engage in CPT, the PDSO will authorize you to work by issuing you a new SEVIS I-20 endorsed on Page 3 for curricular practical training. The authorization will state the name and address of the company, whether the work is full-time or part-time, and the dates you are authorized to work. Authorization for CPT is granted on a semester to semester basis, and is valid only for the employer and dates indicated on Page 3 of your I-20. You must be re-authorized in the following cases:

- You wish to be employed during the next semester (even if you are continuing the same job);
- You change jobs during the semester;
- You wish to change from part-time to full-time work or vice-versa during the semester.

Optional Practical Training (OPT), like curricular practical training, is work in a position that is directly related to your field of study. However, OPT regulations do not require that the work be an integral part of a course of study and OPT can be done either before or after completion of your studies. In addition, you do not need to have a job offer before applying for OPT. Students are eligible for one year of full-time OPT. For students not eligible for an extension, all OPT must be completed within 14 months of the date of program completion. Once OPT authorization is granted, it cannot be cancelled. Time spent unemployed during your authorized period will be forfeited.

<b>Timeline for Applying for Pre-Completion OPT</b>		
<b>Time</b>	<b>Activity</b>	<b>Work With</b>
May – July after Law I year	Prepare resume, research firms, participate in mock	CSO

	interviews. Review OPT program and process.	
August – October Law II year	Participate in OCI process.	CSO
November – January Law II year	Review requirements for obtaining pre-completion OPT. Gather required documents.	Megan Featherstone
January – Law II year	After you have completed all the documents required for the OPT Application, make an appointment with Megan Featherstone to request an OPT recommendation. She will issue a new I-20, which will provide this recommendation. You must submit your new OPT Application within 30 days of the signed date of your new I-20.  Mail pre-completion OPT application 90 days before requested start date. The requested start date must be after the end of the Winter term. Mail packet from the U.S. and request a tracking number. Sign up for electronic notifications from government to learn about the status of your application.	Megan Featherstone
January – May Law II year	Monitor progress of your application and respond timely to any requests from USCIS.  Confirm start date with employer. Start date should be no earlier than the end of Winter term.	USCIS/ Employer
May Law II	Begin full-time work with employer after Winter term concludes, and only after you have received your EAD card.	Employer
June Law II	If your summer employer has indicated that your work will be part-time (less than 20 hours/ week) in your Law III year, initiate a Part-Time Pre-Completion OPT application. You will need to submit new version of <b><u>ALL</u></b> parts of your application.  If you would like to pursue part-time employment during your Law III year but do not have a job offer, you may still submit a part-time OPT application for the upcoming school year.	Megan Featherstone
June – August Law II	Monitor your application's progress and respond timely to any requests from USCIS.	USCIS

## NEXUS Cards

The NEXUS program is designed to speed up border crossings for low-risk, pre-approved travelers into Canada and the United States. It is jointly run by the Canada Border Services Agency and U.S. Customs and Border Protection.

A NEXUS card is not a necessity for Dual JD students, but it is very convenient. Students who intend to carpool to Detroit Mercy Law classes should note that everyone in the vehicle is required to have a valid NEXUS card to be permitted to use the designated NEXUS lanes at both the Windsor-Detroit Tunnel and the Ambassador Bridge.

The NEXUS application processing fee is a non-refundable \$50 (CDN or USD) for a five-year membership. For further information, please visit the [Canada Border Services Agency website](#).

**Every student in your carpool must hold a NEXUS card in order to use the designated NEXUS lanes at the Windsor-Detroit Tunnel and the Ambassador Bridge.**

### **NEXPRESS Tunnel Fares**

NEXPRESS TOLL is available in all toll lanes at the Detroit-Windsor Tunnel in both Canada and the United States. The NEXPRESS program allows participants to purchase discounted tunnel fares in either Canadian or U.S. currency. Participants are not required to have a NEXUS card, although NEXUS holders may load the account onto their existing NEXUS card. For further information or to create an account, please visit the [Detroit-Windsor Tunnel website](#).

### **Canadian Study Visas for non-Canadian Students**

Dual JD students who do not hold Canadian citizenship must contact Stephanie Winbigler at [winbigsn@udmercy.edu](mailto:winbigsn@udmercy.edu) to make arrangements for a Canadian study visa.

### **Border Crossing Etiquette**

Every situation has its own distinct etiquette, including crossing an international border. Below, please find some tips to help you cross the Canada-U.S. border with ease.

- Turn off your radio when you arrive at the customs booth;
- Remove your sunglasses;
- Roll down all windows on the driver's side of the car (including for the back seat);
- Be relaxed and maintain eye contact while answering questions;
- Have your ID (passport or NEXUS card) and student visa paperwork ready for inspection by the customs officer;
- Declare everything you are bringing across the border (including your lunch). If you purchased anything you are bringing across the border, provide the officer with all receipts. Allow the officer to use his or her discretion to decide whether you will be sent in to pay the taxes on the purchase(s);
- Do not use or answer your cell phone, and remove any headsets you may be using;

- If you have an unpleasant encounter with a customs officer, record the officer’s name and the time and date of the encounter.

## ATTENDANCE POLICIES

University of Detroit Mercy School of Law and University of Windsor Faculty of Law encourage consistent attendance and participation to ensure that students experience academic success and develop good professional habits. Regular class attendance and participation are expected of all students at both institutions.

The American Bar Association accreditation standards mandate that a law school adopt, publish, and adhere to a policy for regular class attendance. ABA Standards and Rules of Procedure for Approval of Law Schools, Standard 308(a) (2017-18). In compliance, Detroit Mercy Law enforces an attendance policy for both its American JD and Dual JD students. Although University of Windsor does not have an attendance policy, Windsor Law strongly encourages regular class attendance and permits instructors to evaluate students in part based on class participation.

### **Best Practices for Unavoidable Absences**

Detroit Mercy Law and Windsor Law recognize that in certain circumstances, absence from class is unavoidable. In any situation, it is the student’s responsibility to obtain any class notes or other course material missed due to the absence. Whenever possible, students are encouraged to demonstrate good professional habits by speaking with their instructor prior to the absence, arranging for a classmate to take and share notes, and attending the instructor’s office hours following the absence.

In the case of personal illness, students are encouraged to obtain and keep documentation of the illness. In circumstances of a death in the student’s immediate family, a letter from a family member or other appropriate verification is suggested. These documents should be sent to the course instructor as soon as possible.

Students who will be absent from class due to religious holiday(s) should notify their instructor in advance of the missed class, ideally no later than two (2) weeks prior to any affected class session. Detroit Mercy Law does not offer “excused absences”. Students are encouraged to consider upcoming events, interviews, and holidays, and to allocate their permitted absences accordingly.

**Detroit Mercy Law does not offer students “excused” absences. Students are encouraged to consider upcoming events, interviews, and holidays, and to allocate their permitted absences accordingly.**

### **Courses That Meet Once Per Week**

Unless the professor chooses to adopt a stricter policy, Detroit Mercy Law permits two (2) absences in a semester for a course that meets once per week. The first absence beyond the allotted number for a course that meets once per week will reduce the student’s final grade by .2.

The second absence beyond the allotted number for a course that meets once per week will reduce the student's final grade by an additional .4. Therefore, if the student is absent from the course for four class periods, the student's grade shall be reduced by .6. Any absence thereafter will result in the student being dropped from the course with an Administrative Withdraw (AW) appearing on the student's transcript for the course. An AW appearing on a student's transcript results in the student not receiving a grade or credit for the course.

### **Courses That Meet Twice Per Week**

Unless the professor chooses to adopt a stricter policy, Detroit Mercy Law permits four (4) absences in a semester for a course that meets twice per week. The first absence beyond the allotted number for a course that meets twice per week will reduce the student's final grade by .1. The second absence beyond the allotted number for a course that meets twice per week will reduce the student's final grade by an additional .2. The third absence beyond the allotted number for a course that meets twice a week will reduce the student's final grade by an additional .3. The fourth absence beyond the allotted number for a course that meets twice a week will reduce the student's final grade by an additional .4. Any absence thereafter will result in the student being dropped from the course with an AW appearing on the student's transcript for the course.

### **Pass/No Pass Courses**

The spirit and letter of the attendance policy is to be adhered to in a course that a student takes as a pass/ no pass at Detroit Mercy Law. Thus, a student taking a pass/no pass class will be dropped from the course with an AW appearing on the student's transcript for the course in accordance with the attendance policy. Further, the professor should take into consideration the grade reduction that would have occurred based on the number of absences in determining whether the student's grade is above a 2.2 as to pass the course.

### **Mandatory Law I Summer/Intersession Courses**

Unless a professor chooses to adopt a stricter policy, Detroit Mercy Law will apply the following rule. In a three-credit or four-credit course that meets twice per week, a student is permitted two (2) absences. The first absence beyond the allotted number will reduce the student's final grade by .2. The second absence beyond the allotted number for a course that meets twice per week will reduce the student's final grade by an additional .4. Any absence thereafter will result in the student being dropped from the course with an AW appearing on the student's transcript for the course.

### **U.S. and Canadian Modules for Dual JD Comparative Law Classes**

With respect to Dual JD comparative law courses, the attendance rules of the credit-granting institution are applicable to the module component of the class. Therefore, the U.S. modules attended by first year students (i.e. Property, Contracts, Criminal Law) do not have an attendance policy, while the Canadian modules attended by second year students (i.e. Evidence, Business Organizations, Torts) must adhere to the same Detroit Mercy Law attendance policy that applies to courses meeting one day per week.



## Professor Discretion

Law professors and instructors are not only subject matter experts, but also excellent mentors committed to student success. For this reason, professors at Detroit Mercy Law have the discretion to determine what constitutes an absence as a general policy and in specific instances. Professors of Dual JD required courses should be made aware of university-sponsored student events including but not limited to on-campus interviews, student job fairs, and guest speakers as early as possible so that a resolution may be reached. In any circumstance, it is the student's responsibility to obtain any class notes or other course material missed as a result of the absence.

**Students are responsible for obtaining class notes and other materials missed as a result of the absence.**

## Attendance and Participation at Windsor Law

Windsor Law recognizes the relationship between class attendance and student success and therefore expects students to attend every class for each course in which they are enrolled. Although Windsor Law courses are not subject to a universal attendance policy, individual professors may choose to include grade components relating to class participation, in-class presentations, and other elements mandating class attendance.

## Leaves of Absence

Students who wish to step away from the Canadian & American Dual JD Program for a defined period of time may request a leave of absence for personal, medical, career, or other valid reasons. In light of the joint nature of the Dual JD program, students are required to seek and receive permission for a leave of absence from both Detroit Mercy Law and Windsor Law. A request for a leave of absence must be submitted in writing to both the Associate Dean of Student Affairs at Detroit Mercy Law and the Associate Dean of Academics at Windsor Law.

A leave of absence may not be granted for a time period of less than one semester, or less than the time remaining in the semester in which the leave was requested; nor will a leave of more than one full year be granted. Students may request additional leave at the conclusion of a leave of absence. Grant of the request will not waive the 72-month period for completion of studies.

## ADDITIONAL POLICIES

Dual JD students attend classes at two institutions, earn two degrees, and are eligible to be licensed in two jurisdictions. When an issue arises that requires the application of school policy, it must be determined which institution's policy is most appropriate to resolve the issue. Generally speaking, the policy to be applied is that belonging to the school issuing the course credit. The notable exception to this general rule is conduct discipline. In all cases, conduct discipline matters are handled by faculty and administration at the specific location where the conduct at issue occurred.

University of Detroit Mercy and University of Windsor respect and recognize the policies of the partner institution. Under most circumstances, the partner institution will abide by the policy of

the school issuing the course credit. Questions regarding the following policies should be directed to Megan Jennings, Associate Dean of Student Affairs at Detroit Mercy Law, or Francine Herlehy, Assistant Dean of Student Services at Windsor Law.

## Religious Accommodation Policies

University of Detroit Mercy and University of Windsor are committed to diversity, nondiscrimination and inclusiveness. Both institutions will support its students, regardless of religious affiliation or non-affiliation, in accordance with all applicable laws and regulations. As part of this commitment, both University of Windsor and University of Detroit Mercy will make good faith efforts to accommodate a student's religious practice or beliefs to the point of hardship.

**Detroit Mercy Law:** University of Detroit Mercy includes, respects, and welcomes into our community diverse individuals and perspectives. We value diversity in many forms, including gender, race, religion, national origin, economic status, sexual orientation, gender expression, age, physical ability, and learning style. We strive to reflect this value through the vibrancy of student life and the composition of our student body, faculty, staff, and administration. In accordance with the Jesuit and Mercy traditions, Detroit Mercy Law is firmly committed to enriching and enhancing the diversity of our community, and will work with students who require religious accommodations. Students who require an accommodation for the practice of religion should contact the Associate Dean of Student Affairs. Students should note that any class absence for observance of religious holidays will count towards their permitted number of absences for a course in a semester.

**Windsor Law:** In April 2008, Faculty Counsel approved a *Religious Accommodation Policy* in recognition of our religious and cultural diversity, and our desire to provide reasonable and appropriate accommodation for the practices of different religious and cultural groups that make up the law school community. The Policy recognizes that not all religious holidays require the same type of accommodation. As a rule, if a student's observance of a religious holiday **requires** the student to miss a class or classes, she or he must inform their instructor at least two weeks in advance of the holiday. Only formal observance of the holiday will be accommodated. This does not include travel time to observe the holiday outside of the Windsor area.

Further information regarding Windsor Law's *Religious Accommodation Policy* can be located [online](#), or through Windsor Law's Academic Coordinator.

<p><b>Students should note that any class absence for observance of religious holidays will count towards their permitted number of absences for a course in a semester.</b></p>
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## University of Detroit Mercy School of Law Honor Code

University of Detroit Mercy School of Law's Honor Code articulates the Law School's expectation that all students will meet the highest standards of personal and professional honor, integrity, and ethical conduct. The Honor Code reminds all members of the Law School of the necessity to act in a manner consistent with the standards of the legal profession and to the

highest degree of professional integrity. All members of the Law School community have a responsibility to read the Honor Code and conform their conduct to it.

The Honor Code sets forth the Law School's standards of conduct with respect to student integrity and honesty. It also provides for the formation of an Honor Code Council to oversee the administration of matters pertaining to the Honor Code. Upper year Dual JD students are eligible to serve as members of the Honor Council, and may be elected by their peers to serve. Acts that violate the Honor Code or acts that are otherwise academic in nature will be subject to the reporting and complaint resolution procedures set forth in the Honor Code. The Honor Code is designed to address any alleged violations in a fair and expeditious manner.

The Honor Code may be viewed in the Detroit Mercy Law Student Handbook, or [online](#).

## Non-Academic Misconduct

**Detroit Mercy Law:** Detroit Mercy Law expects that all students will respect the rights of all members of the Detroit Mercy Law community to enhance the educational environment. The *Community Standards Code* establishes a commitment to fostering an environment that recognizes the personal, ethical, psychological, social, and spiritual potential of all students. All members of the Detroit Mercy Law community are expected to read the *Community Standards Code* and adhere their conduct to it.

The *Community Standards Code* sets forth the Law School's standards of conduct with respect to student conduct that falls outside the purview of the Law School's Honor Code. The Code also sets forth the procedures to be followed when there is an allegation that the *Community Standards Code* has been violated. The Code is designed to address any alleged violation in a fair and expeditious manner. A copy of the *Community Standards Code* can be located [online](#).

**Windsor Law:** As members of the University of Windsor community, students are expected to conduct themselves with integrity as illustrated by the *Student Code of Conduct*, the codes of conduct established by their professional discipline and any other applicable policy or procedures. Any student who commits an act of Non-Academic Misconduct, defined as "all actions that breach the University's bylaws or policies and that are not academic misconduct," may be disciplined in the interest of safeguarding and upholding these objectives.

A copy of the *Procedures for Addressing Student Non-Academic Misconduct* can be located [online](#).

## Disability Support Services

University of Detroit Mercy and University of Windsor strive to foster an inclusive climate that provides equal access to higher education for all students with disabilities. In support of this objective, each university will honor and adhere to academic accommodations arranged by the partner institution. Therefore, students who are seeking academic accommodations for classes at both universities need only to complete the intake and disability verification process at one university.

**Detroit Mercy Law:** Disability support services are available to all currently enrolled students who have a documented disability that substantially limits them in one or more major life

activities. Students with a documented disability requiring accommodations should contact the [Office of Disability Support Services](#) at (313) 993-1158 or by e-mail at [bagdadlm@udmercy.edu](mailto:bagdadlm@udmercy.edu). Students must complete the intake and disability verification process to receive accommodations. Students who have been approved for accommodations must contact the Director of Student Affairs at Detroit Mercy Law each semester as early as possible in order to arrange for coordination of their accommodations. Students who have questions about the accommodation process at Detroit Mercy Law are encouraged to contact the Director of Student Affairs at [halljg@udmercy.edu](mailto:halljg@udmercy.edu).

**Windsor Law:** Student Accessibility Services at University of Windsor is committed to creating equal access to higher education for all academically qualified students with disabilities. Academic accommodations are highly individualized and are determined on a case-by-case basis, based on the specific individual needs and recommendations included in each student's documentation. Students seeking academic accommodation for an ongoing, diagnosed disability (whether permanent or temporary) must begin the process by contacting the [Student Accessibility Services](#) at (519) 253-3000 ext. 6172 or by e-mail at [sas@uwindsor.ca](mailto:sas@uwindsor.ca).

**It is very important for students to self-advocate. It is your responsibility to advise the Office of Disability Support Services (Detroit) or the Student Accessibility Services Office (Windsor) if you feel that your needs are not being met or your accommodations are not being provided.**

## Mental Health Support

**Detroit Mercy Law:** To help students perform their best, University of Detroit Mercy provides the service of a personal counselor and health center. These services are located on the McNichols campus and are available to all students, regardless of campus location or school. Each person who seeks counselling services can expect to be received with respect, recognition and understanding for whom they are regardless of race, ethnicity, gender, culture, class, sexual orientation, religious affiliation and/or disability. At the time of the initial session, the student can talk in confidence about what's on his or her mind, and together the counselor and student will identify problems and set realistic goals for therapy.

Further information about the Detroit Mercy Student Wellness Center can be found [online](#).

**Windsor Law:** University of Windsor is an institution of higher learning committed to the academic success of its students. We offer support programs to help students who may experience academic challenges caused by personal, physical or emotional difficulties. The University is able to offer short-term counseling and therapy services to students. Students in crisis will also be provided counseling and support as needed.

Windsor Law is fortunate to be able to provide the services of Laura Little, an embedded clinical therapist within the law school building. All counseling sessions remain strictly confidential. Law students who wish to schedule a counseling appointment must do so through the University of Windsor Student Counselling Centre, located in Room 293 of the CAW Centre. Information

on confidential counselling and other mental health resources can be found on the [Student Counselling Centre's website](#).

Windsor Law encourages all students to visit [JustBalance](#) for mental health, community, and emergency resources.

### [Alcohol and Other Drugs Policy](#)

**Detroit Mercy Law:** As an academic community, the School of Law calls on its members to seek knowledge, build healthy relationships, and take responsibility for their individual well-being. Alcohol and other drugs can endanger this lifestyle. Abuse of alcohol and the use of illicit drugs cause damage to health, threaten safety of self and others, interfere with academic and societal performance, and often lead to legal and financial problems. Even in a situation of legal and normal use, alcohol can increase the likelihood of injury, property damage, and deterioration of a healthy lifestyle. The Detroit Mercy Law *Alcohol Policy and Drug Policy* can be located in the [Detroit Mercy Law Student Handbook](#).

**Windsor Law:** University of Windsor is committed to fostering a campus environment in which there is an atmosphere of learning and a sense of community that promotes the adoption of health enhancing attitudes and behaviours. It recognizes that personal wellbeing enhances academic success and may set a pattern for lifelong healthy living. With respect to alcohol, we endorse policies and programs that promote responsible choice. The University's [Policy on Alcohol Use](#) can be accessed on the University of Windsor's website.

### [Smoking Policy](#)

**Detroit Mercy Law:** Detroit Mercy Law enforces a *Smoke-Free Campus Policy*. A copy of the *Smoke-Free Campus Policy* can be found in the [Detroit Mercy Law Student Handbook](#). The success of this Policy depends on the consideration and respect of all Detroit Mercy Law faculty, staff, and students have for one another. Therefore, it assumes that all will adhere to this policy voluntarily and that enforcement will not be needed.

**Windsor Law:** University of Windsor endeavours to provide a safe and healthy environment for work and study, and recognizes scientific research indicating that smoking is harmful to one's health and to the health of others through second-hand tobacco smoke. University of Windsor also recognizes and accepts aboriginal cultural practices and the sacred use of tobacco and acknowledges that some traditional aboriginal events or ceremonies involve the use of smudge sticks or other tobacco products. University of Windsor enforces a *Smoking and Tobacco Use Policy*, applicable to all members of the University of Windsor community, students, faculty, staff, contractors, visitors and guests. The *Smoking and Tobacco Use Policy* can be located [here](#).

### [Sexual Misconduct Policy](#)

**Detroit Mercy Law:** University of Detroit Mercy is committed to fostering a safe, productive learning environment. Detroit Mercy's Title IX policy prohibits sex and gender-based discrimination including sexual or gender-based harassment, sexual exploitation, sexual assault, intimate partner violence/dating violence, stalking, cyberstalking, and retaliation. University of Detroit Mercy has enacted a [Policy Prohibiting Sex and Gender-based Discrimination](#) to reflect

and maintain its institutional values and community expectations, to provide for fair and equitable procedures for determining any violation of the policy, and to provide recourse for individuals and the community in response to violations of this policy.

If you have encountered any form of sexual misconduct (e.g. sexual assault, sexual harassment, stalking, domestic or dating violence), you are encouraged to report this to Detroit Mercy's Title IX coordinator, Ms. Marjorie Lang, at [langma@udmercy.edu](mailto:langma@udmercy.edu) or at (313) 993-1802. The Title IX office is located on the 5<sup>th</sup> floor of the Fisher Academic Center on the McNichols Campus. If you speak with a faculty member or staff about an incident, that faculty member or staff must notify Detroit Mercy's Title IX coordinator. The Title IX coordinator is available to assist you in understanding all of your options and in connecting you with all possible resources on and off campus. The *Title IX Investigation and Resolution Procedure* can be found [online](#).

**Windsor Law**: University of Windsor values dignity, respect and equality for all individuals and strives to foster an atmosphere of healthy attitudes and behaviours towards sexuality, sex and gender roles. The University is committed to maintaining a healthy and safe learning, living, social, recreational and working environment. All forms of sexual misconduct jeopardize the mental, physical and emotional welfare of our students and employees, as well as the safety of the campus community and the reputation of the University. Sexual misconduct violates our institutional values and will not be tolerated.

Until recently, University of Windsor has had policies and bylaws that articulate our objectives regarding a safe environment, and that have included in their scope all forms of academic and non-academic misconduct, workplace harassment and human rights violations. University of Windsor has now adopted a stand-alone *Policy on Sexual Misconduct*. The Sexual Misconduct Policy can be found [online](#).

## **E-mail Policy**

**Detroit Mercy Law**: Detroit Mercy Law is committed to increasing its interactions with students and improving ways of conveying important information. The University's e-mail policy will enhance the ability of faculty and administrative officials to send official and course-related information to students via e-mail with minimal barriers.

All students at Detroit Mercy Law will be assigned a University student e-mail address with the expectation that they will read their e-mail regularly. This will help ensure that students are kept informed of current Detroit Mercy Law updates, deadlines, emergency notifications, etc. It is the student's responsibility to read all University correspondences sent to the student's University e-mail address by Detroit Mercy faculty and administration.

In general, redirecting Detroit Mercy Law e-mail to another non-University e-mail address is not encouraged. Detroit Mercy Law will not be responsible for the handling of e-mail by outside service providers or servers. Having Detroit Mercy Law e-mail redirected to another account does not absolve a student from the responsibilities associated with timely reading of communications sent to an official e-mail address.

For those students who may not own a personal computer, computer resources are provided in the Detroit Mercy Law Library. Public libraries are also places where students can go to access e-mail.

**University of Windsor:** University of Windsor recognizes the need for timely and efficient communication between current students, faculty and staff. The University's policy clearly establishes a single e-mail communication channel to help reach this goal. In addition, University of Windsor takes seriously its responsibility to interact with students in a secure manner that protects their privacy. The only effective way to maximize the probability that e-mail between the University and students remains private is to communicate through the UWin e-mail system.

All official e-mail communications between University of Windsor and its students will be delivered to a student's University of Windsor (UWin) e-mail address. Students are responsible for activating their UWin e-mail address before the start of classes. UWin e-mail addresses may be activated [online](#).

All official electronic communication from University of Windsor will be deemed to have been delivered when it arrives at a student's UWin e-mail address. Students may forward their e-mail to another e-mail address. Students should understand that when doing this, there is an increase in the risk that the e-mail will not remain private. It is expected that students will treat passwords associated with their UWin e-mail address with the security and respect that they require.

Students are required to use their UWin e-mail account when electronically communicating with the University, including corresponding with faculty and staff. Students who do not use their UWin account for correspondence with the University will be deemed to have not responded. In situations where a student does not have access to a computer, the University may make alternate arrangements, upon receipt of a request from the student.

## **Computer Systems – Acceptable Use Policy**

**Detroit Mercy Law:** University of Detroit Mercy has a comprehensive *Acceptable Use Policy* that details guidelines for appropriate use of information technology resources. The policy is applicable to all students, faculty, staff and community members that use Detroit Mercy's computing resources or are connected to the University's network. University of Detroit Mercy expects users to act in a responsible, ethical and legal manner consistent with the mission of the University. Use is a privilege that may be revoked, and not a right. The University of Detroit Mercy may be viewed in detail [online](#).

**University of Windsor:** University of Windsor is committed to following all legislation that deals with the handling of software, electronic communications, data and information, including the *Copyright Act of Canada*, Canada's *Law on Spam and other Electronic Threats*, and the *Freedom of Information and Privacy Protection Act*. The computing and networking facilities of University of Windsor support instructional, research, public service, and other intellectual pursuits by students, faculty and staff consistent with the University's mission. Generally speaking, any computing or network communication activities which fall within these general principles are considered acceptable use of campus computing and networking facilities.

Confirmed incidents of unacceptable use will result in sanctions ranging from verbal/written warnings, to revocation of computing privileges, to expulsion, and criminal prosecution. University of Windsor's *Acceptable Use Policy* may be viewed [online](#).

## STUDENT LIFE

### Student Parking – Detroit Mercy

**Year Long Parking Pass: \$400**

**Semester-Only Parking Pass: Fall or Winter \$200, Summer \$31**

All Detroit Mercy Law students can register for a parking permit [online](#). Once you have filled out and submitted the online request form, please note the following:

1. You must come into the Student Services Center to pick up your parking tag hanger. Please allow at least one hour for processing time after you have submitted your form electronically.
2. **CARPOOLERS:** If you are carpooling, **ALL MEMBERS** of the carpool must come in together as a group and each member must present their student ID and their vehicle registration if they will be using their vehicle as part of the carpool. There will be only one parking hanger issued per carpool group.
3. When picking up your parking permit you must bring the following:
  - a. Your Student ID Card.
  - b. Your current parking tag hanger (if you have one already assigned from a previous term).
  - c. The vehicle registration for any/every vehicle that will be in the carpool.

With respect to student carpools, Detroit Mercy Law appreciates that there may be circumstances in which the student possessing the parking hanger may be absent from class. Carpooling students who find themselves without their designated parking hanger are encouraged to request a temporary parking pass from the Student Services Center.

If you have any questions about parking permits, please contact Jeff Johnson, Assistant Dean for Administrative and Student Services, at [johnsoje1@udmercy.edu](mailto:johnsoje1@udmercy.edu).

Students need to come to the Student Services Center beginning the week before Fall classes start, during posted business hours, to have their parking hanger renewed or purchase a new hanger. Parking tickets and/or Violation stickers will be issued to students who illegally park (no valid decal or wrong lot) in the student lots beginning September 1.

Students that register and pay for both terms at the beginning of the Fall term will not be required to pay for the Summer term. There is a \$10.00 replacement fee for a reissued parking hanger. Only upper-class students will be permitted to park in the law school's parking lot on Larned Street Monday – Thursday, with the overflow being at the Christ Church parking lot. First year



students are allowed to park in the Larned lot on Fridays and weekends, but must otherwise park at the Christ Church parking lot.

**First year law students are required to park in the Christ Church parking lot Mondays – Thursdays, but may park in the Larned lot on Fridays and weekends.**

## Student Representative Bodies

**Detroit Mercy Law:** The Student Bar Association (SBA) is a student organization that works to promote and coordinate student participation in educational and social activities, to provide for the student welfare, to promote understanding within and among students, faculty, and alumni and staff of the School of Law and University committees and local, state, and national bar association, to promote professional conduct and attitudes; and to provide a method for the resolution of student grievances. The SBA Board consists of the SBA Executive Officers, SBA Class Officers, SBA Class Representatives, and SBA Organization Representatives. Further information on the SBA may be found on the [SBA's webpage](#).

**Windsor Law:** The Students' Law Society (SLS) is the representative body of all students at Windsor Law. The SLS was formed to represent the interests of students at Windsor Law, and to provide services to law students as well as to the community. The SLS consists of the Executive Committee, Year & Program Representatives, Faculty Council Student Representative(s), and the Law Representative(s) on the University of Windsor Students' Alliance (UWSA). All SLS councilors, including the Executive, are elected by law students and do not receive any financial compensation for their positions.

Students at Windsor Law are encouraged to bring forward proposals for special projects they themselves wish to undertake. Much of the programming that is now standard and effectively serves many people began as one Windsor Law student's novel idea. Further information on the SLS may be found on the [SLS website](#).

**Dual JD students are encouraged to get involved with both the SBA and the SLS.**

## Student Identification (ID) Cards

**Detroit Mercy Law:** Student ID cards are necessary to preserve the security of the Detroit Mercy Law community and its property, and to assure availability of facilities and functions to students. ID cards must be used to enter areas of the Law School with doors protected by card readers, including the atrium and main doors leading to the classroom wing. In addition, ID cards may be required for admission to a facility or event, and for exam seating. The Student Services Center at Detroit Mercy Law will issue Student ID cards to incoming students at orientation. There is a \$20 fee for a replacement card, which will be billed to the student's account.

**Windsor Law:** The UwinCARD is a photo identification card. It is the access card to the St. Denis Recreation Centre and the Forge Fitness Centre, as well as a meal plan card, a library card for the Leddy Library, a purchase card for the University bookstore, a printing/photocopy card

and a door access card for residence students. Students may obtain their UwinCARD from Room B-07 at the CAW Student Centre. Questions relating to UwinCARDS may be directed to [uwincard@uwindsor.ca](mailto:uwincard@uwindsor.ca).

### **Windsor-Detroit Tunnel Bus**

Transit Windsor operates a cross-border bus service through the Detroit-Windsor Tunnel, seven days a week. The Tunnel Bus leaves from the Windsor International Transit Terminal at 300 Chatham Street West. The Tunnel Bus operates a short route through downtown Detroit, including Cobo Center/Arena, Rosa Parks Transit Center, Campus Martius and Hart Plaza.

Proof of citizenship is required when crossing the international Detroit-Windsor border. The fare may be paid in either Canadian or American funds, but no exchange will be provided. For further information, please visit the [City of Windsor's website](#).

### **Address Updates**

If your mailing or home address changes, it is important that you update your addresses on record with both University of Detroit Mercy and University of Windsor.

**Detroit Mercy Law**: To update your address or other personal information with Detroit Mercy Law, log in to TitanPass with your user ID and password. Go to TitanPass Self Service, and click the “Personal Information” tab. Within this tab, click on “Update Address and Phones”. For addresses, please select the type of address to update and click “Submit.” Please follow the instructions provided to update your information.

**Windsor Law**: To update your mailing or permanent address with University of Windsor, log in to your UWinsite Student account.