



SCHOOL OF LAW

UNIVERSITY *of* WASHINGTON

STUDENT HANDBOOK

2023-2024

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INTRODUCTION

This handbook serves as a student guide to the academic regulations, policies, and procedures of the University of Washington School of Law (“UW Law”). This handbook also provides information about University of Washington and UW Law support resources and programs.

All questions regarding this handbook should be addressed to lawstudentlife@uw.edu or the Associate Dean for Student Affairs, Anna Endter, at aendter@uw.edu. This handbook will be updated at least annually and feedback/suggestions for improvement are welcomed.

NOTE: UW Law is privileged to have students in many different degree programs. Unless otherwise noted, policies and procedures apply equally to all students at UW Law. Program and degree-specific information is designated as such.

OUR VALUES

At UW Law, we are deeply committed to creating a fair, just and vibrant society, locally and globally.

We believe in the power of a high-quality legal education, not just for the benefit of the individual, but for the countless people each lawyer—including you—will serve during your lifetime.

We are dedicated to creating a safe, welcoming learning environment so that all students thrive.

We are innovative, compassionate, and skilled problem-solvers. Our community looks forward to helping you channel your incredible assets to become leaders in law, business, and public policy.

OUR COMMITMENT TO DIVERSITY

UW Law's longstanding commitment to diversity is an extension of our commitment to excellence. At UW Law, we believe the best legal education integrates legal theory, doctrine and practice that must be delivered by a diverse faculty to a diverse student body. This is evident in the number of alumni who are prominent in the legal profession, many breaking through the barriers of gender, race and ethnicity along the way. Together we can combat the racism and inequities that persist at UW Law and in society.

HONORING PLACE

The University of Washington acknowledges the Coast Salish peoples of this land, the land which touches the shared waters of all tribes and bands within the Suquamish, Tulalip, and Muckleshoot nations.

UW SEATTLE CAMPUS

The UW Seattle campus is a beautiful place and is home to 50,000+ students. Whether you are from the Seattle area or joining the community from abroad, the resources below will help you navigate campus.

- [About the Seattle Campus](#)
- [Campus Map](#)
- [UW Video Tours](#)
- [Indigenous Walking Tour](#)
- [Campus Highlights Guide](#)
- [Campus Dining](#)
- [Study Spaces on Campus](#)

QUICK REFERENCE GUIDE

Office	Phone	Email	Location
Academic Services	(206) 543-0453	mylaw@uw.edu	Gates Hall 361
Academic Success Program	Carrie phone	sanfordc@uw.edu	Gates Hall 435
Admissions, JD Program	(206) 543-4078	lawadm@uw.edu	Gates Hall 231
Advancement	(206) 685-9115	uwlawadv@uw.edu	Gates Hall 368
Asian Law Center	(206) 543-8459	asianlaw@uw.edu	Gates Hall 438
Barer Institute for Law and Global Human Services	(206) 616-8441	N/A	Gates Hall 449
Business Office	N/A	lawbiz@uw.edu	Gates Hall 344
Center for Advanced Study and Research on Innovation Policy (CASRIP)	N/A	casrip@uw.edu	Gates Hall 435
Center for Career Development	206-543-9097	lawpath@uw.edu	Gates Hall 346
Center for Law, Science and Global Health	N/A	gradlaw@uw.edu	Gates Hall 442
Center for Public Service Law	(206) 616-9789	iplaw@uw.edu	Gates Hall 366
Clinical Law Program	(206) 543-3434	clinics@uw.edu	Gates Hall 265
Continuing Legal Education & Law School Events	(206) 543-1245	lawconf@uw.edu	Gates Hall 385
Dean's Office	(206) 543-2586	lawdean@uw.edu	Gates Hall 371
Disability Resources for Students	206-543-8924 (Voice & Relay)	uwdrs@uw.edu	Mary Gates 011
Facilities	(206) 543-0060	gatesbc@uw.edu	Gates Hall 111
Financial Aid	(206) 543-4078	lawadm@uw.edu	Gates Hall 231
Gallagher Law Library	(206) 543-6794	lawref@uw.edu	Gates Hall L1
Gates Public Service Law Scholarship Program	N/A	gatespsl@uw.edu	Gates Hall 346
Global Business Law Institute	(206) 221-9190	gbuslaw@uw.edu	N/A
Graduate Program Administration	(206) 543-2283	gradlaw@uw.edu	Gates Hall 443
Housing & Food Services	(206) 543-2430	hfsinfo@uw.edu	Terry Hall
Human Resources	(206) 221-5841	N/A	Gates Hall 3
Husky Card Office	(206) 543-7222	huskycrd@uw.edu	Odegaard Library ground floor level below the library
Marketing & Communications	(206) 685-7394	lawcom@uw.edu	Gates Hall 385
Moderate Means Program	(855) 741-6930	klarry@uw.edu	Gates Hall 325
Moot Court Honor Board		mchbpres@uw.edu	Gates Hall 1
Native American Law Center	(206) 685-3917	N/A	Gates Hall 438
Regulatory Environmental Law and Policy Clinic		N/A	Gates Hall 211
Student Bar Association		uwsba@uw.edu	Gates Hall 1
Technology Services (Law School Only)	(206) 616-4357	lawhelp@uw.edu	Gates Hall 223
Transportation & Parking Services	(206) 221-3701	ucommute@uw.edu	1320 NE Campus Parkway
University Book Store	(206) 634-3400	N/A	43 rd & University Way
UW Counseling Center	(206) 543-1240	N/A	401 Schmitz Hall
UW Facilities Services (Emergency Only)	(206) 685-1900, Dial 0	N/A	
UW Information Technology	(206) 221-5000	help@uw.edu	4545 15 th Ave
UW Police Department Non-Emergency	(206) 685-8973	uwpolice@uw.edu	3939 15 th Ave

UW Recreation	(206) 543-4590	recinfo@uw.edu	3924 Montlake
Visiting Scholars Program	(206) 543-8459	uwvs@uw.edu	Gates Hall 438
Washington International Law Journal (WINLJ)	N/A	winlj@uw.edu	Gates Hall L1
Washington Journal of Law Technology and Arts (WJLTA)	N/A	wjlta@uw.edu	Gates Hall L1
Washington Journal of Social & Environmental Justice (WJSEJ)	N/A	N/A	Gates Hall L1
Washington Law Review (WLR)	N/A	editor@washrev.org	Gates Hall L1

ADMINISTRATION, STAFF & FACULTY

Information regarding UW Law administration, faculty, and staff can be found at the following links:

DIRECTORIES

DEPARTMENTS

<https://www.law.uw.edu/directory#departments>

FACULTY

<https://www.law.uw.edu/directory#faculty>

STAFF

<https://www.law.uw.edu/directory#staff>

UW LAW CONTACT LIST

<https://www.law.uw.edu/about/contact-us>

UW LAW DEPARTMENTS

ACADEMICS

<https://www.law.uw.edu/academics>

CAREERS

<https://www.law.uw.edu/careers>

FACULTY

<https://www.law.uw.edu/faculty>

GALLAGHER LAW LIBRARY

<https://lib.law.uw.edu/home>

STUDENT LIFE

<https://www.law.uw.edu/student-life>

WILLIAM H. GATES HALL

ACCESS

Gates Hall, including the Gallagher Law Library, is closed to the public and to non-law students. Please exercise care and do not let members of the public in as you enter the building using your Husky card.

If you are a law student and are having trouble accessing the building or any other areas within, contact the Gates Hall Building Coordinator at gatesbc@uw.edu.

ADDRESSES

MAILING ADDRESS:

University of Washington School of Law
William H. Gates Hall
Box 353020
Seattle, WA 98195-3020

LOCATION ADDRESS:

4293 Memorial Way NE
Seattle, WA 98195

Information about the history of Gates Hall is available here: <https://www.law.uw.edu/about/gates-hall>

ART IN THE BUILDING

William Gates Hall contains several art installations, including a changing installation along the galleria on the first floor.

UW Law Art Display Policy: <https://www.law.uw.edu/media/142514/william-h-gates-hall-art-display-policy.pdf>

ELEVATORS

There are four elevators in Gates Hall:

- Two near the east entrance (Memorial Way). Use these to access the law library after hours. Note that this elevator does not go down to floor L2.
- One near the west entrance (15th Avenue).
- One inside the law library for travel between floors L1 and L2 only.

FACILITIES: SAFETY INFORMATION

FACILITIES CONCERNS

For non-urgent facilities issues, write to gatesbc@uw.edu.

For facilities emergencies:

- During normal weekday business hours, call Gates Hall Building Coordinator at 206-391-5006.
- After hours or on weekends or holidays, call UW Facilities Services at 206-685-1900, Dial 0 (emergencies only).

SAFETY & SECURITY CONCERNS

For safety or security concerns, call UW Campus Police

- 206-685-8973 (non-urgent issues) or 911 (urgent)

After police response, report incident to UW Law at gatesbc@uw.edu and lawstudentlife@uw.edu.

EVACUATION PROCEDURE

All UW Law community members should review the [Fire Safety and Evacuation Plan](#) in case of emergency at Gates Hall.

Important Reminders:

- Do not use the elevators during an emergency evacuation.
- The primary Evacuation Assembly Point (EAP) is the sculpture in the field south of Gates Hall.
- The secondary Evacuation Assembly Point (EAP) is on the Northwest side of the building by the Burke Museum.

All fire alarm activations should be taken seriously. Building occupants **must** evacuate when the alarm sounds. Never assume it is a false alarm.

EVACUATION PROCEDURE FOR PERSONS WITH DISABILITIES

Complete information is available here:

<https://www.law.washington.edu/students/william%20h%20gates%20hall%20-%20fire%20safety%20and%20evacuation%20plan.pdf?gazwehq>

Persons with mobility disabilities are encouraged to:

1. Consider evacuation options for each building they occupy.
2. Identify a volunteer who will be responsible to communicate with emergency services on their behalf during a building emergency. You may designate lawstudentlife@uw.edu if you wish.
3. Document their evacuation plans on the Evacuation Plan for Persons with Disabilities form and provide it to the building evacuation director who will inform evacuation wardens and retain it for reference.

Evacuation Options:

Persons with disabilities have five evacuation options as follows with preferred options listed first.

1. General Evacuation: Use accessible routes to exit the building if the route appears safe.
2. Horizontal Evacuation: In large buildings and multi-wing complexes, evacuate horizontally to an unaffected wing or area where the alarm is not sounding.
3. Area of Refuge: Move to an area of refuge (also known as Areas of Evacuation Assistance or Evacuation Waiting Area) which is protected by substantial fire-rated construction. Many building stairwells with large landings serve as very good areas of refuge. Wait near the exit stairwell until everyone has evacuated the floor and traffic has cleared, then enter. Some buildings have designated areas with stairwells that are signed and equipped with two-way communications with University Police. Enclosed elevator lobbies and fire-rated exit corridors can also serve as an evacuation waiting area, especially when in close proximity to an exit. For assistance identifying an area of refuge, call EH&S at 206.616.5530.
4. Stay in Place: If evacuation or moving to an area of refuge is not possible, staying in place may be appropriate. An enclosed room with an exterior window, a telephone, and a solid or fire-resistant door may be a good choice. With this option, the person may keep in contact with emergency services by dialing 911 and reporting his or her location directly. Emergency services will relay this location to on-site emergency personnel who will determine the necessity for evacuation.
5. Assisted Evacuation Device: In the event of a major earthquake or other campus-wide event that would prevent first responders from responding quickly, an assisted evacuation device, such as a specially designed chair, can be used by trained personnel to evacuate mobility disabled persons.

Elevators can be unsafe to use in an emergency and in most buildings, they are automatically recalled to the ground floor. Emergency personnel have special keys to over-ride the elevator functions and can use them to assist with evacuation.

Persons with mobility disabilities should evacuate if able, report to an area of refuge (if available), or stay in place in the event of an emergency requiring evacuation or when the building alarm system is activated.

If reporting to an area of refuge or staying in place, contact emergency services by calling 911 and inform them of your plans.

Volunteers may assist persons with disabilities reach an area of refuge but should evacuate and go to the evacuation assembly point and report to emergency services the location and status of the person with disabilities.

The information above is primarily to address evacuation for persons with mobility disabilities. Persons with other visual, hearing, cognitive or other disabilities are encouraged to seek counsel and accommodation through the Disability Services Office (206.543.6450).

FIRE/EXPLOSION

- If something is on fire, use the **nearest pull station** to **activate the fire alarm** and then **call 911**.
- **If trained, use a fire extinguisher for incipient (early) stage fires only.** Before you fight a fire, make sure that you:
 - Have **called 911** or pulled the fire alarm
 - Have an **evacuation route** planned
- If **trapped by smoke or fire; stay low** and try to **cover your mouth** with a wet cloth.
 - **Find a room** where you can **seal the cracks under the door** and **call 911**

- If **near a window**, open but **do not break** it. **Wave or hang something outside** to alert fire personnel.
- If your clothes catch fire: **STOP, DROP and ROLL** to smother the flames.

FIRE ALARMS

- If you hear the fire alarm, **evacuate the building or area**. Close all doors as you go.
- **Do not use elevators**. Evacuate by using the **nearest stairwell**.
- **Go to your evacuation assembly point** (EAP) and maintain proper physical distancing at the EAP if under communicable disease restrictions.
- **Report to the evacuation warden**, evacuation director, or the fire department.
- **Do not re-enter the building** until authorized by emergency personnel.

For a full list of information related to students and safety, see the UW Law website here:

<https://www.law.washington.edu/students/safety.aspx>

FOOD & DRINK VENDING IN GATES HALL

There are vending machines (coffee, soda, and snacks) and microwaves on the first floor in the seating area near room 127. Other campus dining options are here: <https://hfs.uw.edu/Eat>.

GATES HALL LOCKERS

UW Law has a limited number of lockers available for law students. To apply for a locker, click on the link to our online form. Once assigned a locker you will need to provide your own lock.

Student Locker Request: <https://www.law.washington.edu/students/forms/default.aspx?vw=locker>

LOUNGES

There are two law student lounges in Gates Hall. The first is on the west side of the second floor in room 217. The Student Bar Association manages this space and provides the resources. The second, named the Bogle and Gates Law Student Lounge, is on L1 in the law library. Students must use their Husky cards to access these student-only spaces.

RSO COMMONS

The Registered Student Organization (RSO) Commons is on floor L2, near the law library study rooms. Student organizations have space in the commons to store items for events and meetings.

RESTROOMS

There are multiple restrooms on each floor of Gates Hall:

- Rooms 121 & 122 near the west elevator
- Room 108 (accessible and with a diaper changing station) near the entrance on Memorial Way
- Rooms 109 & 110 near the east elevator
- Rooms 233 & 234 near the west elevator

- Rooms 204 & 205 near the east elevator
- L105 & L106 outside of the library doors next to the east elevator
- L122 & L121 inside the library ([map](#))
- L213 & L214 near the east elevator

ALL GENDER RESTROOMS

UW Law restrooms are all-gender restrooms. Each room is labelled with a sign confirming that every individual is welcome to access any restroom that is consistent with their gender identity.

See <https://www.washington.edu/titleix/lgbtq/gender-neutral-restrooms/> for guidance and locations around campus.

FREE MENSTRUAL PRODUCTS

Many of the restrooms in our building include free menstrual products.

WATER FOUNTAINS

Water fountains are outside each of the above restroom clusters. In addition, there are water bottle filling stations on the first floor near the west elevator and inside the library on L1 near the Information Desk. A hot water station is in the library lounge on L1.

STUDENT AFFAIRS & STUDENT LIFE

CAMPUS COMMUNITY SAFETY

The University of Washington is dedicated to a safe learning, teaching, research, and visitor environment in a diverse community that values compassion and belonging.

The Division of Campus Community Safety leads planning, prevention, response and recovery for the UW through three key emergency and safety response units: [UW Emergency Management](#), [UW SafeCampus](#), and [UW Police](#).

Learn more about the Division of Campus Community Safety here: <https://www.washington.edu/safety/>

NIGHTRIDE SHUTTLE SERVICE

Transportation Services provides a variety of shuttle options for UW Students. NightRide is one of these services and is a fare-free, safe and easy way for U-PASS members to get home at night with stops at UW Tower, Lander Hall, the IMA, and along Stevens Way.

Learn more about Transportation Services Shuttles here: <https://transportation.uw.edu/getting-around/shuttles?ref=www/facilities/transportation/uwshuttles/nr>

SAFECAMPUS

SafeCampus is the University of Washington's violence-prevention and response Program. SafeCampus supports students, staff, faculty and community members in preventing violence.

Learn more about SafeCampus here: <https://www.washington.edu/safecampus/>

TITLE IX

Title IX and other federal and state laws collectively prohibit discrimination based on sex, sexual orientation, gender, gender expression, pregnant or parenting status, and LGBTQ identity. These laws impose legal requirements and protections that serve as a foundation from which UW has created policies, practices, services, and programs that work in concert to advance equity for students, staff, and faculty of all identities.

Learn more about the Title IX Office here: <https://www.washington.edu/titleix/>

LGBTQ+

The University of Washington supports a culture of inclusion and has provided protections from discrimination and harassment for individuals based on their sexual orientation long before such rights were recognized by federal or state law.

STATE AND FEDERAL LAW

In 2006, Chapter 49.60 RCW, the Washington Law Against Discrimination, was amended to prohibit discrimination on the basis of sexual orientation. "Sexual orientation" is defined to include "heterosexuality, homosexuality, bisexuality, and gender expression or identity." The term "gender expression or identity" is in turn defined as "having or being perceived as having a gender identity, self-image, appearance, behavior, or expression, whether or

not that gender identity, self-image, appearance, behavior, or expression is different from that traditionally associated with the sex assigned to that person at birth.”

Title IX of the Education Amendments of 1972 is a federal civil rights law that prohibits discrimination on the basis of sex in education programs and activities that receive federal funding. Federal agencies have interpreted federal laws, such as Title IX, to provide protections for individuals based on their LGBTQ status that have not, to date, been clearly identified in those federal laws.

RESOURCES

Gender-neutral restroom guidance and locations can be found here: <https://www.washington.edu/titleix/gender-neutral-restrooms/>.

Change your preferred name here: <https://registrar.washington.edu/students/preferred-names/>.

Please review the [Address and Name Change](#) section of the handbook for more information.

Update your gender identity in UW systems for students here: <https://registrar.washington.edu/students/personal-data/gender-identity/>.

SURVIVOR RESOURCES

A person who experiences sex- or gender-based violence, harassment, or discrimination may prefer to be identified as a survivor, a victim, a witness, or by another term.

Support and resources are available to every member of the UW community, at all campuses and locations, whether or not an investigation is requested. If you submit a report via the online Title IX reporting form found here: <https://www.washington.edu/titleix/report/>. Title IX staff will provide information about supportive measures, explain formal and informal options, and provide referrals to additional resources.

UW ALERTS

The University of Washington is committed to keeping the campus community informed during emergencies and situations that might disrupt normal operations.

UW Alert is the University of Washington’s emergency alert system, used to share information via email, text messages, loudspeakers, [website banners](#) and the [UW Alert Blog](#).

UW faculty, staff and students in Bothell, Seattle, Tacoma and at UW Medicine can [subscribe](#) to receive UW Alert messages via text and email.

Learn more about UW Alerts here: <https://www.washington.edu/safety/alert/>

COMMUNICATION

UW EMAIL ACCOUNT

Every student at the University of Washington may claim an “@uw.edu” email address. Important messages from the University and UW Law are sent to your UW email address: UWNNetID@uw.edu (where UWNNetID is your actual

UW NetID). Additional information can be found at <https://itconnect.uw.edu/tools-services-support/academic-planning/myuw-help-center/access-uw-email/>.

UW provides two cloud-based email services:

UW Exchange Online

[UW Exchange Online](#) is the University of Washington's Microsoft Exchange service providing email, calendar, contacts, and task management. UW Exchange Online is offered as a service of [UW Office 365](#). To forward your email to UW Exchange Online, go to the [UW Email Forwarding page](#) and forward your email to UW Office 365.

UW Gmail

[UW Gmail](#) is the University of Washington's Google service providing email, calendar, contacts, and task management. UW Gmail is offered as a service of [UW Google](#). Go to the [Manage UW Google page](#) to activate the service and set your UW Google password, then [forward your email to UW Google](#).

Note: A login link to the UW email service you are forwarding to appears on [MyUW: Home](#), in the top right corner, with the name **Email**.

More information here: <https://itconnect.uw.edu/tools-services-support/academic-planning/myuw-help-center/access-uw-email/>

CLASS EMAIL LISTSERVS

All students at UW Law are included in a UW Email Listserv used by administration to communicate important information and updates. Each JD class has a listserv, and graduate students are grouped into listservs by degree.

LAW DAWGS RESOURCE CENTER

All UW Law community members are automatically given access to the [Law Dawgs Resource Center \(LDRC\)](#). The LDRC is a Canvas course that is updated regularly to provide space for students, staff, and faculty to share announcements and opportunities within the UW Law community. The LDRC is the place to find information and announcements related to Student Affairs, Student Programming & Events, Career & Professional Development, Diversity, Equity, Inclusion and Belonging (DEIB), Financial Aid & Scholarships, the Gallagher Law Library, and more.

The LDRC Calendar is where you will find information on events happening in the community for students. Student organizations and leaders will post events to this calendar with the help of Student Life staff. If you know of an event that you would like to see on the LDRC calendar, email Assistant Director for Student Life, Kayla Fencl, at fenclk@uw.edu.

COMMUNITY NORMS

UW School of Law Community Norms for Cultivating an Inclusive Campus Climate:
<https://www.law.uw.edu/media/142423/dei-community-norms.pdf>.

BACKGROUND

Goal 1 of UW Law's Strategic Plan for Diversity, Equity, Inclusion, Multiculturalism and Antiracism is to cultivate an

inclusive campus climate. The following goals, principles and encouraged practices have been developed by students, staff and faculty to move us toward achieving that goal.

GOALS

- UW Law will be a welcoming and engaged learning community.
 - UW Law will foster an attitude/culture that facilitates honest/open feedback.
 - UW Law will promote an atmosphere that respects the dignity and worth of each person.
 - UW Law will encourage curiosity in learning, self-awareness and humility.
-

GENERAL PRINCIPLES FOR THE UW LAW COMMUNITY

- Collaborate for the betterment of the community and one another.
 - Invite differing opinions and seek to better understand each other.
 - Expect occasional discomfort when discussing difficult topics and strive to promote inclusive conversations and high-end inquiry.
 - Acknowledge and respect the difference between intent and impact.
 - Be willing to address impact regardless of intention.
 - Recognize that we all have biases that impact engagement within the community.
 - Recognize the impacts of privilege and power within the community, on both systemic and interpersonal levels.
-

ENCOURAGED PRACTICES

To embrace UW Law's General Principles and effectuate its Goals, members of the UW Law Community are encouraged to, more fully:

- Listen actively and generously:
 - Be fully present and focused on the speaker to best understand what is being said.
 - Avoid defensiveness.
 - Reflect on what has been said rather than simply waiting for an opportunity to respond.
 - Continue lifelong learning by remaining curious and committed to active growth:
 - Engage with people having different backgrounds and reflect on the knowledge/insights gained from these interactions.
 - Be aware of personal lived experience that has shaped and continues to shape each person's perceptions, decisions and actions.
 - Be willing to make and learn from mistakes; we all will make them.
 - Remain open and engaged:
 - Approach all conversations with empathy, humility and awareness of one's own biases.
 - Redouble efforts to listen actively and generously, including by avoiding becoming defensive and, if necessary, pausing to reflect on what is being said before reacting.
 - Consider one's own impact on the conversation and ask questions before drawing conclusions and making assumptions.
 - Engage in lifelong learning and personal and professional development:
 - Participate in trainings, workshops, and events.
 - Seek opportunities to collaborate with and learn from colleagues.
-

- Those who have power should share it and consider how to create brave spaces for others.

UW LAW SOCIAL MEDIA TIPS

Constructive use of social networking platforms can help you create and nurture relationships, network and identify work opportunities, and jumpstart your legal careers. But in using social media, it is important to find the right balance between your personal identity and your emerging professional identity.

You are entering a profession where reputation matters a great deal. As you are posting on social media platforms, make sure your posts reflect your personal values and are consistent with how you would interact with others in a face-to-face setting.

UW Law students should consider any implications social media content may have on their prospects for passing the bar's character and fitness evaluation and for future employment and client relationships. Employers are increasingly conducting web searches on job candidates before extending offers. Be sure that what you post today will reflect well on your future self.

Suggestions for social media:

- **Think twice before posting.** Privacy does not exist in the world of social media. Search engines can turn up posts years after they are created, and comments can be forwarded, photographed, and copied. Even deleted posts can exist in perpetuity. If you would not say it at a conference, in a classroom, or to a colleague, consider whether you should refrain from posting it online. If you are unsure about posting something or responding to a comment, step away from your device and take a break before posting. You can also seek guidance from a trusted friend, professor, mentor, or the Office of Law Student Life.
- **Do not engage in cyberbullying.** As a UW Law student, you are expected to hold yourself accountable and practice the highest standards of ethics and integrity.
- **Anonymity is a myth.** Do not assume that anything you do on social media is anonymous. Write everything as if you are signing it with your name.
- **Your audience is everyone.** A presence in the social media world is or can be made available easily to the public at large, at any time. This includes prospective and current employers, colleagues, and clients. Consider this before publishing to ensure the post or comment conveys respect, dignity, and professionalism for these groups.
- **Maintain privacy.** Familiarize yourself with and use conservative privacy settings regardless of the content on your profile. Practice restraint when disclosing personal information on social networking sites. Familiarize yourself with the terms of service of your social media platform, and the norms of your community. Generally, sharing content posted by others may not be advisable or respectful (and it might be a violation of the terms of service). Reposting content generally signals that you agree with the underlying content.
- **The personal is professional.** There is no way to maintain a social media presence that is not visible to your professional contacts. Employers often search social networking sites during the hiring process. Always consider the professional image you wish to present to your employer, colleagues, and clients. Even images and comments that seem innocuous can diminish the respect and trust that others have for you. Just as illegal conduct, nudity, or consumption of alcoholic beverages are not appropriate behaviors for the workplace, they may also be inappropriate for your social media.

- **Discriminatory harassment and sexual harassment are prohibited.** Be careful about posting anything that might be viewed as discriminating in any way regarding race, ethnicity, religion, gender, gender identity, sexual orientation, and physical/psychiatric disabilities.
- **Be your best self.** You get to choose what you say on social media, and what you say lives forever. Whenever possible, model diplomacy, understanding, and kindness.

OTHER RESOURCES

- A law student's guide to using Social Media right: <https://abaforlawstudents.com/2017/10/23/law-students-guide-to-using-social-media-right/>
- 5 Top Social Media Tips for Law Students: <https://www.lawyer-monthly.com/2019/02/5-top-social-media-tips-for-law-students/>
- How Social Media is Impacting Law Students: <https://www.dmagazine.com/publications/d-ceo/2016/december/how-social-media-is-impacting-law-students-dallas/>

DIVERSITY, EQUITY, INCLUSION & BELONGING (DEIB)

UW LAW DEIB RESOURCES

UW Law's longstanding commitment to diversity is an extension of our commitment to excellence. At UW Law, we believe the best legal education integrates legal theory, doctrine and practice that must be delivered by a diverse faculty to a diverse student body. This is evident in the number of alumni who are prominent in the legal profession, many breaking through the barriers of gender, race, ethnicity, and sexual orientation along the way.

For information about our diversity plan and other resources, please see <https://www.law.uw.edu/about/diversity>.

GET INVOLVED

There are many ways for students to engage in DEIB work and advocacy at UW Law, including attending the Dean's Student Advisory Committee on Diversity, Equity, Inclusion and Belonging (DSAC-DEIB) meetings. All students are invited to attend and will receive notice before each meeting.

There are a variety of affinity-focused Registered Student Organizations. Learn more about how you can get involved [below](#).

You are welcome to contact lawstudentlife@uw.edu or the Associate Dean for Student Affairs with questions about UW Law's DEIB work and commitments.

UW LAW DISCRIMINATION REPORTING

UW Law is committed to creating a welcoming and respectful learning and working environment. Please report microaggressions (a comment or action that subtly and often unconsciously or unintentionally expresses a prejudiced attitude toward a member of a marginalized group), discrimination or other issues that you experience or observe here: <https://www.law.uw.edu/about/diversity/discrimination>. You may also contact the Associate Dean for Student Affairs directly to report an incident.

UW BIAS INCIDENT REPORTING FORM

UW's Bias Incident Reporting Tool is for non-emergency incidents. If your immediate safety is at risk, you are witnessing violence or perceive imminent harm to yourself or others, please immediately dial 911. If your experience includes sexual assault, sexual harassment, stalking, and/or relationship violence, please contact UW SafeCampus at 206-685-7233 or the Associate Dean for Student Affairs for assistance.

Learn more about the reporting process here: <https://www.washington.edu/bias/>

Submit a Bias Incident Report here: <https://report.bias.washington.edu/submit>

UNIVERSITY OF WASHINGTON DEIB RESOURCES

DIVERSITY COUNCIL

The University Diversity Council is the primary advisory committee to the President on matters of diversity and equity at all three UW campuses. The Diversity Council was founded in 2001, in the wake of Washington State Initiative 200 prohibiting "preferential treatment" based on race, sex, color, ethnicity, or national origin in public employment, education, and contracting.

Website: <http://www.washington.edu/diversity/divcoun/index.shtml>

DIVERSITY STATISTICS & POLICIES

Dedicated to tracking data/trends as it relates to diversity and promoting sound policies to affirm and protect diverse populations.

Website: <http://www.washington.edu/diversity/resources.shtml>

GRADUATE STUDENT EQUITY & EXCELLENCE (GSEE)

The Office of Graduate Student Equity & Excellence (GSEE) is committed to enhancing equity and social progression to promote the success of Black, Latinx, Native American and Pacific Islander graduate students at our Bothell, Seattle, and Tacoma campuses. GSEE aims to cultivate a culturally and ethnically diverse academic and social environment in which all graduate students can learn and thrive while attending the University of Washington.

Website: <https://grad.uw.edu/equity-justice/gsee-graduate-student-equity-excellence/>

NATIVE LIFE & TRIBAL RELATIONS

The purpose of this site is to centralize the Native-focused resources available on the University of Washington's campus in Seattle. We understand the University can be a challenging environment for those coming from indigenous communities and difficult to navigate for anyone who is new to the campus.

Website: http://www.washington.edu/diversity/tribal_relations/index.shtml

OFFICE OF MINORITY AFFAIRS & DIVERSITY (OMAD)

The mission of the Office of Minority Affairs and Diversity is to ensure the access and academic success of a diverse student population through the advancement of knowledge, academic excellence, diversity, and the promotion of values, principles, and a climate that enriches the campus experience for all.

Website: <https://www.washington.edu/omad/>

SAMUEL E. KELLY ETHNIC CULTURAL CENTER

The Ethnic Cultural Center promotes an inclusive and educational environment by providing programs and services which enhance the communication and exchange of multicultural perspectives and values.

Website: <http://depts.washington.edu/ecc/>

WASHINGTON LEADERSHIP INSTITUTE (WLI)

The Washington Leadership Institute (WLI) is a leadership development program created in 2004 by the WSBA Board of Governors at the behest of then-president Ronald R. Ward. Its mission is to recruit, train and develop traditionally underrepresented attorneys for future leadership positions in the Washington State Bar Association and legal community. It is a collaborative leadership program between the Washington State Bar Association and the University of Washington School of Law.

- Each class develops and executes a community service project. See link to [Curriculum | UW School of Law](#) page where you can find the projects which provide great information, [For Example: “Know Your Pride: A Legal Rights Guide for Trans and Gender Non-Conforming Youth in Washington, What We Wish We Had Known (Perspectives from Underrepresented Attorneys)”, etc.]

EMERGENCY AID FOR STUDENTS

UW LAW EMERGENCY SUPPORT FUND

Limited emergency support funds are available to all UW Law students via the Office of Law Student Life. Emergency funding is available to students who meet the eligibility criteria outlined below and is made possible by the generous support of UW Law and donors committed to helping students succeed.

To qualify for funding, UW Law students must meet the following criteria:

- Currently enrolled as a full-time student in current quarter classes at UW Law
- Experiencing unexpected financial hardship

Apply for funding with the Emergency Support Fund Request form: <https://forms.office.com/r/460qZV0yLV>

UW EMERGENCY AID

The University’s Office of Student Financial Aid also provides funding to assist UW students with unexpected, unavoidable, and unplanned expenses such as accidents, illness, fire/water damage, or a need for emergency housing and food. This funding is not meant to cover tuition and fees, fixed expenses, parking tickets, or non-emergency travel. More information is available at <https://www.washington.edu/emergencyaid/>.

GENERAL QUESTIONS & ASSISTANCE

ADDRESS & NAME CHANGE

Students can update their address through MyUW (<http://myuw.washington.edu/>). Please keep your current address up to date to ensure any written communication arrives in a timely manner.

Information about how to change your name can be found here:

<https://registrar.washington.edu/students/personal-data/names/>

If you change your name, please also inform Academic Services at mylaw@uw.edu so that we can update our database and your student mailroom folder.

FOOD SECURITY RESOURCES

The UW Food Pantry provides UW students, staff, and faculty with supplemental, shelf-stable groceries and seasonal fresh produce for no cost. Anyone with a Husky ID is eligible to receive support. See their website for more information and community resources: <https://washington.edu/anyhungryhusky/get-food/>.

HEADSHOTS

The UW's Career & Internship Center offers free headshots to all registered students. If you need a new headshot, you can visit this office at Mary Gates Hall, room 134. Learn more about the process for headshots at:

<https://careers.uw.edu/professional-headshots/>

HEALTH INSURANCE

The UW does not offer health insurance to domestic students. Domestic students are defined as US citizens, green card holders, DACA recipients and undocumented students. Domestic students are not required to have health insurance by the University. Many international students and graduate student employees are automatically enrolled in UW-provided health insurance.

More information is available here about health insurance options for law students:

<https://wellbeing.uw.edu/medical/insurance-cost/>

IMMUNIZATION REQUIREMENTS FOR STUDENTS

To protect the health and safety of our students, faculty, academic personnel, staff, and broader community, the University of Washington requires all students to be vaccinated against Measles, Mumps, and Meningitis Meningococcal ACWY, with certain exemptions allowed.

If these requirements are not met, students will not be able to register for classes. Students must take responsibility for their own immunizations and requirements.

Learn more about UW Tri-Campus Immunization Requirements here:

<https://wellbeing.uw.edu/medical/immunizations/immunization-requirement/>

TECHNOLOGY

Students at UW Law receive support from both UW Law IT (lawhelp@uw.edu) and UW IT (help@uw.edu). Emailing these offices will result in the creation of a ticket to address your question or issue.

Learn more about how UW Law IT support students here: <https://www.law.washington.edu/computing/faq.aspx>.

INTERNATIONAL STUDENT RESOURCES

CURRICULAR PRACTICAL TRAINING/OPTIONAL PRACTICAL TRAINING

Curricular Practical Training is an opportunity for students on F-1 visas to learn practical skills related to their majors while studying at the University of Washington. CPT serves as a work authorization as students engage in different types of activities related to their major.

Information and instructions are available at: <https://iss.washington.edu/work/f1-employment/cpt/>.

Post-Completion Optional Practical Training (OPT)

USCIS must receive OPT applications within 30 days of the Date Issued on the OPT I-20. Students may request their I-20 from ISS as early as 90 days before program completion and as late as 40 days after completion. The sooner you apply, the more flexibility you will have with a start date that best fits your case.

Information and instructions are available at: <https://iss.washington.edu/work/f1-employment/opt/post-completion/>.

ENGLISH PROFICIENCY REQUIREMENTS - ACADEMIC ENGLISH PROGRAM (AEP)

Students whose English Proficiency exam scores were lower than the required threshold (TOEFL iBT 92, IELTS 7.0, TOEFL PBT 580) must take AEP classes to fulfill graduation requirements. There are three AEP classes: ENGL 102, ENGL 103 and ENGL 104, Students will be placed into appropriate courses depending on their English Proficiency exam scores, with more specific information [here](#). The required AEP class should appear in the student's MyUW registration screen. For more information, please see: <https://www.aep.uw.edu/placement/placement-faqs>.

FOUNDATION FOR INTERNATIONAL UNDERSTANDING THROUGH STUDENTS (FIUTS)

FIUTS organizes student programming that focuses on international awareness, cross cultural communication, and informed leadership.

Website: <http://www.fiuts.org/>

INTERNATIONAL STUDENT SERVICES (ISS)

A professional trained advising staff is available to help students understand benefits and restrictions of F-1 and J-1 visa status.

Website: <https://iss.washington.edu/>

J-1 REFERENCE GUIDE

You are joining several hundred international scholars from around the world who participate in the University of Washington's teaching and research activities. This page contains information for potential, new, or continuing University of Washington academic personnel who require visa sponsorship.

Website: <http://ap.washington.edu/ahr/international-scholars/visa-holder-resources/j1/>

LANGUAGE ACCOMMODATION FOR EXAMINATIONS

Students for whom English is not the native language may be permitted extra time on examinations. Students who believe they qualify for this accommodation must complete a [Language Accommodation Request](#) form. Students will be notified by email regarding approval of the request and of specific arrangements for this accommodation.

STUDENT HEALTH INSURANCE PLAN

Federal and state laws require that international students maintain adequate health insurance while attending the University of Washington. This site will explain the process.

Website: <http://iss.washington.edu/health-insurance>

MENTAL HEALTH & WELL-BEING RESOURCES

UW and UW Law offer a wealth of health and wellness resources. Some of these resources are listed below. You can also contact the Office of Law Student Life at lawstudentlife@uw.edu for a referral.

For more resources visit the **Husky Health & Well-Being** site at: wellbeing.uw.edu.

UW LAW MENTAL HEALTH THERAPIST

UW Law is fortunate to have a designated Mental Health Therapist for law students. Phillip Lentz works directly with UW Law students to provide free and confidential mental health support. Contact Phillip Lentz at plentz@uw.edu if you would like to schedule an appointment.

THE COUNSELING CENTER

The Counseling Center offers many options for students seeking help coping with stress and mental health concerns, including 1-on-1 support, groups/workshops and assistance with off-campus referrals.

All UW Seattle students are eligible for free, confidential counseling services. The Center is in 401 Schmitz Hall; call 206-543-1240. An on-call counselor responds to same-day crises.

Website: wellbeing.uw.edu/topic/mental-health

HUSKY HELPLINE

UW provides the Husky Helpline, currently a partnership with My SSP, to give students access to real-time, confidential mental health and crisis intervention support, 24/7 and in multiple languages. **Call 1-866-775-0608.**

Website: myssp.app/ca/home

LET'S TALK

Let's Talk is a Counseling Center service that connects UW students with support from experienced counselors without a pre-scheduled appointment. Counselors hold drop-in hours at various sites on campus and can help provide insight, solutions, and information about other resources. Let's Talk drop-in visits are free and confidential.

Website: wellbeing.uw.edu/virtual-lets-talk/

LIVEWELL

LiveWell empowers students with the skills and knowledge to make informed decisions about their health and well-being while at UW and beyond. LiveWell uses both the expertise of professional staff and passion of Peer Health Educators to provide alcohol & drug education, wellness coaching, suicide intervention, and survivor advocacy & support.

Website: livewell.uw.edu/

THE D CENTER

The D Center is UW's Disability and d/Deaf Cultural center, located in the Husky Union Building – Room 327. The D Center is a space and community where students can celebrate disability and D/deaf pride and foster community at the UW and beyond!

Website: <https://depts.washington.edu/dcenter/Links to an external site>

THE Q CENTER

The Q Center offers advising for any member of the UW community seeking a brave, affirming, liberatory, and celebratory environment for students, faculty, staff, and alumni of all sexual and gender orientations, identities, and expressions.

Website: <https://sites.uw.edu/qcenter/>

WOMEN'S CENTER

The UW Women's Center is one of the largest University-based Women's Centers in the nation, serving over 12,000 campus and community members each year. Our mission is to spread equity and diversity by opening doors for girls and women through education and access to resources that will help them achieve personal, professional, and academic success.

Website: <https://www.washington.edu/womenscenter/>

PARKING & TRANSPORTATION

Transportation Services (<https://transportation.uw.edu/>) manages parking for students, staff, and faculty on campus and administers the U-Pass. They can be reached via email at ucommute@uw.edu or via phone at 206-221-3701. Learn more about their services here:

- Student Parking: <https://transportation.uw.edu/students>
 - Visitor Parking: <https://transportation.uw.edu/park/visitor>
-

- U-Pass: <https://transportation.uw.edu/getting-here/transit/u-pass>

The closest parking lot to Gates Hall is the N1 lot located at the Burke Museum. This is a self-serve parking lot that is first come, first served.

Some community members bike to campus and park on bike racks, in bike rooms, or bike houses and lockers. To learn more about bike safety and parking please visit this site: <https://transportation.uw.edu/getting-here/bike>

If you're planning to take advantage of your U-PASS, the King County Trip Planner Website (<https://kingcounty.gov/en/legacy/depts/transportation/metro/trip-planner/info.aspx>) King County Trip Planner website (<http://metro.kingcounty.gov/trip-planner/>) is a great way to map routes and see bus schedules. You can also use the One Bus Away app (<https://onebusaway.org/>) to see where your bus is in real time.

SERVICE ANIMALS

Service animals are permitted in university buildings, including Gates Hall, by law and no formal accommodation is needed. Direct any questions about service animals to the Associate Dean for Student Affairs.

Therapy/Emotional Support Animals (ESA) require a DRS accommodation. Contact the Associate Dean for Student Affairs for more information.

Learn more on the UW Policy Directory page on Service Animals: <https://www.washington.edu/admin/rules/policies/APS/46.06.html>.

STUDENT ENGAGEMENT & LEADERSHIP

STUDENT BAR ASSOCIATION (SBA)

The UW Law Student Bar Association is the governing body for law students and student organizations. The SBA works directly with UW Law administration to advocate for all students. Students are elected to positions and terms are for one academic year. SBA meets weekly and general meetings are open to all UW Law students. Students can join SBA meetings in-person or virtually via zoom to voice their concerns or get involved in the community.

SBA plans large scale events and supports Registered Student Organizations by providing funding for various engagement opportunities.

Learn more about SBA here: <https://www.uwsba.com/>

REGISTERED STUDENT ORGANIZATIONS (RSO)

UW Law is home to many Registered Student Organizations (RSOs) that are supported by the SBA and administration. RSOs can be formed at any time during the academic year through a registration process with the University's Student Activities Office, <https://hub.washington.edu/get-involved/sao/>.

Students interested in starting an RSO or learning how they can host events/meetings can review the Student Leader Handbook here: <https://www.law.washington.edu/students/orgs/default.aspx>.

Learn about the current UW Law RSOs here: <https://uwnetid.sharepoint.com/sites/law-students>.

MOOT COURT HONOR BOARD (MCHB)

Moot Court Honor Board (MCHB) is an opportunity for students at UW Law to practice advocacy skills through a variety of competitions both at UW Law and national/international competitions.

Learn more about how MCHB operates here: <https://www.uwmchb.org/>.

ACADEMIC JOURNALS

UW Law is home to four student-led journals including Washington Law Review, Washington International Law Journal, Washington Journal of Law, Technology & Arts, and the Washington Journal of Social & Environmental Justice.

Student scholarship through participation on law journal editorial boards is an important academic experience for law students. All journals are student-run, and each publishes articles by law professors and legal practitioners from across the country and around the world. Exceptional law student articles are also published in each journal.

Learn more about UW Law's journals here: <https://www.law.uw.edu/academics/student-journals>.

STUDENT REPRESENTATION ON FACULTY COMMITTEES

Student participation in institutional governance is highly valued at UW Law. The Student Bar Association appoints the majority of student representatives on faculty committees. Student participation is also valued on the standing and ad hoc committees that are established by the Dean. At present, the following committees have student members:

1. **Curriculum and Academic Policies Committee** – reviews course proposals and recommends to the full faculty possible changes to the curriculum. The SBA appoints two student members.
2. **Faculty Appointments Committee** – screens candidates for identified searches and recommends appointment to the full faculty; the student reps organize student interview sessions for all on-campus interviews and summarizes student feedback to help inform deliberation. The SBA appoints three student members.
3. **Admissions** – reviews applicant files and makes admissions recommendations. The SBA appoints four 3L student members.
4. **Diversity, Equity, Inclusion, Antiracism & Multiculturalism**– advises the Dean on how to create a more diverse and inclusive UW Law. The SBA appoints two student members.

Website: <https://www.law.washington.edu/students/academics/representation.aspx>

STUDENT EVENTS

ROOM RESERVATIONS

Students can reserve space in Gates Hall via the room reservation page here:

<https://www.law.washington.edu/calendar/reservationrequest.aspx>.

Students who are planning events should first review the Student Leader Handbook found on the UW Law Student Organization Hub here: <https://uwnetid.sharepoint.com/sites/law-students>. Students must follow all event policies and procedures.

FOOD AND ALCOHOL AT STUDENT EVENTS

Students can serve food and alcohol at events in Gates Hall. Options for purchasing supplies for events and policies for using university funds can be found in the Student Leader Handbook found here: <https://uwnetid.sharepoint.com/sites/law-students>.

Review the alcohol process for UW here: <https://uwspecialprograms.org/alcohol-service/>.

STUDENT PARENTS

UW Law and the University have several resources for students who are parents or have children in their households. You may contact lawstudentlife@uw.edu for support if you are a parent or become a parent while in law school.

UW CHILDCARE ASSISTANCE PROGRAM

The Childcare Assistance Program (formerly known as Student Parent Resource Center) is designed to assist UW Seattle Campus students in covering the costs of licensed childcare for their children (ages birth – 12 years old) while enrolled in an eligible program of study. This award is funded by Student & Activity fees paid by students attending the Seattle Campus.

- [Application Process website](#)
- [UW Preschool programs](#)
- More childcare assistance [information](#)

REMOTE LEARNING CENTER

The Remote Learning Center is a unique feature of Gates Hall that allows students with young children to participate in class while taking care of their children. The Center has a number of features, including a sink, small refrigerator, microwave, and soft furniture. There are two private rooms designed for lactation purposes. Four workstations with audio/visual feeds permit parents with children to listen to and/or watch sessions in many Gates Hall classrooms. The Remote Learning Center is in room 219 and you can request access via mylaw@uw.edu.

STUDENT VETERANS

VETERANS EDUCATION BENEFITS OFFICE

The Veterans Education Benefits Office (<https://www.washington.edu/veterans/>) helps students as they transfer from military to school life and provide information about how to receive your benefits. The office has a lounge space for student veterans to use for studying or connecting with other community members.

- Email: veteran@uw.edu
- Phone: 206-543-6122

- Location: Husky Union Building (HUB) 327

FORMS FOR STUDENT VETERANS

Please see this page for a comprehensive list of forms: <https://www.washington.edu/veterans/forms/>. This includes the Enrollment Certification Request form, required for each quarter in which you are enrolled. Review the Frequently Asked Questions (FAQ) page at <https://www.washington.edu/veterans/need-to-know/> for need-to-know information.

When filling out the Enrollment Certification Request form, please list Pontus Niklasson (pniklass@uw.edu), Law Registrar and Director for Academic Services, in the Academic Adviser field.

UNIVERSITY RECREATION

All current students can engage with UW Recreation at the Intramural Activities Building ([IMA](#)). The IMA is located north of Husky Stadium and south of parking lot E1. Indoor facilities include a fitness center, five gyms, locker rooms, international squash courts, indoor climbing center, indoor track, Dawg Bites Café, multi-activity studios, swimming pool (25 yards), saunas, racquetball courts, and wireless areas. Outdoor facilities include sports fields (one synthetic turf with night lights) with access for softball, flag football, soccer, rugby, ultimate Frisbee, lacrosse, special events, and thirteen tennis courts (six night lighted), and a tennis practice wall.

Your Husky Card grants you access to amenities at the IMA and other recreational sites on campus. More information about the facilities and variety of recreation options can be found at their website:

<https://www.washington.edu/ima/>.

ACADEMIC REGULATIONS & POLICIES

ACCOMMODATIONS

DISABILITY ACCOMMODATIONS

Disability accommodations at UW Law are jointly administered by Academic Services, the Associate Dean for Student Affairs, and the University Disability Resources for Students office (<https://depts.washington.edu/uwdrs/>). UW Law and DRS work with each individual student to establish academic adjustments and auxiliary aids and services, more frequently referred to as academic accommodations, for the purpose of eliminating the environmental barriers impacting the student's equitable access to campus facilities, programs, and activities.

If you know that you need disability accommodations, please submit a DRS Online Student Application: <https://denali.accessiblelearning.com/Washington/ApplicationStudent.aspx>. You may also reach out to Student Affairs at lawstudentlife@uw.edu. The Associate Dean for Student Affairs is also available for questions and concerns about any aspect of disability accommodations.

PREGNANCY ACCOMMODATIONS

UW Law offers support for expecting parents. Pregnant or lactating students may be entitled to support, protections, and/or accommodations under Title IX and other federal and state laws. See the Title IX Pregnancy & Related Conditions page (<https://www.washington.edu/titleix/pregnant-parenting/>) for additional information.

If you are pregnant, please reach out to the Associate Dean for Student Affairs for help with resources, and accommodations.

RELIGIOUS ACCOMMODATIONS

It is the policy of the University of Washington to Reasonably accommodate students' religious observances in accordance with RCW 28B.137.010 (<http://app.leg.wa.gov/RCW/default.aspx?cite=28B.137.010>).

The law requires that educational institutions must develop policies to accommodate student absences to allow students to take holidays for reasons of faith or conscience or for organized activities conducted under the auspices of a religious denomination, church, or religious organization, so that students' grades are not adversely impacted by the absences. The law also requires that UW post information about its policy on its website, and that faculty include the policy or a link to the policy in course or program syllabi.

Faculty must reasonably accommodate students who, due to the observance of religious holidays, expect to be absent or endure a significant hardship during certain days of the course or program. **"Reasonably accommodate"** is defined as coordinating with the student on scheduling examinations or other activities necessary for completion of the program and includes rescheduling examinations or activities or offering different times for examinations or activities.

Any student seeking reasonable accommodations may contact the Associate Dean for Student Affairs. Alternatively, students may provide written notice through the Office of the University Registrar Religious Accommodations

request process within the first two weeks of the beginning of the course, of the specific dates of absence due to religious accommodation (<https://registrar.washington.edu/students/religious-accommodations-request/>).

This information is also available at <https://registrar.washington.edu/staffandfaculty/religious-accommodations-policy/>.

ATTENDANCE POLICY

GENERAL REQUIREMENT

The American Bar Association Standard 308 mandates that the law school require regular class attendance. UW Law administration and faculty expect in-person class attendance.

1. At any time after the fifth week of a course (halfway through a summer session course), a student who has been determined by the instructor to have attended fewer than 80 percent of the class sessions in any course may be required to drop the course from his or her registration upon the instructor's so indicating to the Office of Academic Services.
2. An instructor may also impose stricter attendance standards or other sanctions for nonattendance, including lowering of a grade, so long as students are informed at the start of the course of the instructor's attendance rules and possible sanctions.
3. The instructor referred to in paragraph 1 should take attendance with such regularity as is needed to ensure reasonable accuracy in determining a student's attendance record.

ONGOING VIRTUAL ATTENDANCE IN IN-PERSON COURSES

Under ABA Standard 306(c), students may not receive attendance credit for participation in an in-person course via a distance learning platform such as Zoom or Microsoft Teams unless they are granted permission to do so as a necessary qualification for a disability or an exception for extraordinary extenuating circumstances.

Students who require ongoing remote attendance disability accommodations or wish to request an exception must contact the Associate Dean for Student Affairs. **Individual instructors are not authorized to approve ongoing remote attendance accommodations or make exceptions to UW Law's in-person attendance requirements.**

Students who are unable to attend a particular class session (because of temporary illness, for example) and are not eligible for an accommodation or exception, should consult with their professors about how to catch up on information from a missed class.

GRADING SYSTEM & POLICIES

The following grading system applies to JD students.

Grading for non-JD Graduate classes is based on the UW's [Standard Grading System](#).

Grades assigned to all courses for credit toward the JD degree, except courses taken on a Credit/No Credit basis, shall consist of the following: A, A-, B+, B, B-, C, D, and E.

The significance of each grade is as follows:

Grade	Percentage of Class	Numerical equivalent
A	At least 5% and less than or equal to 15%.	4.0
A-	At least 20% minus (% given A) and less than or equal to 40% minus (% given A).	3.7
B+	At least 50% minus (% given A or A-) and less than or equal to 75% minus (% given A or A-).	3.4
B	% Discretionary.*	3.0
B-	% Discretionary.*	2.7
C	% Discretionary. C or D grades are capped at a total of 5% for first-year courses.*	2.0
D	% Discretionary. This grade indicates that the level of performance is below that which on average is required for the award of the degree. C or D grades are capped at a total of 5% for first-year courses.*	1.0
E	% Discretionary. No credit. This grade indicates unsatisfactory performance and no credit is given for the course.*	0.0
*At least 25% (but no more than 50%) B and below, combined.		

The significance of each grade is further subject to the following conditions:

- a) These percentage ranges are mandatory for all JD courses, subject to the exceptions in (b) or (c) below. There is no discretion outside of these ranges. A faculty member who submits grades for a course subject to the mandatory distribution that fails to comply with the mandatory distribution will have the grades returned to her or him by the Dean, with instructions to re-submit the grades in accordance with the distribution. If the faculty member fails to do so, the faculty member will submit exam scores to the Dean or his designee, and the latter would assign grades at the mid-point of each range (i.e., 10% A's, 20% A-'s, 32.5% B+'s, 37.5% B and lower).
- b) The mandatory distribution is not applicable to specialized and individualized courses such as seminars, clinical, experiential, and 'practice' offerings, independent study, and workshops, nor to summer quarter courses, courses heavily directed to non-law students, and courses in which most of the enrolled students are candidates for non-JD graduate degrees. They would also not have significance for classes of fifteen students or less.
- c) The mandatory distribution is not applicable to designated "mastery" courses. A faculty member may have her or his course designated as a mastery course by submitting the course syllabus and evaluative elements to the Curriculum Committee, and ultimately the faculty, for approval, subject to the following conditions: (a) the course must require significant, periodic written work and feedback during the course, with stated performance standards for achieving specific grades; (b) first-year courses cannot be designated as mastery courses unless all sections of that course are offered on a mastery basis; and (c) mastery courses will be designated as such, in the catalog and course description.

- d) A numerical class rank, based on the numerical equivalencies shown above, shall be computed for the sole purpose of awarding academic honors, including graduation awards, prizes, or membership in scholarly societies, including Order of the Coif, legal journals and reviews. Class rank shall not be disclosed on a student's transcript or otherwise disclosed except for the purpose of computing eligibility for academic honors.
- e) Effective Spring Quarter 2007, transcripts for law students who began in Autumn Quarter 2005 or later will include a full calculated grade point average, with the following numerical conversions: A(4.0), A-(3.7), B+(3.4), B(3.0), B-(2.7), C(2.0), D(1.0), E(0.0). Students who began earlier than Autumn 2005, will have a transcript that only shows their grade point average in classes taken since Autumn 2005.

ANONYMOUS GRADING

Anonymous grading shall apply to all examinations and papers. If a professor chooses to use class performance as a component of the overall grade, he or she shall irrevocably report that component for all students to Academic Services for factoring in the overall grade before release to the instructor of the examination grades.

The anonymous grading rule is inapplicable to papers written in courses in which students are writing multiple drafts and/or meeting with their instructor to discuss individual paper topics.

SATISFACTORY/NOT SATISFACTORY (S/NS) GRADING

"Satisfactory/Not Satisfactory (S/NS)" grading at UW is an individual student registration election that entails that a graded class will be recorded as S/NS on the student's transcript. This is not the same as Credit/No Credit (CR/NC) grading, which applies to a course as a whole. Additional information on the procedure to elect S/NS can be found at [Grading Option Changes](#).

JD students may take up to 8 credits of non-required classes on a Satisfactory/Not Satisfactory (S/NS) basis. A grade of "C" (2.0) or above will be converted to S ("Satisfactory"). Courses taken on an S/NS basis will count as non-graded courses for the purposes of qualifying for Order of the Coif. Students may elect S/NS via MyUW at any point through the last day of the quarter (registration change fees will apply after week 1). A designation of S/NS cannot be reversed after that point.

This information can also be found at [Satisfactory/Not Satisfactory \(S/NS\) Grading](#).

Graduate students, with the approval of the Graduate Program Faculty and Administrators, may elect to be graded S/NS in any graded (non-CR/NC) course for which the student is eligible. Graduate students may only take one elective course of no more than 5 credits of non-degree-required coursework using the Satisfactory/Not Satisfactory grading option.

Graduate students must notify and obtain approval of their Graduate Program Adviser before requesting to change from numeric to S/NS grading for a course. If a student does not make this request, then they will be graded on a numerical basis. If approval is granted, the student must elect the S/NS option no later than the last day of finals week of the quarter for the given course. The instructor, who should have no communication about this with the student, shall submit a numeric grade to the Registrar, who shall convert grades of 2.7 and above to S and grades lower than 2.7 to NS. Satisfactory (S) grades will count toward degree and graduation requirements. This policy applies to regular and extraordinary circumstances quarters.

This information can also be found at [Policies & Procedures for LLM, MJ and PhD Students](#).

JD CLASS RANK

Class rank shall be computed at the end of students' 1L year and at the end of each academic year thereafter. Transfer students will receive a UW ranking after completing one academic year (a minimum of three academic quarters) at UW Law.

The ranking is only for the following purposes:

1. to award academic honors, including graduation awards, prizes, or membership in scholarly societies, including Order of the Coif, legal journals and reviews; or
2. to define percentile bands of 5% and 10% at the conclusion of the first year; and
3. to define percentile bands of 5%, 10%, 20%, and 33 1/3% at the conclusion of the second and third years (after the submission and calculation of Spring quarter grades).

Only students who fall within a percentile band will be notified of the percentile band in which they placed. Students who are ranked first through fifth in their class will be notified of an individual rank. Students below the percentile cut-off will not be ranked. Neither students' individual class rank nor the grade point average (GPA) cut-offs for the percentile bands described above will appear on students' transcript.

Under the Family Educational Rights and Privacy Act (FERPA), release of an individual student's placement within the defined GPA percentile bands by the law school requires the written permission of the student. To further preserve student privacy, additional ranking information, including the GPA percentile bands, will not be disclosed by the law school.

Questions related to this policy or FERPA should be directed to the law school registrar.

LAW SCHOOL HONOR CODE

All UW Law students are required to comply with the Law School's Honor Code, set forth below and available on the Law School Honor Code page: <https://www.law.washington.edu/students/academics/honorcode.aspx>.

CHAPTER 1. PREAMBLE **AND** DEFINITIONS

SUBCHAPTER 1-100. PREAMBLE

Sec. 1-101. A lawyer is expected to live up to the standards of skill and conduct established by the ABA and applicable state law and court rules. It is fitting, therefore, that in training to become a lawyer a law student is also expected to live up to a similar standard. The law student must understand that skill alone does not make a lawyer. Honor and integrity play an important part in the making of a lawyer. This Honor Code, consistent with the Student Conduct Code for the University of Washington, focuses on academic honesty and is a means of helping mature and responsible law students work in an atmosphere of mutual confidence and trust. The philosophy of the system is that trust and the personal integrity of the individual are the bases for that pattern of conduct by which students of the law have agreed to live.

SUBCHAPTER 1-200. RELATION OF HONOR CODE TO UNIVERSITY OF WASHINGTON STUDENT HONOR CODE AND OTHER APPLICABLE LAW

Sec. 1-201. This Honor Code supplements and does not replace the University of Washington Student Conduct Code set forth at Chapter 478-121 WAC. Many violations of the Student Conduct Code are not covered by this Law School Honor Code, and those violations are subject to Chapter 478-121 WAC. In the event of a conflict, the University of Washington Student Conduct Code supersedes this Law School Honor Code. Informal settlements made in connection with the procedures established under this Honor Code may be considered as “informal settlements” under RCW 34.05.060.

SUBCHAPTER 1-300. DEFINITIONS

Sec. 1-301. In this Honor Code, unless the context requires otherwise

1. “Academic Misconduct” means Student misconduct as that term is defined in Chapter 478-121 WAC, as amended from time to time. See Sec. 2-101, below.
2. “Conduct Officer” means the Dean or Dean's delegate or representative carrying out the functions described in Chapter 3 of this Honor Code.
3. “Dean” means the Dean of the School of Law, and the Dean's delegate or representative serving as a Conduct Officer;
4. “School of Law” means the School of Law at the University of Washington;
5. “University” means the University of Washington;
6. “Student” means a person enrolled in any of the courses offered by the School of Law, a person accepted for admission or readmission at the School of Law, or a person who was a student in the School of Law at the time the student is alleged to have violated this Honor Code.
7. “Honor Code” or “Code” means this Honor Code.
8. “Respondent” means a Student alleged to have violated this Honor Code.
9. “Student Conduct Code” or “University of Washington Student Conduct Code” means the University of Washington Student Conduct Code found at Chapter 478-121 WAC.
10. “Washington Administrative Code” or “WAC” includes amendments to such sections made after the effective date of this Code and successor sections adopted after the effective date of this Code.

CHAPTER 2. VIOLATIONS

SUBCHAPTER 2-100. ACADEMIC MISCONDUCT

Sec. 2-101. A Student must not commit an act of Academic Misconduct as that term is defined in the Student Conduct Code, 478-121 WAC, as amended from time to time. For purposes of convenience, the definition of Academic Misconduct in that regulation as of the effective date of this Honor Code, is as follow:

Academic misconduct includes:

- a) “Cheating” which includes, but is not limited to:
 - a. The use of unauthorized assistance in taking quizzes, tests, or examinations, or completing assignments;

- b. The acquisition, use, or distribution of unpublished materials created by another student without the express permission of the original author(s);
 - c. Using online sources, such as solution manuals or artificial intelligence interfaces without the permission of the instructor to complete assignments, exams, tests, or quizzes; or
 - d. Requesting, hiring, or otherwise encouraging someone to take a course, exam, test, or complete assignments for a student.
- b) "Falsification," which is the intentional use or submission of falsified data, records, or other information including, but not limited to, records of internship or practicum experiences or attendance at any required event(s), or scholarly research.
- c) "Plagiarism," which is the submission or presentation of someone else's words, composition, research, or expressed ideas, whether published or unpublished, without attribution. Plagiarism includes, but is not limited to:
- a. The use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment; or
 - b. The unacknowledged use of materials prepared by another person or acquired from an entity engaging in the selling of term papers or other academic materials.
- d) Unauthorized collaboration.
- e) Engaging in behavior specifically prohibited by an instructor in the course of class instruction or in a course syllabus.
- f) Multiple submissions of the same work in separate courses without the express permission of the instructor(s).
- g) Taking deliberate action to destroy or damage another's academic work in order to gain an advantage for oneself or another.
- h) The recording of instructional content without the express permission of the instructor(s), unless approved as a disability accommodation, and/or the dissemination or use of such unauthorized records.

Sec. 2-102. A Student must not knowingly misrepresent material facts in the course of an investigation of an alleged violation of this Code or the University of Washington Student Conduct Code.

Sec. 2-103. A Student must not fail to comply with a final order imposed under this Code or the University of Washington Student Conduct Code.

SUBCHAPTER 2-200. ADDITIONAL ASPECTS OF ACADEMIC MISCONDUCT AT THE SCHOOL OF LAW

This Subchapter 2-200 is intended to serve to further explain aspects of Academic Misconduct applicable to Students at the School of Law. This is meant to provide commentary and guidance to Students, instructors, the Dean and any Conduct Officer, particularly with respect to plagiarism and related misconduct. However, the guidance provided in this Subchapter 2-200 is supplementary to and does not supersede any provision of the University of Washington Student Conduct Code.

Sec. 2-201. A Student must not incorporate into work the Student offers for credit or other academic or professional benefit passages taken either word for word or in substance from work of another person or source unless the Student credits the original author and identifies the original author's work with quotation marks and footnotes or with an appropriate written explanation.

Sec. 2-202. A Student must not offer for credit or other academic or professional benefit as the Student's work any work not prepared by that Student. A Student must not knowingly allow his or her own work to be offered for credit or other academic or professional benefit by another person except insofar as group submissions have been authorized and the identity of all students and the participation of each has been disclosed as required by the instructor or person in charge.

Sec. 2-203. A Student must not offer for credit work the Student has previously either prepared for compensation or offered for credit unless the Student secures the instructor's written permission in advance of submission.

Sec. 2-204. A Student must not offer for credit or other academic or professional benefit work prepared in collaboration with another person unless the Student secures the express permission or direction of the instructor or other person in charge in advance of submission. Unless the instructor or other person in charge so states in an express instruction, a Student does not prepare work in collaboration with another person if the Student merely discusses with such other person matters relevant to the work in question. 'Collaboration' as used here requires that the collaborator has made substantive written or dictated contributions to the work submitted.

Sec. 2-205. A Student must not use during an examination period materials not authorized by the instructor giving the examination. A Student must not improperly use during an examination period materials authorized for limited use by the instructor giving the examination.

Sec. 2-206. A Student must not take an examination for another student, nor must any student knowingly permit another person to take an examination for the Student.

Sec. 2-207. Unless authorized by the instructor, a Student must not knowingly give, receive, or obtain information pertaining to questions on an examination before or during an examination period, except as provided in Sec. 2-205. 'Information' as used here does not include information as to examination style or tendencies by a particular instructor, nor does it include information made generally available by the instructor. Use of all information pertaining to questions on an examination after the examination has been taken by all students required to take the examination is permitted except insofar as such use is prohibited by the instructor or by section 2-209 below.

Sec. 2-208. A Student taking an examination must comply with instructions on the examination and also with those given by Academic Services office personnel administering the examination.

Sec. 2-209. A Student who has taken an examination and a Student who will take that examination must not discuss or divulge its contents with each other except to the extent that the contents have been made generally available by the instructor. If an instructor limits future access to exam questions or answers, or instructed Students not to preserve questions or answers, a Student must not for the purposes of preserving questions or answers for use by another Student on future exams memorialize, record, or divulge the contents of the exam in any fashion (including but not limited to using cameras, screen shots, or writing down or otherwise recording questions and answers).

Sec. 2-210. A Student must not take, keep, misplace, or damage the property of the University or of another person if the Student knows or should reasonably know that the Student would, by such conduct, obtain an unfair academic advantage. This section is intended to include, but not be limited to, materials in the Library of the School of Law. Other violations of library rules are not covered by this Honor Code but remain subject to the rule-making authority of the Law Librarian, the Dean or the Dean's delegate, or such other person or body at the University empowered to deal with violations of library rules.

Sec. 2-211. Upon a Student's application for Bar membership in a state or other jurisdiction, the University of School of Law may be asked to report, to Bar authorities, regarding sanctions imposed on a Student for Academic Misconduct. The School of Law may also be asked to certify to Bar authorities as to a Student's misrepresentation of facts about the Student or another person to anyone among those listed below, for the purpose of obtaining an academic, professional, or financial benefit or injuring another student or an employee at the University of Washington academically, professionally, or financially:

Misrepresentations described in this Section 2-211 consist of any made to:

- Faculty, staff or students of the University of Washington
- Faculty, staff, or students of any other educational institution
- Current or prospective employers
- Professional licensing staff or officials
- Externship supervisors.

Consequently, a Student should refrain from any of the misrepresentations described in this Section 2-211.

CHAPTER 3. DEAN'S (CONDUCT OFFICER'S) FUNCTIONS

SUBCHAPTER 3-100. DEAN'S (CONDUCT OFFICER'S) FUNCTIONS

Sec. 3-101. On receipt of a complaint from any person alleging that a Student has violated the Code, the Conduct Officer shall make an initial investigation of the alleged violation.

Sec. 3-102. The Conduct Officer, after carrying out an initial investigation, may:

1. Dismiss the complaint; or
2. Continue a disciplinary proceeding, including gathering additional information, conducting an informal hearing, and proceeding further as described in Sec. 3-103, below.

Sec. 3-103. Disciplinary Proceedings

1. If the Conduct Officer determines that it is appropriate to continue a disciplinary proceeding concerning an alleged violation, the Conduct Officer will conduct an investigative interview with the Student accused of misconduct. This investigative interview may be a meeting between the Conduct Officer and the Student. A primary purpose of this investigative interview is to provide an opportunity for the Student to respond to allegations of misconduct before any disciplinary action is taken. The Conduct Officer conducting the hearing is authorized to interview others who may have information relevant to the alleged violations, to gather and examine documentary evidence, and to determine an appropriate disposition. The investigative interview and fact-finding process constitutes a "brief adjudicative hearing" as that term is used in Chapter 478-121 WAC.
2. During an investigative interview, the Student must be provided with the following information:
 - a. A description of the alleged misconduct;
 - b. The specific section(s) of this Honor Code allegedly violated; and
 - c. The possible sanction(s) that may be imposed.
3. After the investigative interview and additional fact-finding, the Conduct Officer must enter in writing one of the determinations listed below. A determination is to include a brief written statement of the reasons for

the decision and an explanation of how to request administrative review and the time frame to do so. The applicable standard of proof of a violation is a “preponderance of evidence” standard. This means that, in order for a Student to be held responsible for a violation of this Honor Code, the Dean must conclude, based on all of the evidence in the record, that it is more likely than not that the Student engaged in an act or acts of conduct prohibited by this Honor Code.

- a. A determination that the Student is not responsible for the alleged violation and/or dismissing the conduct complaint;
 - b. A determination that the Student is responsible for the alleged violation and imposing a disciplinary sanction;
 - c. A determination that the matter will be referred to a full adjudicative proceeding and full hearing under the University of Washington Student Conduct Code, Chapter 478-121 WAC. If the Conduct Officer determines that a disciplinary sanction may include suspension or dismissal, the matter must be referred to a full adjudicative proceeding.
4. Within ten days after the conclusion of the investigative interview and any additional fact-finding (but in any event within 20 days of the conclusion of the informal hearing), the Student must be provided with the written determination which must include a statement of the Conduct Officer's determination, if any, the reasons for the decision, and information about appealing the determination.
 5. The official record of this investigative interview must include all documents prepared or considered by the Conduct Officer or by a reviewing officer for any review with regard to the matter. The School of Law must maintain a record of disciplinary determinations under this Honor Code.

SUBCHAPTER 3-200. AUTHORIZED DISCIPLINARY SANCTIONS

Sec. 3-201. The Dean (Conduct Officer) or, where referred to a full adjudicative proceeding and full hearing, the Hearing Officer, may impose one or more of the following sanctions for violation of any provision of this Honor Code or the Student Conduct Code.

1. Disciplinary Warning or Reprimand-Action may be taken to warn or to reprimand a Student for violation of University rules, regulations, procedures, policies, standards of conduct, or orders. Warnings and reprimands must be made in writing and must include a statement that continuation or repetition of the specific conduct or other misconduct will normally result in one or more of the more serious disciplinary sanctions: restitution, disciplinary probation, suspension, or dismissal.
2. Disciplinary Probation-A Student may be placed on disciplinary probation (meaning formal conditions are imposed on a Student's continued attendance) for violation of University rules, regulations, procedures, policies, standards of conduct, or orders. The time period and conditions, if any, for the disciplinary probation must be specified. Disciplinary probation serves as a warning to a Student that further misconduct will raise the possibility of suspension or dismissal from the University.
3. Suspension-A Student may be suspended from the University for violation of University rules, regulations, procedures, policies, standards of conduct, or orders. The time period and conditions, if any, for the suspension shall be specified. Suspension serves as a warning to a Student that further misconduct will raise the possibility of dismissal from the University.
4. Dismissal-A Student's enrollment in the University may be terminated for violation of University rules, regulations, procedures, policies, standards of conduct, or orders.

5. A suspension or dismissal is considered a serious sanction and may be imposed only after referral of the matter to a full adjudicative proceeding and full hearing under the University of Washington Student Honor Code, Chapter 478-121 WAC.
6. Any other sanctions permitted by the Student Conduct Code.

CHAPTER 4. RIGHTS OF STUDENT RESPONDENTS

SUBCHAPTER 4-100. INCORPORATION OF CHAPTER 478-121 WAC.

Sec. 4-101. All relevant rights of Student respondents prescribed in Chapter 478-121 WAC must be accorded to the Student in any proceeding under the Code.

SUBCHAPTER 4-200. APPEALS

Sec. 4-201. A Student respondent may appeal the Conduct Officer's determination (initial order) that the Student is responsible for violating this Code under the University of Washington Student Conduct Code, WAC 478-121.

Sec. 4-203. A Student wishing to appeal a determination must indicate their intention in writing within 21 calendar days of service of the Conduct Officer's determination that the Student is responsible for violating this Code. See Chapter 478-121 WAC.

CHAPTER 5. EFFECTIVE DATE

SUBCHAPTER 5-100. EFFECTIVE DATE OF THIS CODE

Sec. 5-101. The effective date of this Code as amended is July 1, 2023.

HOW TO REPORT AN HONOR CODE VIOLATION

To report an Honor Code violation, a person may either email or schedule a meeting with the Academic Dean or Dean for Students through the Dean's Office (Room 371). Reporting a potential Honor Code violation is the first step in a very long process; only if the complaint of a potential violation provides the Academic Dean with reasonable cause to believe that a violation may have occurred, will there be further investigation and a possible determination of misconduct with sanctions imposed on a Student. Accordingly, members of the UW Law community should not hesitate to report what they believe to be a violation, as there are many procedural steps involved with an investigation and further disciplinary proceedings.

UNIVERSITY OF WASHINGTON STUDENT CONDUCT CODE

All UW Law students are required to comply with the University of Washington's Student Conduct Code, available at: <https://www.washington.edu/cssc/for-students/student-code-of-conduct/>

The University's Student Conduct Code is Washington Administrative Code (WAC) 478-121 (<http://www.washington.edu/admin/rules/policies/WAC/478-121TOC.html>). The University has also developed two companion policies, Student Governance Policy, Chapter 209 (<http://www.washington.edu/admin/rules/policies/SGP/SPCH209.html>) and Chapter 210

(<http://www.washington.edu/admin/rules/policies/SGP/SPCH210.html>) which explain how student conduct proceedings work and a student's rights in the process.

Questions about the University's Student Conduct Code can be directed to the Associate Dean for Student Affairs.

POSTING OF FLYERS

UW Law has physical bulletin boards throughout Gates Hall that can be used to advertise events and opportunities to the community. Flyers posted on these boards must have an approval stamp from the Academic Services Office, Room 361.

Flyers must include the following information:

- Title of the event
- Date(s) of the event
- Description of the event
- Contact information for organizer/organizing group
- Accessibility Statement: The University of Washington is committed to providing access and accommodation in its services, programs, and activities. To make a request connected to a disability or health condition contact the Disability Resources for Students Office at 206-543-8924 (voice or relay) or uwdrs@uw.edu.

Flyers will be reviewed and, if approved, the stamp will be applied.

Flyers without this information will not be approved.

Flyers without a stamp from Academic Services will be removed.

If you have questions about the flyer policy, please email mylaw@uw.edu and lawstudentlife@uw.edu.

STUDY ABROAD

JD students may choose to study abroad during their time at the law school. As a general matter, JD study abroad must comply with American Bar Association requirements concerning study abroad as well as with UW Law School and UW requirements concerning foreign study.

Additional information can be found at <https://www.law.washington.edu/students/academics/intlstudyextern.aspx> and <https://www.washington.edu/studyabroad/>.

TRANSFER CREDIT

JD students may transfer in credits from study at other law schools, including from study abroad, visiting away, and transferring into the JD Program as a second year (2L) student after previous study at a different law school.

For students transferring into the JD program, UW Law will accept all the credits earned during the student's first year program. Additional credits earned after the first year are evaluated on a case-by-case basis but may not exceed one-third of the total credits required for graduation.

Additional information for students transferring to UW School of Law can be found at <https://www.law.uw.edu/admissions/jd-admissions/transfer/>.

GRADUATE PROGRAMS COURSEWORK THAT MAY BE APPLIED TOWARDS MASTER'S DEGREE REQUIREMENTS

A maximum of 6 quarter credits of graduate-level coursework taken at another recognized academic institution may be transferred and apply to UW master's degree requirements, when acceptable to the graduate program and the Graduate School.

No more than 12 credits derived from any combination of GNM credits and transfer credits may be applied towards the total degree requirements.

VISITING AWAY

JD students may be permitted to spend their last (3L) year at a different law school if a need is demonstrated. Students must obtain permission to visit away from the Associate Dean for Student Affairs. They must also apply for admission to the law school where they wish to visit away. Credit for coursework and graduation requirements completed at the visit away school will be granted upon receipt of an official transcript by the Law School Registrar's office. The JD degree for these students will still be conferred by the University of Washington School of Law.

ACADEMIC SERVICES & OFFICE OF THE REGISTRAR

Academic Services, UW Law's Registrar's Office, offers law students academic assistance, coordinates registration, administers exams, posts grades, and much more.

- Location: [William H Gates Hall](#), Room 361
- Hours: Monday–Friday, 8 a.m. – 4:30 p.m.
- Email: mylaw@uw.edu
- Telephone: (206) 543-0453

ACADEMIC CALENDARS

University of Washington School of Law Academic Calendar:

<https://www.law.washington.edu/students/calendar.aspx>

University of Washington Academic Calendars: <https://www.washington.edu/students/reg/calendar.html>

GRADUATION & COMMENCEMENT

The JD Graduation Application form (<https://www.law.washington.edu/students/forms/private/gradform.aspx>) must be completed as a prerequisite for graduation, during the first three weeks of the quarter that a student plans to graduate.

Every student is responsible for making sure that they satisfy all graduation requirements. The DARS degree audit is available through MyUW for students to track degree progress. Please contact the Academic Service Office at mylaw@uw.edu or (206) 543-0453 with any questions.

Graduate Students must apply to graduate through the Graduate School. Students should contact their degree program for additional information.

UW Law holds a Commencement Ceremony every Spring, and graduates from all quarters of the academic year are welcome to participate. More info will be coming from Student Life on Law School Commencement Ceremony details.

This is separate from the UW Commencement Ceremony (information at <https://www.washington.edu/graduation/>). You are welcome to participate in that ceremony as well, but it is not required.

REGISTRATION & COURSE CHANGES

AUDITING CLASSES

The University of Washington requires all students taking classes to be registered, including auditors. Law students may audit a class with instructor permission and given space availability. Registration is subject to the same policies and procedures as for other classes.

Auditors may not participate in class discussion or laboratory work and course registration may be canceled at the discretion of the instructor. Audited courses and credits for audited courses do not appear on a student's permanent record/transcript.

Audit courses may not be changed to credit registrations after the Friday of the second week of the quarter.

DROPPING COURSES OUTSIDE OF THE REGULAR REGISTRATION PERIOD

CURRENT QUARTER DROP

The Current Quarter Drop process allows students to drop classes using the Adviser-Assisted Drop Request Form during the Late Course Drop Period.

Additional information, including timeline, may be found on the UW Current Quarter Drop page at <https://registrar.washington.edu/students/current-quarter-drop/>.

FORMER QUARTER DROP

The Former Quarter Drop process provides students with a method to petition for a grade earned in a former quarter to be changed to a Registrar Drop (RD). A Former Quarter Drop (FQD) may be granted by your campus registration team if you are unable to complete or withdraw from your course(s) because of extenuating circumstances beyond your control.

Additional information, including timeline, may be found on the UW Former Quarter Drop page at <https://registrar.washington.edu/students/former-quarter-drop/>.

EXTERNSHIPS

JD externship registration is separate from regular class registration and includes externship-specific requirements. Information can be found at <https://www.law.uw.edu/academics/experiential-learning/externship>. You may also see the [externship section](#) of this handbook. Contact extern@uw.edu for more information.

Graduate students should check with their program about externship options.

FOREIGN LANGUAGE & AREA STUDIES FELLOWSHIPS (FLAS)

FLAS Fellowships support professional students in acquiring modern foreign languages and area or international studies competencies. More information can be found on the Foreign Language and Area Studies (FLAS) Fellowships page at <https://jsis.washington.edu/advise/funding/flas/>.

FLAS PROCESS AT UW LAW

Law students will follow the guidelines and requirements set by the specific center in which their award was granted.

- Students must register for at least 3 credits per quarter in their award language.
- Registration for the specific language courses will follow the proposed plan approved through the center to which the student's fellowship agrees. (Consult center and registration if questions arise).

- This does not otherwise change the registration process for the student.
- Students will need a Course Overload ([see overload information here](#)) if the language course puts them at over 18 credits for the quarter.
- Students may seek to apply non-law course work for JD credit (Credit for Non-Law course form: <https://www.law.washington.edu/Students/Forms/Private/CreditRequest.aspx>).

GRADUATE STUDENT INDEPENDENT STUDY

Graduate students will complete a paper of publication quality under the supervision of a faculty advisor. Independent studies are always graded.

- One (1) credit, paper should be 10-12 pages.
- Two (2) credits, paper should be 20-22 pages.
- Three (3) credits, paper should be 30-32 pages.

These paper lengths are suggestions, with the ultimate decision on length and content to be decided upon between the student and faculty advisor.

NON-LAW COURSES

JD students enrolled in the Law School may earn up to 18 credits toward the Juris Doctor degree for advanced course work taken in other units of the University. This credit limit applies to externship and non-law course work combined.

Prior approval must be obtained from the Academic Services office via the [Credit for Non-Law Course \(JD Only\)](#) form; applications must show that such course work will contribute significantly to the student's professional education. Law credit will be granted only for courses in which the student receives a grade of 2.7 or better. Normally, only 400 or graduate-level courses will be approved. Grades from non-law courses will not be used in computing a student's grade-point average. Students pursuing a concurrent degree program who wish to take advantage of the full allowance of 18 credits of non-law course work should realize that they will not be able to earn externship credits.

Graduate students who are interested in taking non-law courses should check with their program for permission to ensure that the courses can count toward program requirements.

REGISTRATION & SECTION ASSIGNMENTS FOR 1ST YEAR JD (1L) STUDENTS

Registration for the JD 1L year is determined by the law school administration. Students are assigned to their classes for the academic year. Students will be informed of their class registrations ahead of each quarter.

Section assignments **cannot be changed** except in the case of an approved disability accommodation or other extraordinary circumstance. Contact the Associate Dean for Student Affairs if you wish to request an accommodation regarding your small section assignment.

REGISTRATION FOR UPPER-LEVEL STUDENTS

Registration at UW Law is a process that involves MyLaw (<https://www.law.washington.edu/students/private/default.aspx?s=planning>) and MyUW (<http://myuw.washington.edu/>).

Non-self-sustaining programs (JD, PhD, Asian and Comparative Law, Global Business Law, General, and Sustainable International Development LLM):

Students will pre-register on MyLaw and register on MyUW during the registration period for each quarter.

Registration Instructions: <https://www.law.washington.edu/students/registration/default.aspx>

Registration Frequently Asked Questions: <https://www.law.washington.edu/Students/Registration/FAQ.aspx>

Registration questions should be directed to Academic Services at mylaw@uw.edu.

Self-sustaining program students (Health, IP, Tax LLM, and MJ):

Students will be registered directly by their programs.

Registration questions should be directed to program advisors or administrator(s).

UNDERLOADS & OVERLOADS

JD students must take at least 12 but no more than 18 credits per quarter. Course Load Approval (<https://www.law.washington.edu/students/forms/private/courseloadapproval.aspx>) is required for students seeking to register for fewer than 12 or more than 18 credits per quarter. Permission to register for 19 or 20 credits is granted only to students whose records demonstrate the capacity to assume such a program of study successfully. Students may not enroll in more than 20 credits per quarter.

Graduate students should check with their programs about overloading credits. For federal financial aid purposes, graduate students are considered part-time taking 5-9 credits and full-time taking 10-18. Students on F-1 visas will need to take at least 10 credits each quarter except the last quarter. Please consider your tuition rate if you take fewer than 7 credits in state-based programs (Asian, General, Global Business, SID).

Please note that graduate students, including concurrent students, will be assessed additional tuition for credits over 18.

WITHDRAWAL FROM COURSES

JD students who decide not to attend school after registering must withdraw from all courses via MyUW and meet with the Associate Dean for Student Affairs. Students may be liable for partial or full tuition if they do not withdraw by the appropriate withdrawal deadlines.

Graduate students should meet with their program before withdrawing.

STUDENT RECORDS & DOCUMENT REQUESTS

BAR CERTIFICATIONS

Students and graduates who seek to be licensed to practice law in any state must be certified as to graduation and character and fitness by the Academic Services/Law Registrar's office. The Law School Registrar serves as the proxy for the Dean of the law school for this purpose. A number of states will contact the law school directly for all applicants; if you need to request a certification, please complete an Information Release Authorization Form (<https://www.law.washington.edu/students/forms/documents/inforeleaseauthorization.pdf>) and submit to mylaw@uw.edu or the Academic Services (Gates Hall Room 361). Please include any forms that may be required to fulfill your request, with the applicant information portions completed.

CHARACTER & FITNESS

All JD and LLM students have a continuing obligation to disclose immediately to the Associate Dean for Student Affairs any and all circumstances and events occurring after the first day of enrollment at UW Law until the date of their graduation which may bear on their character and fitness to practice law.

Students who have been convicted of a felony or other serious crime are eligible for admission into the School of Law; however, because some state bar associations may prohibit persons with criminal records from being admitted to the bar even if they successfully complete law school, it may be impossible for such individuals to practice law in some states. In addition to the bar examination, there are character, fitness, and other qualifications for admission to the bar in every U.S. jurisdiction.

Students are encouraged to determine the character and fitness requirements for any jurisdiction in which they intend to seek admission by contacting the jurisdiction directly. Addresses for all relevant agencies are available through the National Conference of Bar Examiners (<https://www.ncbex.org/>). If you have questions about whether your past history may be a barrier to getting licensed as a lawyer, be sure to contact the state bar where you intend to practice.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (<https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>) of 1974 is a federal law that protects the privacy of student education records. FERPA applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA allows the University to disclose education records or personally identifiable information from education records in the following circumstances:

- with the written consent of the student
- if the disclosure is UW directory information and the student has not placed a hold on directory information release in MyUW or otherwise – Check the Student Directory List at <https://registrar.washington.edu/students/ferpa/#dir> for details
- if the disclosure meets the FERPA 34 CFR § 99.31 criteria to release student education records without the student's permission (<https://registrar.washington.edu/students/ferpa/disclosure-exceptions/>)

FERPA GUARANTEED STUDENT RIGHTS

- 1. Inspect and Review:** students have the right to inspect and review their education records within 45 days of the date the University receives an access request (WAC 478-140). Students should submit a written request to the University official that maintains the record that identifies the record they wish to inspect.
- 2. Request an Amendment:** students have the right to request the amendment of student education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA (WAC 478-140-021). This process cannot be used to challenge grades.
- 3. Provide Written Consent:** students have the right to provide written consent before the University discloses personally identifiable information from the student's education records, except to the extent FERPA authorizes disclosure without consent (WAC 478-140-024).
- 4. File a Complaint:** students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA (WAC 478-140-070).

For more information regarding FERPA, visit the University Registrar webpage at <https://registrar.washington.edu/students/ferpa/>.

GOOD STANDING LETTERS

A letter of good standing certifies that a student is currently enrolled in the law school and in good academic standing and includes the expected graduation date. Students may request letters of good standing from the Law Registrar/Academic Services office. Please complete an Information Release Authorization Form (<https://www.law.washington.edu/students/forms/documents/inforeleaseauthorization.pdf>) and submit to mylaw@uw.edu or the Academic Services (Gates Hall Room 361).

TRANSCRIPTS & OTHER DOCUMENT REQUESTS

Transcript at the University of Washington must be ordered directly by the student; information on ordering transcripts can be found at <https://registrar.washington.edu/students/transcripts/>.

Students may request documents that they need for a variety of purposes from the Law Registrar/Academic Services office. Please complete an Information Release Authorization Form (<https://www.law.washington.edu/students/forms/documents/inforeleaseauthorization.pdf>) and submit to mylaw@uw.edu or the Academic Services (Gates Hall Room 361). Please include any forms that may be required to fulfill your request, with the student information portions completed.

RULE 9 CERTIFICATIONS

The Washington State Bar Association (WSBA) allows JD students to become "Rule-9 Licensed Legal Interns" approved to practice law under the supervision of a lawyer who has at least three years of active legal experience. More information, including the application process to become certified, can be found at <https://wsba.org/for-legal-professionals/join-the-legal-profession-in-wa/rule-9-licensed-legal-interns>.

One of the requirements is the completion of 2/3 of the JD degree. If you have met that requirement or will meet it in the current quarter, you may request a Rule 9 certification from the Law Registrar/Academic Services office, which you will need to include in your application to the WSBA. Please complete a Rule 9 Certification Request Form

(<https://www.law.washington.edu/students/forms/documents/rule9certificationrequest.pdf>) and submit to mylaw@uw.edu or the Academic Services (Gates Hall Room 361).

DEGREE INFORMATION

JURIS DOCTOR (JD)

ACADEMIC REQUIREMENTS

To earn a Juris Doctor (JD) degree from the University of Washington School of Law, a student must meet the residence requirements (<https://www.law.washington.edu/Students/Academics/Graduation.aspx#Res>) and complete at least 135 quarter hours of credits satisfactory to the Law School, including credits for all required courses. Details on credit distributions and limitations are given in the Graduation Requirements (<https://www.law.washington.edu/Students/Academics/Graduation.aspx>).

Under ABA Accreditation Standard 311 (formerly Standard 304), all law schools shall require that the course of study for the JD degree be completed no sooner than 24 months and not longer than 84 months after a student has commenced law study at the law school or a law school from which the school has accepted transfer credit. Additionally, a law school shall not permit a student to be enrolled in any term [semester] in coursework that, if successfully completed, would exceed 20 percent of the total coursework required by that school for graduation. For schools on other academic schedules, such as the quarter system, the maximum term course load is proportionate to that for schools on semester systems.

A student may earn up to 18 quarter credits towards the Juris Doctor degree with advanced course work taken in other units of the University (see Concurrent Degree Program information at <https://www.law.uw.edu/apply/special-programs/concurrent-degrees/>) but in no case will Law School credit be given for courses taken before matriculation in the Law School.

ACADEMIC DIFFICULTY & DISQUALIFICATION

A JD student will be in Academic Difficulty if he or she receives, during any two consecutive quarters, a grade of E or two grades of D or three grades of C.

A JD student in Academic Difficulty must meet with the Associate Dean for Student Affairs and/or the Director of Academic Success for counseling each quarter until the student regains good academic standing. Good academic standing requires two consecutive quarters with no grades of C or below.

A JD student will be Disqualified for Low Scholarship and will not be allowed to re-enroll if he or she receives:

- During the first and second years, grades of E or No Credit for 12 credit hours or a combination of grades of C, D, E, or No Credit for 20 credit hours;
- During any three academic years, grades of E or No Credit for 15 credit hours or grades of C, D, E, or No Credit for 24 credit hours.

This information can also be found at <https://www.law.washington.edu/students/academics/grading.aspx#Diff>.

DEGREE REQUIREMENTS FOR THE JD

To earn a Juris Doctor (JD) degree from the University of Washington School of Law, a student must meet the residence requirements (<https://www.law.washington.edu/students/academics/graduation.aspx#Res>) and must

complete at least 135 quarter hours of credits satisfactory to the Law School, including credits for all required courses. Details on credit distributions and limitations are given in the Graduation Requirements (<https://www.law.washington.edu/students/academics/graduation.aspx>) and Program of Study (<https://www.law.washington.edu/students/academics/jdprogram.aspx>) pages.

ENROLLMENT STATUS

To be eligible for the JD degree, a student must complete at least eight quarters of study in residence. A quarter of residence credit is given for each quarter during which a student completes at least 12 credits of work. Two quarters, in each of which a student earns fewer than 12 but no less than 7 credits, may be combined to produce a quarter of residence credit. Additional information on this requirement can be found at <https://www.law.washington.edu/students/academics/graduation.aspx#Res>.

LEAVE OF ABSENCE

A leave of absence from JD academic studies may be granted at any time by the Associate Dean for Student Affairs. The Associate Dean shall determine whether unanticipated circumstances exist such that it is in the best interest of the student and law school that a leave be granted.

A leave of absence can be granted for up to two years. If a student does not return to the law school after two years, they will be required to reapply for admission.

Students taking a leave of absence and withdrawing from classes are subject to the University of Washington Tuition Refund Policy (<https://finance.uw.edu/sfs/tuition/forfeiture-refund>).

Students seeking to return from leave of absence must contact the Associate Dean for Student Affairs, as well as follow the University of Washington Returning Student Process (information at <https://registrar.washington.edu/students/returning-student/>).

PART-TIME PROGRAM

UW Law does not offer a formal part-time JD program. Please contact the Associate Dean for Student Affairs if you would like to discuss your options for taking a reduced courseload.

READMISSION AFTER DISQUALIFICATION FOR ACADEMIC FAILURE

A student who has been disqualified as a JD candidate for academic failure may seek readmission by petitioning the faculty. ABA Standard 505 permits readmission "upon an affirmative showing that the student possesses the requisite ability and that the prior disqualification does not indicate a lack of capacity to complete the course of study at the admitting school." Upon receipt of a petition, the Dean will appoint a panel of faculty and administrators to evaluate the candidate's ability to successfully complete the study of law if readmitted. Factors which may be considered include:

- The existence, while the student was enrolled, of extraordinary circumstances beyond the student's control (serious illness, unusual hardship or qualitatively similar circumstances) that adversely affected the student's performance or otherwise contributed to his or her failure.
 - The extent of the student's understanding of the reasons for his or her failure.
-

- The extent to which the reasons for failure have been alleviated.
- The nature and extent of the student's experiences since disqualification.
- Any other factors that positively indicate a substantial likelihood that the student will successfully complete the prescribed study of law.

This information can also be found at <https://www.law.washington.edu/students/academics/grading.aspx#disq>.

REPEATING COURSES

A student in the School of Law in good standing who has failed a required course must repeat the course or take, with the approval of the Dean, a second examination without registration at the time a regular examination for the course is offered. If a passing grade is received upon re-examination, the student receives the same credit for the course that it carried at the time the student was first examined. The failing grade remains on the record, but only the passing grade is computed in the student's grade point average.

A student may also be required to repeat a course or courses as a condition of readmission, at the discretion of the Dean. (See Faculty Policy on Academic Probation and Readmission.)

In no other circumstances will a grade earned in a course which the student has previously audited or taken for credit be computed in the student's grade point average.

This information can also be found at

<https://www.law.washington.edu/students/academics/grading.aspx#RepCourse>.

SATISFACTORY ACADEMIC PROGRESS

To be eligible for financial aid at the University of Washington students must maintain Satisfactory Academic Progress. The requirements for Satisfactory Academic Progress are that full-time JD students enroll in a minimum of 12 credits per quarter, and

- Complete a minimum of 6 credits each quarter.
- Complete 36 credits for full-time aid received in the autumn through spring quarters.
- Finish the JD program no earlier than 24 months and no later than 72 months after commencing study at the law school or a law school from which the school has accepted transfer credit.
- Must not be in Academic Difficulty or Disqualified for Low Scholarship.

JD students who do not meet these requirements must file an appeal with the Office of Student Financial Aid for reconsideration of continued financial aid.

This policy can also be found at <https://www.law.washington.edu/students/academics/grading.aspx#satisfactory>.

WITHDRAWAL FROM THE SCHOOL OF LAW

If a student will not return to their law studies, they have withdrawn from the law school. Prior to withdrawal, JD students must consult with the Associate Dean for Student Affairs.

Students who withdraw from classes are subject to the University of Washington Tuition Refund Policy (<https://finance.uw.edu/sfs/tuition/forfeiture-refund>).

A student who has not graduated, taken a leave of absence, or given notice of withdrawal and who is not currently enrolled may be administratively withdrawn from the law school. A student who does not return from an approved leave of absence will be administratively withdrawn from the law school and required to reapply for admission. A student who does not remain continuously enrolled and does not apply for a leave of absence will be administratively withdrawn.

MASTER OF LAWS (LLM)

ACADEMIC REQUIREMENTS

Students in the Graduate Programs must satisfy both UW Graduate School and UW Law Graduate Programs policies, procedures, and requirements.

Policies and Procedures <https://www.law.washington.edu/students/academics/grad.aspx>

Students are required to review and understand their [Graduate Program's curriculum and requirements](#). In addition, students are required to review and understand the [Graduate School's policies and procedures](#).

UW LAW offers 7 LLM programs. Each LLM requires the completion of 40 credits with exception of the tax LLM, which requires 36 credits. JD/LLM concurrent students may count 12 credits toward both JD and LLM required credits.

For more detailed information, visit the [Graduate Law Programs Student Resource Center](#) and click Program Homepages or contact gradlaw@uw.edu. See also:

- [Asian & Comparative Law](#)
- [General Law](#)
- [Global Business](#)
- [Health Law](#)
- [Intellectual Property](#)
- [Sustainable International Development \(SID\)](#)
- [Taxation](#)

Foreign-trained attorneys interested in taking a bar exam can take required bar courses and sit for a bar. Some courses count toward the LLMS, but students should confirm this with their program. Please visit the website for bar requirements and preparations recommendations, <https://www.law.uw.edu/academics/llm/bar-prep>.

MASTER OF JURISPRUDENCE (MJ)

ACADEMIC REQUIREMENTS

The MJ program requires 45 total credits and students can be enrolled part- or full-time. Below are the required courses:

- LAW B 505 [Introduction to American Law Master of Jurisprudence](#) | Autumn Quarter | 5 Credits
- LAW B 550 [American Legal System and Method](#) | Autumn Quarter | 4-6 credits (6 credits with Summer Transnational Institute)

- LAW A 599 [Legal Research Methods](#) | Winter Quarter | 3 credits
- One independent major research paper (can be done through a seminar or through Independent Study credits)

For more detailed information, please visit the [Graduate Law Programs Student Resource Center](#) and click Program Homepages or contact gradlaw@uw.edu.

Please note that per the American Bar Association (ABA), course credits taken as an MJ student will not count towards a JD degree. You will not have to repeat courses, but you will not receive credits earned.

PHD

ACADEMIC REQUIREMENTS

<https://www.law.washington.edu/students/academics/grad.aspx>

<https://www.law.uw.edu/academics/phd/curriculum>

More detailed information can also be found on the PhD Program's Canvas page:

<https://canvas.uw.edu/courses/1159202/pages/phd-in-law>

Questions? Email phdlaw@uw.edu.

ACADEMIC ADVISING & ANNUAL PERFORMANCE REVIEWS

The bulk of day-to-day supervision for PhDs originates from their doctoral supervisory committees. PhDs who have not yet passed their General Exam are expected to attend quarterly advising sessions with the PhD Program Director(s). PhDs who have passed their General Exam are expected to attend annual advising sessions with the PhD Program Director(s).

All PhD students must complete an Annual Performance Review (APR) in consultation with their supervisory committee chair. Details and a fillable form can be found on the [PhD Program Canvas page](#).

REGISTRATION INFORMATION FOR INDEPENDENT STUDY CREDITS (LAW 600 & LAW 800)

PhD students work closely with the members of their supervisory committee and do so by registering for independent study credits. As a general rule, PhD in Law students register for Law 600 credits in the quarters BEFORE their General Exam, and Law 800 credits in the quarters AFTER their General Exam. The decision about which to register for *during* the quarter of the General Exam depends on whether the student has already met the credit requirements for the General Exam. Email phdlaw@uw.edu with questions. In order to officially register for these independent study credits, PhDs must submit the registration form found on the [PhD Program canvas page](#).

DOCTORAL SUPERVISORY COMMITTEE INFORMATION

All PhD students are responsible for forming a Doctoral Supervisory Committee in advance of the General Exam. This Committee consists of the professors who will supervise and guide the dissertation research, including one (1) Graduate School Representative (GSR) who must be a UW professor from outside the law school. Each PhD in Law

student enters the program with an assigned 'chair' and committee based on the student's topic and research methodology.

- The [Doctoral Supervisory Committee membership requirements are described here](#). Please review the memo in that link for full and explicit details about forming your committee.

According to Policy 4.2.3, the **Doctoral Supervisory Committee** consists of at least four (4) members:

- "The doctoral supervisory committee consists of a minimum of four members, at least three of whom (including one Chair and the GSR) must be members of the Graduate Faculty with an endorsement to chair doctoral committees.
- A majority of the members must be members of the Graduate Faculty."

In order to add committee members who are outside UW: If you already have the minimum of three (3) graduate faculty members with endorsement to Chair, you can add members from outside the UW at your and your chair's discretion, as long as UW Graduate Faculty remain a majority of the members. However, if you do not have three UW graduate faculty members with endorsement to Chair, the outside member needs to be appointed as an affiliate faculty member with endorsement to Chair. This will require approval by the law school's faculty at a regularly scheduled meeting, and therefore enough time must be allowed (minimum of 90 days) for this process to take place prior to the general exam. HR at the law school can help faculty with the details on the necessary procedure for getting the affiliate appointment.

Officially forming your committee: Once you have located your committee members per the guidelines found in Memo 13 and obtained all of their consent to participate in their role on your committee, please email their names, email addresses, titles, and institution to phdlaw@uw.edu. This will begin the official process of documenting your faculty as your official committee.

- In order to comply with Memo 13, your email to phdlaw@uw.edu verifies that you have consulted with the appropriate Graduate Faculty and given your consent to the emailed configuration, which allows the GPC to officially move forward to formally list your committee in MyGrad program.
 - In relevant part, Memo 13 states that "the appointment of a committee is initiated by the Graduate Program Coordinator (GPC) after consultation with appropriate Graduate Faculty members in the student's field and with the student".

GENERAL & FINAL EXAMS / PROCEDURE

PhDs must be registered during the quarter of their General and Final Examinations and meet all graduate school requirements prior to scheduling their exams.

Setting up your exams:

1. Confer with your Supervisory Committee to decide on a date and time.
2. Log into your MyUW account and submit a date/time exam request and then email phdlaw@uw.edu for logistics particular to your exam.

- a. Go <https://grad.uw.edu/for-students-and-post-docs/mygrad-program/> and you will see a link to “Schedule a doctoral general or final exam.” Please follow the instructions there to submit your request.
- b. The graduate program coordinator will walk you through exam set-up, paperwork, and logistics, as well as answer any questions you have about the process
3. Once your exam request has been approved, you will receive an automated email which will confirm that your exam is set.
 - a. This is typically around 3-4 weeks before your exam and there is a follow-up reminder the week of your exam.
4. The graduate program coordinator will touch base with your committee with exam information, confirming location and their administrative functions
 - a. You will have the option to choose to invite friends/colleagues/family or the graduate program coordinator can send out a UW PhD community invitation (or we can do both).

The graduate program coordinator will be there 30-60 minutes before the start of the exam to help with technology, day-of set-up, and preparations.

After your exam:

- **General Exam**
 - Your committee will inform you of the exam outcome at the end and submit your exam outcome in the MyGrad System.
- **Final Exam**
 - Your committee will inform you of the exam outcome at the end and submit your exam outcome in the MyGrad System.
 - Once you’ve passed your exam, you will submit the [UW Graduate School Doctoral Dissertation Reading Committee Approval form](#), with signatures from your committee. (The graduate program coordinator will provide the form and directions in advance of the exam.)

APPROVAL OF RESEARCH RELATED TO HUMAN SUBJECTS

PhDs are expected to comply with all requirements for the ethical research of human subjects, as overseen by UW’s [Human Subject Division](#). Information about this process specific to Law PhDs can be found on the [PhD Program Canvas page](#).

SUBMITTING DISSERTATIONS

PhDs must be registered in the quarter that they submit their dissertations. Information on dissertation submissions can be found here: <https://grad.uw.edu/current-students/enrollment-through-graduation/thesis-dissertation/>.

GRADUATE SCHOLARSHIPS, TA-SHIPS & FELLOWSHIPS

See the following links for more information about funding available to UW graduate students:

- [The Graduate Funding Information Service \(GFIS\)](#)

- [How to Search for Graduate School Funding](#)
 - The GFIS offers an [explanatory database of general resources for International Students](#) to help acquaint graduate students with some of the frameworks and systems in US funding options.
- [UW OFFICE OF MERIT SCHOLARSHIPS, FELLOWSHIPS & AWARDS SCHOLARSHIPS SEARCH](#)
- [Graduate School General and International Tuition Waivers](#)
- [UW Fellowships](#)
- [UW TA-ships/Assistantships for Graduate Students](#)
 - Many language departments host TA-ships/Assistantships for native speakers or fluent speakers of their specific language; Some examples include the [Department of Asian Languages, Spanish and Portuguese Studies](#), [Slavic Languages Department](#), and [Near Eastern Languages](#), for example.
- The Graduate Opportunities & Minority Achievement Program (GO-MAP) offers several [fellowships and scholarships](#) for UW graduate students.
- [Handshake](#) is the UW's online job and internship database. TA, RA, & GSA positions sometimes post under the "on-campus" jobs filter. You can additionally search for internships, both on- and off-campus, through Handshake.

RESOURCES TO IMPROVE APPLICATIONS

- [Funding and Grant Writing](#)
- [UW Graduate School Calendar of Events](#) (Workshops, lectures, resources, etc.)
- [Workshops and recordings](#) on everything from "[Summer Strategies: Organizing Your Funding Search](#)" to "[Webinar: Finding Funding for Grad School](#)" and [More Funding Workshop Recordings](#)

GRADUATE PROGRAMS: ADDITIONAL POLICIES

CONCURRENT DEGREE PROGRAMS

JD students can apply to an LLM program (Health, IP, Global Business, SID or Tax) at UW Law to become a JD/LLM concurrent student. Concurrent students can take up to 12 credits that count toward both the JD and LLM, which lowers the total tuition of the LLM degree. Students interested in becoming concurrent should reach out to the graduate programs at gradlaw@uw.edu for more information.

LEAVE

Graduate students who do not plan to take quarterly classes, must fill out a request with the Graduate School at the beginning of the quarter, <https://grad.uw.edu/policies/graduate-on-leave-status/>. Please note that this is not necessary for students who are pursuing a concurrent degree and taking courses in the other program.

Students must complete one each quarter (Au, Wi, Sp) they do not attend classes. Each leave request requires a **non-refundable \$25 fee** which must be paid before leave is confirmed by the Graduate School; on-leave form and fees are paid online [here](#) using the "Request graduate leave status" link from the list. If you don't complete this form and decide to continue your degree later, you will need to complete a [reinstatement request](#) and pay the \$250 fee.

GRADUATION

Students must complete a master's degree request in their final quarter. See <https://grad.uw.edu/mygrad-program/>

CONTINUING LEGAL EDUCATION (CLE) CREDIT

U.S. licensed attorneys can apply for CLE credits individually for attending law school courses. For a law school course, we require proof of registration or attendance, such as an unofficial transcript or class schedule, and a syllabus or other document showing the dates, times, and topics of all in-person or online classes. Unfortunately, asynchronous classes can't be counted for CLE credit in Washington, but if the attendees are bar members in other states, they should check whether those classes count as CLE there.

See for <https://mcle.wsba.org> information and instructions.

ACADEMIC SUCCESS PROGRAM

ACADEMIC & BAR SUCCESS

From admission to the bar, UW Law's Academic Success Program supports all students on their path to achieving their academic goals. Our comprehensive program equips students with the tools needed to be successful.

Website: <https://www.law.uw.edu/student-life/academic-success-program>

CONTACT INFORMATION

Carrie Sanford, Director of Academic Success

Email: sanfordc@uw.edu

Office: Room 435

[Schedule an appointment](#)

INDIVIDUAL ADVISING

Students that prefer more individualized support are welcome to make an [appointment](#) to meet with Carrie Sanford.

ONLINE RESOURCES

You will find a variety of materials, including past recordings of programs, on the Academic Success website, <https://www.law.uw.edu/student-life/academic-success-program/workshops>.

PRODUCTIVITY LAB

While most law students can name things they'd like to do better, identification alone does not lead to change. Instead, understanding the requisite skills that underlie peak performance are needed to make steps in the right direction. That's where the Productivity Lab comes in. During weekly meetings over the course of 5 weeks, students will identify and move toward concrete individual goals and try out some new strategies along the way. Sessions will be facilitated by Carrie Sanford and Phil Lentz and will run in both the Fall and Winter Quarters. For more information, please email sanfordc@uw.edu.

WORKSHOPS

Throughout the year, Academic Success will host a variety of programming on topics like outlining, exam preparation, and the bar exam. Academic Success Fellows also hosts weekly doctrinal workshops to support 1L students. The weekly 1L doctrinal workshops are designed to reinforce doctrine covered in the 1L curriculum and to provide students with opportunities to work through practice problems. Upcoming workshop details can be found on the Law Dawgs Canvas page or on the Academic Success website, <https://www.law.uw.edu/student-life/academic-success-program/workshops>.

ACADEMIC SUCCESS FELLOWS

Academic Success Fellows work with the Director of Academic Success to support students in their learning. Fellows host weekly doctrinal workshops and office hours throughout the year. At the beginning of each quarter, a schedule of the workshops will be released. To make an appointment to meet with a fellow during their office hours, please contact them directly.

CONTACT INFORMATION FOR 2023-2024 ACADEMIC SUCCESS FELLOWS

- Robert Colton, 2L robcol@uw.edu
- Julia De La Fuente, 2L juliadlf@uw.edu
- Debbie Lee, 2L cle396@uw.edu
- Mia Qu, 3L miaqu@uw.edu
- Mayel Tapia-Fregoso, 2L mtapiafr@uw.edu
- Jessica Yin, 2L jyin95@uw.edu

BAR EXAMINATION INFORMATION

UW Law is committed to supporting students with their bar preparations. This includes offering various workshops throughout the year, a course designed to give students an early start on bar preparation, and a dedicated week of events in early Winter Quarter centered around the bar exam.

BAR WEEK

Bar Week was created to provide 3Ls and LLM students with all the information required for the bar. Bar Week will take place January 27 - February 3, 2024 and will include a visit from the Washington State Bar Association with application details, a session designed to give specifics on the bar exam and early preparation, a panel with recent alums, and a 3-hour simulated bar exam.

E578 FOUNDATIONS IN AMERICAN LAW TESTED ON THE BAR EXAM

This course is designed to give students an early start on bar exam preparation. Students will learn test-taking strategies and practice essay-writing skills while reviewing heavily tested topics across four subject areas. This course complements, but does not replace, a traditional commercial bar review course.

THE BAR EXAM

Most states, including Washington, currently administer the [Uniform Bar Exam](#) ("UBE").* The UBE consists of three components: the [Multistate Bar Examination](#) (MBE), the [Multistate Essay Exam](#) (MEE), and the [Multistate Performance Test](#) (MPT). The UBE is given twice a year on the last Tuesday and Wednesday of February and the last Tuesday and Wednesday of July. In addition to achieving a passing score on the UBE, almost all states also require a passing score on the [Multistate Professional Responsibility Exam](#) ("MPRE"). Students should plan to take the MPRE sometime during their 2L or 3L year after they have taken the required course, B510 Problems in Professional Responsibility. States may also require candidates to complete jurisdiction-specific requirements for licensure. For example, Washington requires all applicants to also complete the [Washington Law Component](#) ("WLC") within 40 months of passing the bar exam. The WLC is an open-book, self-administered exam designed to educate new lawyers in the ways in which Washington law differs from the law tested on the UBE. Contact information for jurisdictions can be found [here](#).

* Please note that in July of 2026, a new bar exam will be released called the [NextGen](#) bar. Jurisdictions will choose to administer either the UBE or the NextGen bar for a limited time starting in July of 2026. As of today, Washington has not decided whether to administer the UBE or the NextGen bar. Regardless of the format of the bar exam in July of 2026, UW Law will provide students with the information and support needed to be successful.

FINANCIAL & TIME CONSIDERATIONS FOR THE BAR

Taking a bar exam requires a significant investment of time and money. For the financial component, students need to be aware that there are fees to register to take a bar exam, a fee for the bar exam software, and a fee to enroll in a commercial bar review course. Costs of commercial bar review programs vary, but typically range from \$1,200 - \$2,500+. For those students planning to take the Washington State Bar Exam, you can find more information about the cost of registration [here](#). It is important to note that commercial bar review course schedules assume that bar takers are not working during the bar preparation period and assign work accordingly. Therefore, advanced planning for the costs associated with the bar preparation period is necessary.

In addition to the financial commitment required to take a bar exam, UW Law students also need to consider when they will begin their bar preparation. UW Law's quarter system means that our Spring Quarter is in session when the commercial bar review programs begin for the July bar. (Commercial bar review courses typically begin their assignment calendar during the third week of May.) Therefore, each UW Law graduate planning to take the July 2024 bar should have a plan in place for some early preparation in advance of their Spring Quarter final exams and graduation activities. More details on early preparation will take place during Bar Week, but students are also welcome to make an [appointment](#) with Carrie Sanford to discuss further.

APPLICATION FOR WASHINGTON BAR EXAM

For those students planning to take the Washington bar exam, the application and admissions policies can be found at <https://admissions.wsba.org/admission-policies>. Applications dates are below. If you believe that your character and fitness review may take extra time, please apply as early as possible in the cycle (see <https://admissions.wsba.org/getpdfform.action?id=1420>).

Washington Bar Application Dates

Month	Applications Accepted	First Deadline	Late Fee Filing Deadline
July Bar	February 1	March 5	April 5
February Bar	September 1	October 5	November 5

The Washington State Bar Association will visit our campus during Bar Week to provide details on their application process.

For those students that will be applying for testing accommodation, they must submit their request and accompanying paperwork to the WSBA at least 80 days prior to the examination date.

See <https://admissions.wsba.org/faq>.

INFORMATION FOR LLM BAR TAKERS

UW Law assists LLM students with a first degree in law earned outside the U.S. to understand and navigate the various state bar admission requirements. More information about bar preparation for LLM students can be found here: <https://www.law.uw.edu/academics/llm/bar-prep>.

CENTER FOR CAREER DEVELOPMENT

The [Center for Career Development](#) is the central resource for students and alumni as they discover and pursue their professional career goals. We encourage students to explore their passions and help them develop the tools and connections necessary to create the career path they seek and then remain available to work with alumni throughout their legal careers.

The Career Development team includes six attorneys with diverse professional experiences who work closely with students and alumni to explore career options, develop individual job search strategies, prepare application materials, and polish their employer engagement skills. Whether they hope to work in a private firms, government, corporate or business environments, judicial clerkships, public service, or less traditional legal careers, the Center for Career Development aims to help all UW Law students gain the experience they need to be successful during and after law school.

Beyond individual coaching, the Center for Career Development has also developed a robust series of events aimed at helping students understand the current legal job market, develop essential career development skills, and learn more about a variety of legal careers. The office organizes regular recruiting and networking opportunities, such as our [On-Campus Interviewing](#) (OCI) and Resume Collection programs, speed networking events, job fairs, receptions, and other opportunities to connect with employers on campus.

Students and alumni can learn more about each of our coaches and schedule an appointment through [12Twenty](#), the Career Development online portal, job board, and events calendar.

CAREER RESOURCES

The Center for Career Development uses [12Twenty](#) to connect students with job opportunities and career-related events, to gather information about students' interests and employment throughout law school, and to schedule appointments with individual coaches. Through the [Career Development Resource Center](#), students also have access to an array of resources to help them explore options, search for jobs, draft application materials and prepare for interviews, identify fellowship and grant opportunities, and more.

Important announcements about events, programming, and job opportunities are also included in our regular newsletters sent to students via email and in the [Law Dawgs Resource Center](#).

JD CAREER DEVELOPMENT

Students pursuing a JD typically seek out employment opportunities for each of the two summers during their law school career, and the search for a first summer experience begins not long after school begins. The Center for Career Development has developed an Intro to Legal Careers series to help first year law students prepare for this process, whether they are hoping to secure a summer associate position at a firm, intern at a legal services organization, apply for diversity fellowships, seek out government work, or anything else. This series focuses on converting a prior resume or CV to a legal resume, drafting cover letters, researching employers and jobs, crafting public service applications, and building networking skills. Additional resources on these and other topics can be found in the [Career Development Resource Center](#).

First year students are required to create and submit a legal resume for review and feedback from one of the Career Development coaches to ensure that when opportunities for their first summer become available, they have the tools they need to create a professional application packet. First year students are also required to schedule an Initial Meeting with a Career Development coach before the end of Autumn quarter to learn about additional resources and opportunities specific to their career interests. Additional information about these requirements are communicated in Orientation and via email to 1L students.

The Center for Career Development strives to offer continuing professional and career development events and workshops for students at each stage of their law school experience and is constantly evaluating the programs offered to meet the changing needs of students. Other events cover the judicial clerkship and post-graduate fellowship application process, legal internships and externships, and help introduce students to a wide variety of legal practice areas open to them.

The office also works closely with employers and attorneys from bar associations and other professional groups to host events where students can connect with them directly and learn more about their career paths and experiences. In addition to our regular Coffee with Counsel series ([below](#)), attorneys from an array of state, local, and federal government offices, high-profile law firms, corporate in-house counsel's offices, non-profits and direct legal services organizations, and other practice settings participate in Career Development events throughout the year. First year law students can also participate in our [Professional Mentor Program](#), connecting with a practicing attorney to help them navigate law school and the legal job search process.

Students can view and register for upcoming events and create alerts for topics of high interest through our online portal, [12Twenty](#). Career Development also sends regular newsletters to students highlighting important upcoming events and professional development opportunities, as well as jobs with upcoming deadlines, so students are encouraged to add lawpath@uw.edu to their "safe sender" list to ensure receipt.

GRADUATE STUDENT CAREER DEVELOPMENT

The Center for Career Development recognizes that students in our MJ, LL.M., and Ph.D. programs come from a diverse set of backgrounds and have an equally diverse set of career goals. Whether students are seeking careers in more traditional settings such as law or accounting firms or hope to work in legal-adjacent fields such as human resources or compliance, Career Development coaches can work with graduate law students to identify resources available to them and make the connections necessary to succeed in their job search. For students seeking positions with non-legal employers, we also work with UW's main campus [Career and Internship Center](#) to share information about hiring and networking events with these employers that are coordinated through their office.

While many graduate law students come to UW Law with prior professional work experience, understanding the current market and employer expectations is essential for success. Most Career Development events are open to all students in any program and our events calendar can be viewed through the [online 12Twenty portal](#), but the Center for Career Development also offers several events throughout the year specifically aimed at helping graduate law students market themselves and their particular educational achievements to their desired employers. Students can view and register for upcoming events and create alerts for topics of high interest through our online portal, [12Twenty](#). Career Development also sends regular newsletters to students highlighting important upcoming events and professional development opportunities, as well as jobs with upcoming deadlines, so students are encouraged to add lawpath@uw.edu to their "safe sender" list to ensure receipt.

Recognizing that many UW Law graduate students are studying at UW Law pursuant to a Visa, the Center for Career Development also organizes events aimed at helping those students understand what job and internship opportunities are available to them and how to ensure any work they pursue will be in compliance with the relevant Visa's guidelines. International students should also be in contact with UW's [International Student Services](#) office when considering any kind of work while studying under a Visa, and can take advantage of services offered by UW's main campus [Career and Internship Center](#) such as [Interstride](#) and [GoinGlobal](#).

Many other career resources important to graduate law students can also be found in the [Career Development Resource Center](#).

INTERVIEW PROGRAMS & JOB FAIRS

The Center for Career Development hosts and facilitates a number of job fairs, organized recruiting, and interviewing events throughout the year to create opportunities for students to connect directly with employers about internships, externships, and post-graduation employment opportunities. Coaches also plan events to help students understand what to expect and how to prepare for job fairs and other recruiting events, and our office works with students individually to develop and finalize application materials.

Career Development conducts [On-Campus Interview \(OCI\)](#) and Resume Collection Programs throughout the year, with three sessions in August, September and October, two sessions in January, and one in March. In each session, our office facilitates the posting of available jobs and internships, the collection of application materials, and in the case of OCI we host the initial interviews – whether remote or virtual – with employers. As a member of the National Association for Law Placement (NALP), we require employers and students participating in OCI to agree to NALP's [Principles for a Fair and Ethical Recruitment Process](#). Coaches are available to work with students on their application materials and to prepare for interviews, including conducting mock interviews tailored to the particular type of employer with whom they will be interviewing. Students are also strongly encouraged to attend events held throughout the year on developing application materials and interviewing skills, and to review the additional resources available through the [Career Development Resource Center](#).

While the Center for Career Development is proud that our OCI Programs attract prominent local, regional and national law firms, many public service employers also participate, particularly during our sessions held in September, October, and in Winter Quarter. Several large governmental employers typically participate in our largest OCI session in August as well.

Students will receive information about upcoming OCI sessions in our regular email newsletters, and are encouraged to contact the Center for Career Development at lawpath@uw.edu with any questions about participating in OCI.

In addition to UW Law's OCI Programs, the Center for Career Development participates in or facilitates student participation in a number of job or career fairs hosted by other organizations throughout the year, including the [Oregon Diversity Legal Job Fair](#), the [Washington State Bar Association's Small Town and Rural Practice Hiring Event](#), the [Bay Area Diversity Career Fair](#), [National Public Law School Alliance Recruiting Program](#), the [National Plaintiff's Law Association Job Fair](#), and more. Several additional career fairs and networking events focused specifically on public service and public interest work are organized through the Gates Public Service Law Program ([below](#)) each year.

CAREER-RELATED ACADEMIC ADVISING

Career Development coaches are also available to meet with students to discuss their course selections as it pertains to their career goals. While this office does not provide general academic advising, students may have questions about whether a particular course is important or beneficial for jobs they are considering or they might be weighing whether to accept an externship opportunity or enroll in a particular course, and our coaches can help students appreciate the pros and cons of each with regard to their job prospects. Students can schedule an appointment with an available coach through [12Twenty](#) under the Appointments tab.

COFFEE WITH COUNSEL

Coffee With Counsel is an academic year program that brings legal professionals into small group settings to discuss their own professional paths and answer student questions in an informal and low-pressure environment. These morning sessions usually involve a pair of lawyers in related practice areas and up to fifteen students, and typically last for about 60 minutes – coffee and donuts provided. Coffee with Counsel is typically held up to three times each quarter and because of the limited attendance capacity, advance registration is mandatory. Upcoming events will always be listed on [12Twenty](#) and included in our regular newsletter sent to students via email.

PROFESSIONAL MENTOR PROGRAM

The UW Law [Professional Mentor Program](#) pairs first year JD students with professional legal mentors. Professional mentors and student mentees are paired based on common characteristics such as practice area interests, undergraduate institution, or previous employment experiences. Professional mentors offer guidance and encouragement while facilitating networking and job shadowing opportunities. Professional mentors and student mentees meet several times throughout a calendar year.

JUDICIAL CLERKSHIPS

A judicial clerkship is a highly rewarding and intellectually satisfying job. Judicial clerks sharpen their research and writing skills; they are exposed to a variety of legal issues; and they gain insight into the entire litigation process. The Center for Career Development supports our students and alumni in seeking judicial clerkships through informative events, individual advising, networking opportunities, and application support.

Each year, the Center for Career Development offers a series of timely events that not only help students better understand the job of a judicial clerk but also walks them through the application process and the ways in which applying for these roles differs from other applications. Students interested in learning more about clerkships should review our [Judicial Clerkship](#) page and contact lawclerk@uw.edu to be added to the appropriate clerkship listserv to stay abreast of deadlines and upcoming events.

GREGOIRE FELLOWS PROGRAM

The [Gregoire Fellows Program](#) recognizes students for their academic and professional achievements before coming to law school, unique perspectives and experiences, and leadership potential to diversify the legal profession in Washington. The program is named in honor of former Washington State Governor Christine Gregoire.

Gregoire Fellows spend the summer following their first year gaining invaluable legal experience, working ten (10) weeks split between a major corporate law firm and either a Seattle-based corporation or government agency. The

Center for Career Development works closely with Gregoire Fellows as they prepare to interview with sponsoring employers and to enter their first summer experience. Additionally, Gregoire Fellows participate in a number of events with Governor Gregoire and sponsoring employers throughout the year, providing them with opportunities to network with a variety of attorneys from many different practice settings and legal practice areas.

WILLIAM H. GATES PUBLIC SERVICE LAW PROGRAM

The [William H. Gates Public Service Law \(PSL\) Program](#) is UW School of Law's central hub for public service- and public interest-related events and programming, career advising, pro bono service, and professional development. The Gates PSL Program aims to create a culture at UW where students, faculty, and staff are inspired and empowered to make public service, equity, and inclusion an integral feature of their professional lives.

PUBLIC SERVICE CAREER ADVISING

All students interested in pursuing a career or other opportunities in public service law are encouraged to connect with the Gates PSL Program. "Public service" or "public interest" law commonly refers to work with government entities and non-profit organizations but can also encompass work for private law firms with a public interest mission, as well as pro bono work pursued by for-profit firms. Gates PSL staff is available to help explore options and identify opportunities to get involved in public service both inside and outside of law school, as well as to provide assistance with job search, application materials, interview preparation, employer networking, and other professional development needs. Students should feel free to email the Gates PSL Program at gatespsl@uw.edu, schedule an appointment through [12Twenty](#), or stop by the office in Suite 346.

GATES PUBLIC SERVICE LAW SCHOLARSHIP

The [Gates Public Service Law Scholarship](#) was established in 2005 to honor William H. Gates Sr., a prominent Washington attorney, public servant, and UW Law alumnus. Each year, the program awards full-ride scholarships to five first-year students entering the JD program at UW Law who have demonstrated an exceptional commitment to public service. By accepting the scholarship, recipients commit to working in public service for at least five years following their graduation from UW Law.

SOCIAL JUSTICE TUESDAYS

The Social Justice Tuesdays (SJT) series is a weekly lunchtime event hosted by the Gates PSL Program aimed at exposing the UW Law community to a wide range of public interest law topics and providing a platform for traditionally underrepresented communities and issues. SJTs may be led by Gates PSL staff, UW faculty, or student organizations, and frequently involve attorneys and other guest speakers from the broader public interest community. Students with ideas for SJT events are encouraged to contact the Gates PSL Program at gatespsl@uw.edu. SJTs are held every Tuesday during the Autumn and Winter Quarters, and occasionally during the Spring Quarter based on demand. Lunch is provided for registered attendees. Students can find a list of upcoming SJTs along with other career-related events on [12Twenty](#).

PUBLIC SERVICE CAREER FAIRS & NETWORKING EVENTS

Throughout the year, there are several public service career fairs and networking events that UW Law students are encouraged to attend. UW Law hosts an annual Fall Public Interest Fair (formerly the "Pro Bono & Externship Fair")

in October—a networking event that typically draws more than 30 public service employers from Seattle and Washington State. UW Law also participates in the larger [Northwest Public Service Career Fair](#) in February, which includes law students and employers from across the region and both networking and employer interview components. Additional opportunities include the nationwide [Equal Justice Works Career Fair](#), Alliance for Equal Justice Summer Intern Orientation, and various other networking and hiring events.

PUBLIC SERVICE GRADUATION REQUIREMENT

All JD students are required to complete at least 50 hours of uncompensated public service legal work during their second or third year of law school, in a pre-approved course or program, and under the supervision of a judge, attorney, or otherwise qualified individual. It is preferred that students fulfill this requirement by providing legal assistance to individuals who would otherwise be without access to such assistance. Students can complete this requirement by participating in clinics, public service externships, established UW Law- or student-led pro bono programs, or “community based” pro bono projects arranged with an outside organization or employer. More details about this requirement can be found [here](#).

PRO BONO HONORS SOCIETY

The [Pro Bono Honors Society](#) is a voluntary honors program for students who provide pro bono service above and beyond the basic public service graduation requirement. To qualify, JD students must complete 70 total hours of pro bono legal assistance by graduation at any time during their 1L, 2L, and 3L years), and LLM, MJ, and PhD students must complete a total of 30 hours by graduation. Activities qualifying as uncompensated “public service legal work” for the Public Service Graduation Requirement will generally also count towards the Honors Society hours (subject to the qualification noted below). Students must report their completed hours to the Gates PSL Program, and all members of the Honors Society are recognized at graduation. Recognition is also given each year to the students who have completed the most cumulative pro bono hours for their class year or graduate program. Questions about the Pro Bono Honors Society should be directed to the Gates PSL Program at gatespsl@uw.edu.

Starting with the 2023-24 academic year, students will be limited in how many hours can be applied towards the Honors Society for work that also earns the student academic credit (e.g., work completed through clinics or externships). JD students may apply up to 50 hours of credit-bearing public service legal work towards the Honors Society, while LLM, MJ, and PhD students may apply up to 10 hours of such legal work toward their Honors Society minimum. The remaining 20+ hours for all students must come from non-credit-bearing activities. Qualifying public service legal work completed for academic credit before September 25, 2023 may be applied towards the Honors Society regardless of this restriction.

PRO BONO OPPORTUNITIES

UW Law students have many options to pursue pro bono legal work. The [Moderate Means Program](#) is the law school’s flagship pro bono program, in which UW Law students provide legal referrals for low- and moderate-income individuals. Students can also pursue pro bono projects coordinated by our student organizations, such as Student Advocates for Immigrant Justice, the Incarcerated Mothers Advocacy Project, and Street Youth Law Advocates of Washington. Moreover, the Gates PSL Program has connections with public interest employers throughout the region that are regularly engaged in pro bono work. Students are encouraged to contact Gates PSL staff about identifying pro bono opportunities at gatespsl@uw.edu.

SUMMER PUBLIC INTEREST FELLOWSHIPS

The Gates PSL Program maintains a list of available fellowship and grant opportunities to help students fund summer internships with public interest employers. These include UW Law-specific programs, such as PILA Fellowships and Gates Public Service Summer Stipends, as well as many statewide and nationwide fellowship opportunities. The list of available opportunities can be found in the [Career Development Resource Center](#).

POST-GRADUATE FELLOWSHIPS

Post-grad fellowships are usually one- to two-year positions intended to expose new or recent graduates to public interest legal fields, and they are offered across a wide range of settings—including the nonprofit, government, private firm, and academic sectors. Many prominent fellowship programs (such as [Equal Justice Works](#) and [Skadden Fellowships](#)) are “project-based,” enabling students to create their own post-graduate legal service project, but there are also many opportunities with pre-established legal programs.

Gates PSL staff also works closely with students interested in post-graduate public interest fellowship opportunities, including counseling them through identifying available opportunities and helping them prepare application materials. Students interested in learning more are advised to attend Gates PSL Program events offered throughout the academic year and to [meet with](#) a Gates PSL Program or Career Development coach to discuss their interests.

LOAN REPAYMENT ASSISTANCE PROGRAM

The Gates PSL Program also administers UW Law’s [Loan Repayment Assistance Program](#) (LRAP), which offers law school loan repayment assistance for new graduates and alums of UW Law’s JD program pursuing public interest legal positions. Each year, up to three new applicants are selected to receive up to \$15,000 in the form of forgivable loans over a three-year period during which the applicant commits to working in public service. To be eligible, applicants must be graduating from (or a graduate of) UW Law’s JD program, must be employed in Washington State, and must hold a qualifying legal position for a qualifying non-profit organization or government employer. More information about eligibility requirements and the application process can be found on our LRAP website linked above, and students may direct any questions to the Gates PSL Program at gatespsl@uw.edu.

EXPERIENTIAL LEARNING

CLINICS

The Clinical Law Program (Clinic) provides law students with real-world legal experience assisting clients and communities. Building on foundational lawyering skills learned in the first year, students work on real cases, transactions, or projects for academic credit supervised by experienced faculty members. Clinic students may advocate for clients in litigation, negotiate or mediate disputes, advise entrepreneurs and companies, develop policy by drafting legislation and getting it enacted, comment on regulations or gather information, and write reports for legislative bodies. For more information about each clinic, [click here](#).

Clinic is available to 2L and 3L students, depending on the clinic. Up-to-date eligibility and prerequisite information can be found on the UW Law website. We encourage students to begin considering which clinic(s) they'd like to apply for during their first year of law school. The application process for Clinic begins after Spring Break and is completed before registration for the following academic year, so students can best plan for their upcoming courseload and potential work opportunities. It is important to note that Clinic students will be working on real cases with real clients in real-time. Therefore, Clinic should be treated as a long-term, time-intensive commitment. Students will be notified about the application process by Academic Services during the Spring Quarter via email.

The UW Clinical Law Program offers ten unique clinics:

- Civil Rights & Justice Clinic
- Entrepreneurial Law Clinic
- Federal Tax Clinic
- Immigration Law Clinic
- Mediation Clinic
- Ninth Circuit Appellate Advocacy Clinic
- Regulatory Environmental Law & Policy Clinic
- Tools for Social Change: Race & Justice Clinic
- Technology Law & Public Policy Clinic
- Tribal Court Public Defense Clinic
- UW Law also offers a credit exchange with the following Seattle University clinics:
- Workers' Rights Clinic
- Housing Justice Clinic

For questions about the Clinical Law Program, students can reach out to clinics@uw.edu, or stop by Room 223 to speak with CLP staff.

EXTERNSHIPS

The Externship program provides law students with the opportunity to gain valuable legal experience while earning academic credit. An externship is an experiential learning course available to all LLM students and JD students who have completed one full academic year of law school.

Students engage in substantial lawyering activities under the supervision of a licensed judge or attorney at a variety of host sites. Through externships, students get out of the classroom and work in the field, handling real legal work,

developing legal skills and substantive knowledge of the law, solving legal problems in real-life situations, and learning daily activities of legal practice.

Details about externships, including the registration process, academic and financial considerations, externship site options and host site requirements can be found on our website [here](#). Graduate students should contact their programs for more information regarding externships.

Information Sign up - externship information email listserv [sign up here](#).

Questions about externships can be directed to extern@uw.edu.

MODERATE MEANS PROGRAM

The [Moderate Means Program \(MMP\)](#) is the flag-ship pro bono program for students at the University of Washington School of Law. The UW MMP provides legal referrals for low and moderate income individuals as a part of the statewide [Washington State Bar Association \(WSBA\) Moderate Means Program](#). The program serves those that fall between 200% and 400% of the federal poverty line in the areas of family, consumer, and housing law.

How it works:

Students call clients and perform an intake. Students will verify financial information and gather the facts and details of the client's case. Students then write a case brief with a legal analysis of the facts. Once the brief is approved by the supervising attorney students then contact participating attorneys to refer the case.

Client intakes are conducted at times that work for the student and client over the phone.

Students will learn:

Case management

- Client interviewing
- Legal research and writing
- Issue spotting
- Empathic listening

During the Autumn and Winter quarters the MMP is offered as a 4-credit practicum where the students get detailed training in the substantive law, client interviewing, ethics, and drafting legal documents. In the Spring and Summer, the MMP utilizes volunteer students.

Contact MMP Staff Attorney Kristina Larry at klarry@uw.edu with any questions about the program.

RURAL ALASKA TAX ASSISTANCE PROGRAM (RATAP)

The University of Washington School of Law Tax Program sends teams of law students to remote villages in Alaska to assist residents with submitting their annual tax returns and resolving certain tax issues every year. See News story at <https://www.law.uw.edu/news-events/news/2023/rural-alaska-tax>. Students must apply to participate in RATAP. Interested students should reach out to Prof. Ramón E Ortiz-Vélez and submit their resumes prior to the deadline of August 15.

If accepted, students must complete Volunteer Income Tax Assistance (VITA) certifications (including Client Counseling, Ethics, and Advanced Tax), complete case studies, and attend initial class sessions at the end of the Autumn Quarter and the beginning of the Winter Quarter. Students travel to Rural Alaska for ten days over Presidents Day week. In Alaska, students will receive additional training and then travel to remote native villages to provide tax preparation assistance, counseling, and education. Students pay for their own flights and receive 2 credits for T506 Tax Practice and Skills

(<https://www.law.washington.edu/coursecatalog/Course.aspx?YR=2023&ID=T506>).

TRIAL ADVOCACY

The Trial Advocacy program provides comprehensive training in the strategies and techniques required to be a successful trial lawyer. Through [courses](#), [clinical opportunities](#), and a strong internal and national competition program through our [Moot Court Honor Board](#), students gain the skills to persuasively advocate for their clients.

Thanks to generous donors, students have unique opportunities to highlight their advocacy skills and earn award money at the same time. Details for submission for each award [here](#)

Details about the Trial Advocacy program [here](#).

Information Sign up – Trial Advocacy information email listserv [sign up here](#).

Questions about the Trial Advocacy program can be directed to trialad@uw.edu

FINANCIAL AID

Financial aid for law students comes from a variety of sources and may consist of need-based and non-need-based aid. These sources include federal loans, graduate grants, work study funds, law school scholarships, and outside scholarships. The maximum amount of financial aid that a student can receive is the Cost of Attendance (COA) that is set by the University for the academic year.

[The Office of Student Financial Aid \(OSFA\)](#) is the main point of contact for students with questions about their eligibility for federal loans, graduate grants, and work study funds. [Student Fiscal Services](#) is the main point of contact for students with questions regarding tuition payments, financial aid holds, and disbursement of financial aid (except for law school scholarships). The [Office of Admissions and Financial Aid at the School of Law](#) (rm 231) is the main point of contact for students with questions about law school scholarships.

Office of Student Financial Aid: osfa@uw.edu; 206.543.6101

Student Fiscal Services: sfshelp@uw.edu; 206.543.4694

Law School Admissions & Financial Aid: lawadm@uw.edu; 206.543.4078

Free Application for Federal Student Aid (FAFSA) - UW School Code: 003798

All eligible students must submit a FAFSA each year to be considered for federal loans, graduate grants, and work study funds. Some scholarships may also consider the FAFSA when awarding funds. The priority deadline for UW is January 15 of each year. The application is available at <https://studentaid.gov/h/apply-for-aid/fafsa> and becomes available October 1 of each year. Law students are considered independent for the purposes of financial aid and do not need to include parent information.

The FAFSA is processed and evaluated by the Office of Student Financial Aid. Students will receive an award letter through their MyUW account after the evaluation is complete, notifying them of their eligibility for federal loans, graduate grants, and/or work study. Students must review and accept the awards for funds to disburse. Additional information about the application and review process can be found [here](#). **Note:** students must report to OSFA any external scholarships they will receive for the academic year as this can affect the amount of other aid offered.

TYPES OF FINANCIAL AID

STUDENT LOANS

There are two loan options for law students: Federal Direct Unsubsidized Loan and the Federal Direct Graduate PLUS Loan. The Direct Unsubsidized Loan is capped annually at \$20,500 and the remaining cost of attendance may be covered by the Grad Plus Loan. Law students must be enrolled for at least 6 credits in order for loans to disburse. Interest rates, fees, and other information can be found [here](#).

First time borrowers of federal loans are required to complete [loan entrance counseling](#). Borrowers must also complete [loan exit counseling](#) before they graduate, after withdrawing from the program, or drop below half-time enrollment. Additional information can be found [here](#).

GRADUATE GRANTS

The University has a limited amount of funding for Washington residents and is subject to availability. These need-based grants are made annually and require the student to be a Washington state resident and submit their FAFSA by the January 15 priority deadline. The student's [financial need](#) must also meet the University's criteria. The Office of Student Financial Aid (OSFA) notifies students of this grant eligibility through their financial aid award. For law students, the maximum yearly amount awarded is \$4,500. Grants do not automatically renew; a FAFSA must be submitted each year of enrollment for consideration.

WORK STUDY

Work Study funds are awarded based on [financial need](#). To be considered, a FAFSA must be submitted by the January 15 priority deadline. Additional information can be found on the Work Study [website](#).

UW LAW SCHOLARSHIPS

UW Law offers scholarships to incoming first-year JD students and continuing students based on merit, need, and other factors. Admitted students are required to submit a scholarship application available through the Admitted Students Portal by March 15. Continuing students are notified of the application process at the end of Spring quarter; awards are made by September.

Additional scholarship opportunities are available once students begin the law program. These [scholarships](#) may be based on student leadership, academic performance and areas of interest, e.g., family law, corporate law, intellectual property, and public service. A list of [external scholarships](#) are also posted.

UW Law also offers scholarships and tuition waivers to graduate students. These scholarships and tuition waivers vary by program.

OTHER RESOURCES

PRIVATE LOANS

Students who are ineligible to apply for federal student aid or wish to explore other loan alternatives, private loans may be an option. In general, private loans are through commercial lenders that depend on credit worthiness. Please know that borrowing private loans for your education bears a significant risk including the inability to take advantage of any federal loan repayment options, including the Public Service Loan Forgiveness program. We encourage students to carefully read the terms and conditions for private loans.

FOREIGN LANGUAGE AREA STUDIES (FLAS) FELLOWSHIPS

FLAS Fellowships support undergraduate, graduate, and professional students in acquiring modern foreign languages and area or international studies competencies. Students receive funding for tuition and a living stipend. Students from all UW departments and schools are encouraged to apply. Fellowships are available for students who are U.S. citizens or permanent residents. For more information, visit the Jackson School of International Studies site at <https://jsis.washington.edu/advise/funding/flas/>.

To learn more about the UW Law process see the Foreign Language Area Studies (FLAS) section of the handbook [here](#).

FINANCIAL AID CYCLE

Although the regular academic year is considered to start with the Autumn quarter (e.g., Autumn-Winter-Spring), federal regulations state that the start of the financial aid cycle at an institution begins with summer (i.e., Summer-Autumn-Winter-Spring). Students that use financial aid for the summer term will have that amount subtracted from their Cost of Attendance budget for the regular academic year. If additional funds are needed, students can submit a revision request to the Office of Student Financial through MyUW.

Students needing summer financial aid must submit an application so that OSFA can add the term to their award package. Information about summer financial aid can be found [here](#).

REQUESTING CHANGES TO FINANCIAL AID AWARD

Students experiencing changes in their financial circumstances may submit a request to OSFA to review their cost of attendance budget. Forms and additional information are available [here](#).

DISBURSEMENT OF FINANCIAL AID

A student's financial aid award is disbursed in equal amounts in Fall, Winter, and Spring quarters. The UW generally begins to disburse funds to student accounts the week before the start of the quarter. Financial aid will not be disbursed if the award has not been accepted, entrance counseling has not been completed, a hold is on the account, or if a student is not registered for the minimum number of credits.

Students are strongly encouraged to sign up for direct deposit if they expect to receive a financial aid refund for living expenses. Students without direct deposit will need to wait for a check to be mailed to the local address on file. More information can be found [here](#).

UW LAW SCHOLARSHIP POLICIES & DISBURSEMENT

JD students awarded a scholarship must maintain full-time enrollment to receive their funds. Full-time enrollment is defined as taking at least 12 credits each quarter at the University of Washington School of Law. Students planning on taking less than 12 credits must notify the Assistant Dean of Admissions and Financial aid for advisement.

Scholarships will be distributed evenly over three (3) academic years and will be applied towards JD tuition each academic quarter that students are enrolled full-time; there are no other renewal requirements. Awards are not disbursed for summer sessions, study abroad programs, or to visit at another law school.

Scholarships cover law school tuition only and will not result in cash payments to students if they receive other funds that pay for tuition. A scholarship may be adjusted or removed if a student receives other funding. This includes, but is not limited to, University tuition waivers or tuition stipends, employee tuition benefits, military benefits, or outside scholarships. Students receiving other aid must notify the School of Law's Office of Admission and Financial Aid each quarter in which they will receive outside funds. Scholarship funds cannot be added retroactively to a previous term.

Graduate students awarded program-specific scholarships will receive information via their program about disbursement.

RESIDENCY STATUS

Non-resident to resident status changes may result in the reduction of the scholarship amount if the initial award exceeds resident tuition. JD students must notify the Assistant Dean of Admissions and Financial Aid if their residency status changes.

DUAL DEGREE STUDENTS

JD students pursuing a dual degree should carefully consider tuition costs and scholarship eligibility. Students must notify the Assistant Dean of Admissions and Financial aid for advisement.

LEAVE OF ABSENCE

JD students with an approved Leave of Absence from the Associate Dean of Student Affairs will have their remaining scholarship funds reinstated if they left in good standing and return during the approved timeframe. JD students must notify the Associate Dean for Student Affairs and the Assistant Dean of Admissions and Financial Aid when they plan to resume their studies. Graduate students should contact their programs. Review the Leave of Absence Policy [here](#).

WITHDRAWAL OR ACADEMIC DISQUALIFICATION

Students that withdraw from the program or are academically dismissed forfeit their scholarship.

Review the Withdrawal Policy [here](#).

EXTERNAL SCHOLARSHIP DISBURSEMENT

External scholarship checks should be mailed to the address listed on this [page](#). Funds will be applied to a student account based on the sponsor's instructions. Checks should include the student's name, UW student number, quarter, or academic year the payment covers, and the sponsor's information. Students receiving financial aid must notify OSFA of any external scholarships as they can impact the financial aid package.

TUITION DUE DATES

Tuition charges are always due by the 3rd Friday of the quarter.

UNIVERSITY WITHDRAWAL & REFUND POLICY

Students who withdraw may be entitled to a refund of all or a portion of the tuition and fees for a given quarter depending on when the withdrawal is completed. Students that make changes to their schedules that result in lower tuition after the 7th day of the quarter are charged a fee. Additional information can be found [here](#).

Financial aid recipients who withdraw from all of their classes will have any refund of University charges returned to the financial aid programs. Additional information can be found [here](#).

SHORT-TERM LOANS

Short-term Loans (STL) are available to registered JD students who are experiencing an urgent but short-term financial need. Students may apply for a short-term loan through their account on MyUW. This loan fund is administered by the Office of Student Financial Aid. Please check with OSFA before submitting an application to determine if other forms of aid are available. These loans are intended to be paid within a short time span. More information is available at <https://finance.uw.edu/sfs/students/short-term>.

WASHINGTON APPLICATION FOR STATE FINANCIAL AID (WASFA)

Students ineligible to submit a FAFSA may submit a WASFA to be considered for state aid. Students whose status is undocumented, DACA recipients, or other select non-citizens may complete a WASFA. Additional information is available [here](#). The priority deadline is January 15.

LOAN DEFERMENTS

Students are responsible for deferring payment of their student loans. Students should review their lender's requirements for verification. The University is a member of the National Student Clearinghouse, which provides enrollment data once the quarter has begun. Additional information can be found [here](#).

FEDERAL FINANCIAL REQUIRED CREDITS FOR PART-TIME & FULL-TIME STATUS

Students receiving federal financial aid should keep in mind how many credits are considered part- and full-time. This will determine how much funding one can receive.

Status	JD Program	Graduate Programs
Part Time	6-11 credits	5-9 credits
Full Time	12-18 credits	10-18 credits






GALLAGHER LAW LIBRARY

LAW LIBRARY STAFF AND LIBRARIANS ARE LITERALLY HERE TO HELP STUDENTS

The Law Library is deeply committed to helping all law students throughout their academic experience here at UW Law. Many of us have law degrees and all of us have chosen to work in a library at a law school because we love working with all of you as you grow and learn throughout your time here.

The “Law Library” is a **physical space**, located on floors L1 and L2, a huge **collection** of print and electronic resources, and a **group of people** (library staff and law librarians) devoted to bringing you **services** and helping you succeed during your time here at UW Law.

Different ways you can contact us:

 CHAT	Click on the chat logo on any library website page or here to connect with a law librarian during business hours!
 EMAIL	Email us at lawref@uw.edu
 ZOOM	Zoom with us using the monitor at the Information Desk in the Library!
 CALL	Call us! 206-543-6794
 MEET	Schedule a one-on-one or group consultation with a law librarian using the "Schedule Appointment" button on this page .

PHYSICAL SPACE – THE LAW LIBRARY FACILITY & 24/7 ACCESS

The law library facility is yours to use throughout your time here. Study, research, relax, and sleep as you need.

Gallagher Law Library occupies the bottom two floors of William Gates Hall. To access the law library, you can use the stairs near the front door to the building (only usable during normal business hours, M-F) or the elevators near that same building entrance. The elevators will only take you to L1. Proceed to the double doors and tap your Husky Card to come on in!

[Map](#) of the library space, including restroom locations, is here.

CODE OF CONDUCT

Everyone who uses the law library must adhere to our [Code of Conduct](#), which also references the Honor Code. Basic takeaways: **respect other users/personnel, respect the facility and collection, and don't steal books.**

HOURS & AFTER HOURS

The library is staffed virtually and in person according to hours posted [here](#). If you have questions or need assistance after-hours, just shoot us an email at lawref@uw.edu and we'll get back to you the next time we are staffed.

RESERVING A SEAT/ROOM

Most of the study areas in the law library, including study rooms, are [reservable 2 weeks in advance](#). You're welcome to use any empty seat/room without a reservation as long as you're willing to move if someone else who has a reservation shows up. There are also a bunch of seats that are [always open](#) and don't require a reservation. Comfortable seating like armchairs and beanbag chairs are also first come, first serve. Here's a [map](#) to show you the different areas where you can sit, study, sleep, and meet.

FOOD & DRINK

This isn't your grandmother's library! You're [welcome to eat and drink](#) (non-alcoholic) beverages while you're in the law library. We ask only three things:

1. Please only use beverage containers with **lids**.
 2. Don't **damage** the books/art/furniture with your food or beverage. If you're going to have a full meal, please use the L1 Lounge, the L2 study rooms, or the L2 Commons.
 3. Don't bother other users—don't bring a big plate of brussels sprouts, tuna fish, and extremely crunchy crackers into the library. **Smelly/loud food** can be disruptive to other people.
-

HUSKY CARD STICKERS FOR UW LAW COMMUNITY

Building services or law library staff will occasionally need to check IDs to ensure that the security of the building is maintained during times when we are closed to outside visitors. Husky Cards, the official identification of the University community, do not have information on them indicating the college or department of the ID-holder.

The law library has special stickers for everyone to affix to their Husky Card so that you can quickly flash your ID when asked. Come to the Information Desk on L1 to speak to a staff person between 10 and 4 every weekday. We'll use your card to check your status in your library account and give you a sticker for the year.

USING THE COLLECTION

THE LIBRARY CATALOG

Use the [law library's online catalog](#) to find books, journals, articles, and databases available to you as a member of the UW Law community. You can even request books from other libraries at UW or other academic law libraries in the region. **Note that the chat pop-up when you're in the catalog is for all UW Libraries and is NOT the law library's chat service.** To chat with a law librarian with legal research expertise, use this [link](#).

COURSE RESERVES

The law library [course reserve collection](#) includes at least one copy of every required text for UW Law courses that anyone can check out for 4 hours at a time and **must be checked back in and reshelved** following their use. Access the course reserves collection in the Reference Area on L1.

However, **we cannot afford to replace stolen books** so if a course reserves book is stolen, no one in that class will have access to that book for the remainder of the year. Please remember the [Code of Conduct](#) and the Honor Code when making choices about how you use course reserves and any other library-owned print materials.

Take a look at the [course reserves page](#) for information about fines, checkout, and returning course reserves materials.

CHECKOUT PERIODS

Different books in the library have different checkout periods. Take a look at [this page](#) to get an idea of how long you can borrow specific materials, as well as how to renew, and what happens when a book is recalled by another user.

EQUIPMENT & TECHNOLOGY (INCLUDING LAPTOPS)

The library provides equipment like chargers and bookstands for you to check out while you're using the library. Take a look at our [equipment and technology page](#) for more information.

The law library will also offer laptops for checkout using a laptop checkout kiosk on L1. The system is new as of the fall of 2023. More information will be posted to the [equipment and technology](#) page as soon as the kiosk is ready to use.

HOW TO CHECK OUT A BOOK

Checking out library materials and equipment is all self-serve. Use your Husky Card at the self-checkout stations in the Reference Area and at the Information Desk just inside the library's doors.

THE HOLD SHELF

Feel free to go grab a book from the shelves yourself. However, you can use the catalog to request a book from the law library, UW Libraries, and regional academic libraries using the library catalog. Select "Gallagher Law Library" as the pickup location and you'll receive an email when your book is ready to pick up on the [hold shelf](#) on L1.

INTERLIBRARY LOAN AND LIMITED SCANNING SERVICES

If you aren't able to find the book/chapter/article you need using the library catalog, take a look at our [Interlibrary Loan page](#) to find out how we can help get your book from an outside library.

FINES & HOW TO APPEAL THEM

Most of our materials do not have fines for late return as long as you bring them back within a few days of their due date. Fines will accrue for course reserves and items borrowed from other libraries. You can dispute the fine or fee using the library appeals process. Take a look at our [fines, fees and appeals page](#) for more detailed information.

LIBRARY SERVICES & HOW TO GET HELP

RESEARCH & REFERENCE ASSISTANCE

Reference librarians can help you with any aspect of the research process while you're a current student and even once you graduate. You can [get in touch with us](#) in a variety of ways (chat, phone, [email](#)) and can also set up a 30 minute one-on-one meeting with one of us to discuss your project/assignment in more depth.

TYPES OF QUESTIONS WE HELP WITH

There is no question too big or too small and certainly no dumb questions. We are a judgment-free space for you to learn and grow. Here is a small sampling of the types of questions we can help you answer OR refer you to the right person/department in the law school to help with:

- How do I find this book when I already checked the shelves, and it isn't there?
- Why isn't my Westlaw password working?
- How can I structure an empirically sound analysis of the impact of statutes limiting the color and texture of clown noses on the circus industry?
- The person next to me is making strange noises and it's distracting me. Can you help?
- How do you Bluebook a criminal complaint from a case filed in the 5th Circuit?
- Where can I find reliable information about the law of South Korea?
- How can I use ChatGPT to conduct legal research in an ethical and reliable manner?
- I just started my first week at my first job and I've been given an assignment that I have no idea where to start on. Can you help me figure out what my boss is asking for, so they don't think I'm a dunce?
- Where is the hold shelf?
- I am really struggling in Contracts. Do you have any resources to help me outline and prepare for the final?
- How do I find the origin of the quote "a broken clock is right twice a day"?
- How do I use the printers?
- Why is legislative history so hard?
- What kinds of questions can I ask you?

We also maintain a list of answers to common questions on our [FAQ page](#).

BLUEBOOKING OFFICE HOURS

The Bluebook: A Uniform System of Legal Citation sets forth citation formats for U.S. legal academics and practitioners. *The Bluebook*, like any citation format, can be really tricky to figure out for beginners and even people who regularly use it. Even many law librarians and LARW professors dislike the Bluebook's intricacies and esoterica. But there are a strange few, like Professor Ziff and librarian Alena Wolotira, who actually enjoy figuring out a tricky citation.

You can always [ask for bluebooking help](#) from a reference librarian. But if you'd rather have a live experience or ask a series of questions, you can join Alena or one of her law librarian colleagues for weekly [Bluebook office hours](#) over Zoom. No question is too "easy"!

RESEARCH GUIDES

The law library is constantly updating our topical research guides, which explain different areas of legal research (e.g., legislative history, administrative law, intellectual property, etc.). Take a look at the [full list of guides here](#).

DATABASES & THE LAW LIBRARY WEBSITE

The law library pays hundreds of thousands of dollars each year to provide you with legal databases for your academic needs. And as a law student, the vast collection of non-law databases paid for by UW Libraries is also available to you. Please get in touch with us at lawref@uw.edu if you have issues accessing any of these resources.

STUDY AIDS

The law library has a wide selection of [print and electronic study aid resources](#) designed to help you digest and outline everything you're learning in doctrinal courses.

LAW LIBRARY AND OTHER DATABASES ACCESSIBLE WITH YOUR NETID

Here's a list of all of the [databases relevant to legal research](#) available to you as a UW law student.

Here's a list of all of the [non-legal research databases](#) available to you as a UW law student.

TROUBLE ACCESSING A DATABASE OFF-CAMPUS? USE HUSKYONNET VPN

You should be able to log in to all of the above databases using your NetID from off-campus but if you're accessing a database from outside of our catalog or you're having trouble getting access to a database you know we subscribe to, try installing the [HuskyOnNet VPN](#).

WESTLAW, LEXIS, BLOOMBERG LAW, CALI, AND OTHER DATABASES REQUIRING INDIVIDUAL ACCOUNTS

A select few of our databases are available ONLY to UW Law students, faculty, and staff. For these resources, everyone has to create their own log in. New law students should receive registration information during orientation via Canvas. Check out our [Access to Restricted Databases](#) page for additional information (this page requires a password-- **UWLawDawgs!**).

LAW JOURNALS

Student editors for our four UW Law journals often have expanded research and citation needs that the law library is delighted to help with. Take a look at our [Guide for Law Journal Students](#) for more information about things like requesting dozens of books via ILL, asking for a law librarian presentation for your journal, or figuring out how to pick a note/comment topic.

Learn more about the UW Law Journals [here](#).

CONTACTING US

You can send us any question you have about the library, the collection, or its services to lawref@uw.edu.

FAQS

We maintain a list of questions frequently asked by law students on our [FAQ page](#).

VIRTUAL SUGGESTION BOX

If you'd like to give us feedback or suggestions about how we can improve our services or facility, we want to hear it! Submit anonymously using the [Virtual Suggestion Box](#).

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