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A. COLLEGE OF LAW ORGANIZATIONS

Student organizations are a vital part of the College of Law culture. Involvement promotes contact with other students who share your interests and provides opportunities to develop skills outside the classroom setting.

For any question regarding Student Affairs Services, please contact Janet Armistead or Joy Fryson.

Assistant Dean for Student Affairs
Janet Armistead
Phone: 304-293-7320
Email: janet.armistead@mail.wvu.edu
Location: Room 100-F

Administrative Assistant
A.1 CO-CURRICULAR ORGANIZATIONS

1. Law Review

The West Virginia Law Review is a professional, student-governed legal journal that publishes articles of interest to legal scholars, students, legislators, and members of the practicing bar. Founded in 1894, the West Virginia Law Review is the fourth oldest law review in the United States and publishes three issues each year. Student members of the Law Review write, solicit, select, and edit articles and are involved in all stages of preparing issues for publication.

Membership on the Law Review is available only to second- and third-year students. To be eligible for membership, students must obtain a minimum GPA of 2.5 in first-year courses. Law Review participants who complete membership requirements receive up to four hours of credit, which are awarded in the third year.

Invitations for membership are based on a summer writing competition where students must write a short student article on a predetermined issue of law. After the write-on competition, there are two ways in which students are extended membership: 1) academic performance combined with writing score or 2) writing score alone. For students ranking in the top fifteen percent of their class at the end of the first year, the student article accounts for thirty-five percent of the total score, and first-year grades account for sixty-five percent of the total score. For all other students, the student article accounts for 100 percent of the total score. The number of invitations extended in this competition is dependent upon the quality of papers submitted. The maximum Law Review membership is forty-two students.

2. M.E. Lugar Trial Association

The Lugar Trial Association is a co-curricular course designed to assist students in developing litigation skills through a mock trial program. Teams of students compete in a minimum of four mock trials per year, as well as participate in various other trial competitions. Each trial is presided over by a practicing attorney or judge, and following the trial, each advocate is critiqued by the judge. Membership is available to second- and third-year students who have completed the Trial Advocacy course with a grade of B or better. If more than thirty students wish to participate, members will be selected by lottery. Students who successfully complete all the requirements for Lugar membership are awarded three credit hours in spring of the third year.

3. Moot Court Board

Moot Court Board is a co-curricular organization designed to recognize and reward students for their oral and written appellate advocacy skills, as well as strengthen and further refine those skills. Board members compete in and manage the George C. Baker Cup intramural appellate moot court competition; participate in various intercollegiate, national, and international moot court competitions; and conduct monthly meetings. Each member is required to compete in an “outside” interscholastic competition.

Early each spring semester, the Moot Court Board invites second-year students to be members of Moot Court Board based upon their work in Appellate Advocacy, a required upper-level course. To be eligible for Moot Court Board, students must have completed Appellate Advocacy during the previous fall semester or in the summer session immediately preceding fall semester. In evaluating Appellate Advocacy student work, the Moot Court Board bases its decisions on appellate brief writing scores and oral advocacy scores earned in the Appellate Advocacy course. A maximum of eighteen members are chosen at that time.

The remaining second-year justices are selected through the Baker Cup Competition, which is held annually each spring semester. The Baker Cup competition is open to all second-year students who have passed Appellate Advocacy in the fall or are currently taking Appellate Advocacy in the spring. Newly selected members must participate in the competition. The Baker Cup competition ranks all competitors, uses that ranking to determine the National Moot Court Team (top six members), awards other prizes such as Best Brief and Best Oralist, and sets priorities for other outside competitions.

Moot Court Board Justices are required to maintain a 2.0 GPA and participate in at least one interscholastic appellate advocacy competition in their third year. Part-time justices must find a competition that does not require full-time status. Justices are awarded three credit hours when they have completed all the requirements.

No member of the Moot Court Board may be a member of the West Virginia Law Review. Students who successfully complete all the requirements for Moot Court Board membership receive three hours of academic credit in spring of the third year.

4. Jessup International Moot Court

Jessup International Moot Court is a co-curricular class in which up to five students prepare for and compete in the Jessup International Moot Court Competition. Participation in Jessup is open to second- and third-year students. Preparing for and participating in the competition begins early in the fall semester and continues until mid-spring. Students participating in Jessup sign up for a two-credit, graded class in the spring semester of that year.
(Members who participate in Jessup for two years thus can obtain a total of four hours credit.) Jessup students must have taken and passed or be currently enrolled in International Law.

A.2 RECOGNIZED COLLEGE OF LAW STUDENT ORGANIZATIONS

The following is a list of organizations that are currently active at the College of Law, subject to official recognition each school year as described below. Full descriptions of the organizations and their purpose can be found on the College of Law website (http://www.law.wvu.edu/student-life/student-orgs).

2013-2014

• ACLU - American Civil Liberties Union
• ADR - Alternative Dispute Resolution Society
• American Constitution Society
• Animal Law Society (WVU College Chapter of SALDF)
• BLSA - Black Law Students Association
• Christian Legal Society
• Class of 2015
• Class of 2016
• Class of 2017
• Defense Trial Council of West Virginia
• Democratic Law Caucus
• Energy Law Association
• Environmental Law Society
• Ethics Council
• Federalist Society
• Intellectual Property Association
• International Law Society/International Law Student Association
• International Law Society of American Lawyers (ISOAL)
• J.D./M.B.A. Club
• Labor Law Society
• Law Justice Group
• M.E. Lugar Trial Association
• Moot Court Board
• OUTlaw (formerly GLASS)
• Phi Alpha Delta Law Fraternity International
• Public Interest Advocates
• Real Estate Law Society
• Republican Law Caucus
• Sports and Entertainment Law Society
• Student Bar Association
• Student Association for Justice (formerly WV Student Trial Lawyers Association)
• Veteran’s Law Caucus
• WV Intellectual Property
• WV Law Review
• Women’s Leadership Council

A.3 DIRECTORY OF ADMINISTRATIVE PERSONNEL FOR STUDENT ORGANIZATIONS

Joyce McConnell
William J Maier, Jr. Dean and Thomas R. Goodwin Professor of Law
Phone: 304-293-3199
Email: joyce.mcconnell@mail.wvu.edu
Room: 100E

Janet Long Armistead
Assistant Dean for Student Affairs
Dean Armistead is the administrative liaison for student organizations. See Dean Armistead for official recognition and about elections, student organization files, budget, and other issues. She is the cosigner on checking accounts.

Joy Fryson
Student Affairs/Career Services Assistant
Phone: 304-293-6819
Email: joy.fryson@mail.wvu.edu
Room: 130
Ms. Fryson is the liaison between law school organizations and the WVU Student Organizations Office. See Joy for forms pertaining to official recognition.

Lisa Berry
Payroll Representative
Phone: 304-293-7250
Email: lisa.berry@mail.wvu.edu
Room: 223
Ms. Berry is responsible for ordering office supplies. Copier maintenance issues may also be discussed with Lisa.

Angie Haught
Receptionist
Phone: 304-293-5301
Email: angie.haught@mail.wvu.edu
Room: 100A
Organizations may see Angie for assistance in reserving rooms for meetings and activities. The master building key sign-out log is also maintained at the front desk.

Renee Sulipeck
Administrative Assistant
Phone: 304-3293-6502
Email: renee.sulipeck@mail.wvu.edu
Room: 100D
Ms. Sulipeck is responsible for distributing keys. Building maintenance issues may also be discussed with her.

Stenja McVicker
Business Planning Officer
Phone: 304-293-7357
Email: stenja.mcvicker@mail.wvu.edu
Room: 222
Ms. McVicker serves as the Dean’s Budget Officer and monitors all Student Organization expenditures.

Joan Gibson
Accounting Assistant II
Phone: 304-293-7691
Email: joan.gibson@mail.wvu.edu
Room: 223
Ms. Gibson serves as the Procurement Card Coordinator and Travel Coordinator for the College of Law and the Law Library.

A.4 RULES AND POLICIES FOR STUDENT ORGANIZATIONS

Responsibilities

1. Approval. All student organizations must petition the University for official recognition. All student organizations must also get annual approval from the University to be a recognized College of Law student organization. To obtain approval, the organization must submit an "Officer Update Form" to Joy Fryson in the College of Law Career Services office. A copy of the Petition and Officer Update Form, as well as additional information, is also available at the University Student Organization Services (SOS) website (http://sos.wvu.edu/sos_forms).

2. Recordkeeping. The College of Law’s Assistant Dean for Student Affairs maintains a file for each student organization. This file must contain copies of all materials pertaining to the student organization, a list of officers, the constitution, and recognition form for filing. Student organizations also may store their checkbooks and financial records in this file over the summer.
3. Checking Accounts. For those organizations that have a checking account, monthly statements from the financial institution must be kept and passed on to the succeeding officers. The Assistant Dean for Student Affairs or the student organization’s faculty advisor must be a signatory on all checks. A FEIN number for the account may be applied for online (http://www.irs.gov/Businesses/Small-Businesses-&-Self-Employed/Employer-ID-Numbers-(EINs)-) .

4. Elections. Elections for new class officers must be held before February 28 each year. Election results must be delivered to the Assistant Dean for Student Affairs within two days of the election. The third-year class president runs the ballot box for the selection of Professor and Staff Member of the year. This election must be held three weeks before Honors Weekend.

5. Class Presidents. During a law school class’s second academic year, the class President is responsible for ordering the class composite picture for display in the Law Center.

6. Websites. All student organizations are required to keep their websites current and to name a Webmaster each academic year. The Webmaster is responsible for maintaining on that student organization’s website a current list of officers, the constitution, a descriptive paragraph of the purpose of the organization, news items, and any other updates or corrections on the Student Organizations portion of the College of Law website. For assistance, please contact Keith Walton, Director of Law School Technology, in Room 225. Keith’s phone number is 304-293-8556, or you may email him at keith.walton@mail.wvu.edu. For web assistance, contact Kristin Brumley at 304-293-7220, or you may e-mail her at kristin.brumley@mail.wvu.edu.

7. Other. The new SBA president is responsible for recruiting students for appointment to faculty committees and working with the Assistant Dean for Student Affairs to accomplish this. The SBA also is responsible for providing the Assistant Dean for Student Affairs with information for the College of Law’s summer newsletter.

Rooms/Equipment

1. Room Reservations. The master College of Law room schedule is maintained online at http://wvulaw.wvu.edu/calendar. All classes, meetings, and events are listed on this schedule. Organizations may access this schedule to reserve a room for meetings and events. Please review the schedule for possible conflicts with other activities in order to make the most of your scheduled meetings. Faculty and administration have priority in reserving rooms; all other reservations are on a first-come, first-served basis.

If you need assistance in scheduling a room, please see Angie Haught in the reception area. If your reservation request is approved, you will receive a confirmation email. DO NOT ASSUME THAT YOU HAVE A RESERVATION UNTIL YOU RECEIVE THIS CONFIRMATION. Additionally, if it is a major event with outside attendance, you may also request that no parking tickets be issued during the event. Do not schedule an event opposite a major event in the courtroom.

2. Audio-Visual. Audio-visual equipment requests should be made at least one week in advance. Contact Lewis Mackley in Room 168 or phone 304-293-7543. You may also email him at lewis.mackley@mail.wvu.edu. Any audio-visual problems should be reported to Lewis. Available equipment includes TVs, VCRs, camcorders, computers, LCD projectors for presentations, etc. Questions concerning information technology may be addressed to Keith Walton in Room 225.

3. Furniture/Equipment Needs. A few tables and chairs are normally set up in the main lobby for student use. If you need more tables and chairs, please request them from Renee Sulipeck in Room 100D at least one week in advance. The Law School has a limited number of tables and chairs and must request additional equipment from the University Physical Plant.

Law Center Building Policies

1. Building Hours. The College of Law building hours are the same as the Law Library hours, which are available online (http://law.wvu.edu/library). Students should not be in the building after the library has closed unless they have written permission from the Dean’s Office. Custodial staff and WVU Public Safety Officers have authority to ask you to leave if you are in the building after hours. If you have planned a weekend activity and need to be in the building prior to the library opening, please see Renee Sulipeck (Room 100D) one week in advance, and she will make arrangements to have the building unlocked.

2. Bulletin Boards / Posting Notices. Please post items on designated bulletin boards. Each board will have a label which indicates the appropriate posting for that board. DO NOT post materials on the doors, walls, or windows of the Law School. There are University regulations prohibiting this. NOTICES POSTED ON GLASS AND DOORS WILL BE REMOVED.

General Supplies and Operating Expenses

Stenja McVicker, in Room 222, is the designated budget officer for the College of Law under West Virginia University rules and regulations. Basic office supplies are available from Lisa Berry in room 223. If your organization has need to make long distance calls or use the mail services, see Stenja McVicker. The items mentioned above are provided to the student organizations for reasonable usage. However, if you are planning an activity that requires the use of supplies, phone, or postage services beyond a reasonable amount, you should include those costs in the expenditure section of your event proposal.
A.5 CONSTITUTION OF THE STUDENT BAR ASSOCIATION OF WEST VIRGINIA UNIVERSITY COLLEGE OF LAW

Preamble. In order to represent the law school student body individually and organizationally; to further organizational communication and cooperation; and to maximize student involvement in academic and administrative processes; we, the students of West Virginia University College of Law, do hereby ordain and ratify this Constitution.

Article I: Name of Organization. This organization shall be known as the Student Bar Association, hereinafter referred to as the “SBA,” of the West Virginia University College of Law, hereinafter referred to as the “Law School” or the “College of Law.”

Article II: Constituency. All students enrolled in the Law School are members of the SBA and shall be represented by and permitted to participate in SBA meetings. All students enrolled in the Law School are permitted to vote in SBA elections.

Article III: Composition of the Council. The SBA Council shall be composed of the Organizational Board, the Executive Board, and a representative from four of the five standing committees: the Fund-raising Committee, the Community Services Committee, the Social Activities Committee, and the Ethics Committee. The SBA Executive Board shall have the authority to assess dues, propose a budget and make all necessary expenditures. All other business of the SBA, including approval of the budget, shall be conducted by the Council.

Article IV: Organization Board

Section 1: The Organizational Board shall consist of representatives from the active student organizations of the Law School. Each organization shall be represented in the SBA Council by one member to be determined by the respective organization.

Section 2: The Organizational Board shall elect from within its membership two Council Representatives to serve on the Executive Board.

Section 3: It is the responsibility of each organization to send a representative to each regularly scheduled SBA meeting. Two consecutive absences or four absences in one semester shall result in that organization being placed on inactive status. The SBA Council quorum requirement shall be reduced accordingly. Organizations having assumed a nonactive status seeking reinstatement must comply with the requirements contained in Section 4 of this article.

Section 4: Organizations attempting to attain representation in the SBA must comply with the following:

1. Submittal of a proposal of representation stating the group’s objectives, membership and compliance with the requirements for student organizations pursuant to the West Virginia University Student Handbook; And at a meeting subsequent thereto:

2. Approval by two-thirds of the total membership of the SBA Council.

Article V: Executive Board

Section 1: The Executive Board shall consist of nine officers to be elected annually as follows:

1. An SBA President shall be elected by the entire student body. The President’s duties shall consist of the following:

   a) Calling of and precedence at all scheduled and emergency meetings of the SBA and Executive Board;

   b) Attendance at all Faculty meetings and representation of the SBA there to;

   c) Liaison to the Student Administration of West Virginia University;

   d) Appointment of student members to law school student-faculty committees; appointment of officers to any vacancy on the Executive Board; all with the advice and consent by the majority of the SBA Council;

   e) Appointment of various SBA committees as the need arises; and all other ceremonial and administrative functions ordinarily assumed by the President.

2. A Vice-President shall be elected by the entire student body. The Vice-President duties shall consist of the following:

   a) Accession to the Presidency in the event of the President’s death, removal, or withdrawal during the President’s term of office;

   b) Attendance at all SBA and Executive Board meetings and preside at such meetings in the event of absence of the President;

   c) Representation of the President at any ceremonial or administrative functions at the President’s request;

   d) Management of all SBA funds; and

   e) Presentation of the SBA’s financial report at all SBA and Executive Board meetings.

3. A Secretary shall be elected by the entire student body. The Secretary’s duties shall consist of the following:
a) Attendance at, recordation and dissemination of the minutes of all SBA and Executive Board meetings;
b) Assistance to the President in formulation of meeting agendas and advance notice to the student body thereof;
c) Personal notice to all Executive Board members of the scheduling of emergency Executive Board meetings; and
d) Conducting all official correspondence of the SBA and Executive Board.

4. A Third-Year Class President shall be elected exclusively by the members of the third year class. The Third-Year Class President’s duties shall be as follows:
   a) Attendance at all SBA and Executive Board meetings; and
   b) All other functions traditionally assumed by the Third-Year Class President.

5. A Second-Year Class President shall be elected exclusively by the members of the second-year class. The Second-Year Class President’s duties shall be as follows:
   a) Attendance at all SBA and Executive Board meetings; and
   b) All other functions traditionally assumed by the Second-Year Class President.

6. A First-Year Class President shall be elected exclusively by the members of the first-year class. The First-Year Class President’s duties shall be as follows:
   a) Attendance at all SBA and Executive Board meetings; and
   b) All other functions traditionally assumed by the First-Year Class President.

7. Two Organizational Representatives shall be elected by and from the Organizational Board. The Organizational Representative’s duties shall consist of the following:
   a) Accession of one representative to the Vice President in the event of the Vice President’s death, removal, withdrawal or accession to the Presidency during the Vice President’s term of office; this representative to be chosen of the two representatives by the SBA President, all with the advice and consent of the SBA council.
   b) Attendance at all SBA and Executive Board meetings and preside at such meetings in the event of absence of the President and Vice President; and
   c) The Organizational Representative shall be elected by the Organizational Board at the first meeting of the SBA held in October.

Section 2: Removal of SBA Officers. This section shall apply to SBA officers and elected committee members. Impeachment proceedings may be initiated by one of two methods: 1) Absolute majority vote of the SBA Council; or 2) a petition including the signatures of one-quarter of all Law School students. If either of these two alternatives occurs, the officer will face public trial before the full SBA Council. For removal to occur, 75% of all SBA Council members must vote in favor of removal.

Section 3: The Executive Board shall assume all other duties not previously detailed as may be delegated to the Board by the SBA, Faculty or Administration of the Law School.

Section 4: There shall be five standing committees which report directly to the Executive Board.

1. A Social Activities Committee which will consist of a Chairperson elected from the entire student body and one representative from each class. The duties of the Social Activities Committee shall consist of the following:
   a) Planning all social functions sponsored by the SBA; and
   b) Presenting timely reports on their activities to the Executive Board.

2. An American Bar Association/State Bar Association/Law Student Division Committee which shall consist of three officers of the ABA Chapter. Their duties shall consist of the following:
   a) Be a liaison with the ABA and the State Bar;
   b) Promotion and coordination of their activities;
   c) Membership and recruitment to these organizations; and
   d) Other duties as defined by the chapter bylaws.
3. An Ethics Committee which shall consist of nine members, three members elected from each class. Their duties, including the election of the Chairperson, shall be defined by the Ethics Committee in accordance with the Student Code of Professional Responsibility.

4. A Community Services Committee which will consist of a Chairperson elected from the entire student body and one representative from each class. The duties of the Committee shall consist of the following:
   a) Planning all community services sponsored by the SBA; and
   b) Presenting timely reports on their activities to the Executive Board.

5. A Fund Raising Committee which will consist of a Chairperson elected from the entire student body and one representative from each class. The duties of the Fund Raising Committee shall consist of the following:
   a) Planning all fund raising activities sponsored by the SBA; and
   b) Presenting timely reports on their activities to the Executive Board.

Article VI: Meetings

Section 1: The SBA Council shall meet not less than once monthly for a minimum of eight meetings during the academic year.

1. Scheduled meetings of the SBA shall be announced at least three days in advance.

2. Emergency meetings of the SBA shall be announced at least twenty-four hours in advance, the subject matter of which shall be limited to one topic.

3. Fifty percent of the SBA Council plus one member shall constitute a quorum.

4. Meetings shall be conducted pursuant to Robert's Rules of Order.

Section 2: The Executive Board shall meet independently of the SBA not less than once monthly for a minimum of eight meetings.

1. Scheduled meetings of the Executive Board shall be announced at least twenty-four hours in advance.

2. Emergency meetings of the Executive Board shall be called with reasonable notice to all Executive Board Members.

Section 3: Officers of the SBA must attend all meetings. Removal procedures shall be initiated against any SBA Executive Board officer who misses two consecutive meetings or three meetings within one semester.

Section 4: All matters shall be decided by a simple majority vote unless otherwise stipulated in the Constitution.

Section 5: All meetings shall be open to the public.

Article VII: Elections

Section 1: The SBA Council Officers, with the exception of the Organizational Board, shall be elected by the entire student body annually in the first half of the spring semester, and they shall assume their duties at the end of the semester.

Section 2: The class officers and committee representatives for each incoming first-year class will be elected within the latter half of the first full month of the fall semester and shall assume their duties within two weeks of the election's certification. The class officers for the prospective second-and third-year classes shall be elected by their respective classes in the first half of the spring semester, and they shall assume their duties at the end of the semester.

Section 3: Election proceedings shall begin with the opening of nominations in the last full week of February. The proceedings shall run as follows:

1. The Friday before nominations, posters will be placed to announce an election schedule to include the nomination period, campaigning period, forum, election, and run-off dates.

2. Nominations will be accepted on Wednesday, Thursday and Friday of the last full week of February. Each candidate may be nominated for only one office. Nominations will be closed at 4:30 p.m. on Friday.

3. At the close of nominations, campaigning will begin. Each candidate will be permitted two posters of no greater size than 12 x 18 inches. Hand billing is to be encouraged through the use of the student mailboxes.

4. During the following week on Monday during the noon hour, a candidate forum must be held.
5. The following Wednesday, elections will be held. Polling hours will be from 10:00 a.m. to 2:00 p.m. Polling will be conducted in the lobby. While the polls are open, candidates will not be allowed to solicit in the lobby. Violations will be ruled on by the Ethics Committee. If found guilty of violations, the candidate will be removed from the office, and the runner-up installed in his/her place.

6. In the event that no candidate receives a majority of the vote (50% plus one vote) in the first balloting, a run-off will be held on Friday following the election. The run-off will be between the two candidates with the most votes. In the event of a tie, there may be three or more candidates.

7. In the run-off, the candidate who receives the most votes will be the winner.

Section 4: The Executive Board shall conduct all elections, prepare all ballots, and approve all voters. The Ethics Committee shall certify all results pursuant to procedures and policies adopted by that Committee.

Section 5: No student may run for SBA office, if, at the time of nominations, that student holds a grade point average which is less than 2.0.

Section 6: After the election is complete, all candidates have a right to review all election results.

Article VIII: Amendments

Section 1: Amendments to the Constitution may be proposed:

1. By presentation to the SBA of a petition bearing the proposed amendment and the signature of at least twenty-five percent of the student body; or

2. By passage of an amendment resolution by the SBA. Such a resolution must receive approval of at least two-thirds of the members of the SBA Council.

Section 2: This Constitution shall be amended upon the approval of the proposed amendment described in the preceding paragraph and the support of at least a majority of the students voting in the election to be held at least one week after its approval in Section 1.

Article IX: Autonomy. All student organizations shall enjoy political, physical, and administrative autonomy. The SBA is not empowered to control the member organizations’ internal affairs in any way.

ARTICLE X: Honor Code. The SBA, as an organization, its officers, and members agree to abide by the Honor Code of the College of Law.

ARTICLE XI: Non-Discrimination. The SBA shall not discriminate against any person on any basis prohibited by the United States Constitution or the Constitution of the State of West Virginia.

Ratified: February 24, 1993

B. STUDENT TRAVEL

Travel must be approved by Dean Armistead in advance of making travel arrangements. Please submit requests for travel via the College of Law’s online request form (http://wvulaw.wvu.edu/travel).

In order to be reimbursed the following documentation is required for each of the following elements of travel:

- Airfare - Original invoice with itinerary detailing the method of payment.
- Rental Car - Original invoice/receipt detailing the method of payment.
- Personal Car - Mileage will be reimbursed at about $.047 per mile. This amount is subject to change per state guidelines.
- Ground Transportation (taxi, metro, bus, limo, etc.) - Original receipts.

*Please note* that the most cost effective mode of transportation will dictate the amount of transportation reimbursement, i.e., if the cost of renting a vehicle is less than the standard mileage rate, you will be reimbursed only for the rental car cost. A mileage calculator (http://pcps.wvu.edu/for_departments/for_travelers/wvu_travel_forms) can assist you in determining the most cost effective form of travel.

Lodging. An original receipt in the traveler’s name showing a zero balance must be submitted. The invoice must show itemized charges. The following items will not be reimbursed: in-room movies, honor bar charges, laundry/dry-cleaning charges.

If the traveler’s spouse/guest stayed in the hotel room and there was a difference between the hotel’s single- and double-occupancy rate, the traveler will receive reimbursement only for a single-occupancy rate. Official documentation from the hotel of the difference in the single and double rates must be attached to the reimbursement request.
Meals. Meal reimbursement will be based on per diem authorized by the Federal Authorized Daily Rate (ADR). The ADR is dependent upon the location of travel and ranges from $46 to $71 per day. Partial per diem will be paid for the first and last day of travel. No meals will be paid for single day trips. No reimbursements will be made for alcoholic beverages.

Registration Fees. Documentation for event dates and location must be provided. Proof of payment (i.e. cleared check or zero balance receipt) must be submitted. Late fees/charges will not be reimbursed. GRATUITIES, TOLLS, PHONE CALLS, AND PARKING will be reimbursed at a reasonable rate. Receipts must be provided if available.

C. BUDGET GUIDELINES

1. Expenditure Guidelines
2. Approval Procedures

Submit your budget to Dean Janet Armistead and the SBA President by email by the deadline designated by the Office of Student Affairs.

C.1 EXPENDITURE GUIDELINES (WHAT DO I INCLUDE IN MY BUDGET?)

REMEMBER: If an expense is not included in your request, it will not be part of your allocation!

Preparation. Expenditure Requests must be prepared carefully and include all necessary items. Budgets are used for planning purposes only. The “Expenditure Guidelines” that follow provide a list, as well as brief descriptions, of line items that may be part of your request. Please remember that Stenja McVicker (room 222) is available to assist you with the preparation of your expense budget. These requests are submitted to the President of the Student Bar Association (SBA) and the Executive Council. A “Student Organization Funding Request and Event Proposal Form” is attached as “Appendix C.” The form is also available on the SBA TWEN site, which also includes a sample completed form.

Travel. Include all expenses related to travel. Travel requires approval prior to incurring expenses. See “Approval Guidelines.” Students must complete travel approval request online thirty days prior to the event.

Printing Costs. Include expenditures for printing costs related to programs, invitations, certificates, awards, etc. Printing requires approval prior to incurring expenses. See “Approval Guidelines.”

Special Events/Receptions. Expenses for events include food, beverages (no alcohol), supplies, speaker expenses, copying of flyers or invitations, etc. Special Events require approval prior to incurring expenses. See “Approval Guidelines.”

Special Supplies, Telephone, and Mail/Postage. Budgets should include all general office supplies, as well as special supply needs. Supply requests must be submitted to Lisa Berry in Room 223. Supply purchases made by students will not be reimbursed.

If your event requires special office supplies or an increased use of telephone and postage, please include this cost in your event budget. This cost may be hard to estimate, but please try to calculate a reasonable figure.

C.2 APPROVAL PROCEDURES (HOW DO I RECEIVE APPROVAL TO SPEND MY BUDGET?)

Once you have completed the form(s) and submitted to SBA, your request will either be approved or denied. Approvals may indicate some changes or a decrease in the funding request and are given to the Assistant Dean for Student Affairs for approval. The Assistant Dean for Student Affairs will indicate approval in writing, give to the Business Office staff, and they will forward a copy to the student organization officer making the request. If a proposal is denied either by SBA or the Assistant Dean, a justification will be provided.

Prior to making any expenditures, please see Joan Gibson, room 223, or in her absence, Stenja McVicker, room 222, several weeks in advance of your event. You will be able to discuss your expenditure requests and the best processes and procedure. For example, it may be possible that some items can be direct billed.

Please keep in mind that the College of Law’s Business Office must have original itemized receipts for any reimbursements. Again, please work with the Business Office staff if you have any questions.

D. COLLEGE OF LAW SERVICES

1. Academic Excellence Program
2. Professional Writing Center
D.1 ACADEMIC EXCELLENCE PROGRAM
Grace Wigal, Teaching Professor and Program Director

Academic Excellence Center
Phone: 304-293-7774
Email: grace.wigal@mail.wvu.edu
Room: 112

Fall Programs for Incoming Students. The Academic Excellence Program (AEP) seeks to enhance the academic performance of all students in their first year of law school. Because new law students must rapidly adjust to the heightened expectations of a professional school, the Academic Excellence Center provides an array of services designed to empower first-year students to quickly integrate “how to learn” with “what to learn.” The Center’s ultimate goal is to help students thrive in their first year of law school, not merely survive. To this end, the Center provides (1) weekly workshops on critical skills such as notetaking, outlining, time management, and test taking; (2) helpful handouts with tips for success and other important information about resources available to law students; and (3) individual counseling to address the needs of students who could benefit from personalized assistance.

Additionally, an early orientation and Fall Study Session Program is conducted for incoming students who would benefit from additional support activities. Enrollment in the Fall Study Session Program (FSSP) is limited and participation is by invitation only. Several factors are considered in choosing students to participate, e.g., whether the student has been out of school for a significant time, has a nontraditional background for law, has learning disabilities, speaks English as a second language, or has a GPA or LSAT score below the average of the incoming class. The goal of FSSP is to assist students in achieving maximum performance in legal writing assignments and casebook examinations.

Spring Study Session Program for At-Risk Students. A different kind of AEP program is offered in the spring for students whose first-semester GPA is at 2.2 or below. Because first-time bar passage has been statistically linked to performance in law school, the common goal of the College of Law and AEP is to improve analytical and writing skills of students before the end of the first year of law school. The Spring Study Session Program (SSSP) therefore concentrates on the Property, Civil Procedure, Legislation and Regulation, and Constitutional Law classes that first-year students are taking in second semester (content areas tested by the bar examination).

Students who participate in SSP attend weekly study sessions that provide opportunities for review of important legal concepts covered in the spring courses, as well as guidance about how to create strong study outlines and write exams. Specially trained student teaching assistants, known as Deans Fellows, lead these small study sessions (six - ten students per session). The Deans Fellows work closely with the course professors to lead the study group through review materials and practice tests.

Third – Year Bar Preparation Courses

Practical Legal Writing I: This course is open to all third-year students in the spring semester and provides one hour of class credit. The course addresses the content of the bar exam, how to study for the exam, how to spot issues in essay questions, and how to write essay responses and performance test documents. The goal is to provide a “jumpstart” on the traditional bar review course taken by students when they graduate.

Practical Legal Writing II: This course provides an additional hour of credit for students who would benefit from an additional hour of practice each week. Participation is by invitation only.

D.2 PROFESSIONAL WRITING CENTER

West Virginia University
College of Law
Jean Dailey, Writing Specialist
Phone: 304-293-2414
Email: jean.dailey@mail.wvu.edu
Room: 228

In collaboration with the director of the Academic Excellence Program, the writing specialist in the Professional Writing Center provides a full array of academic support services to students of all abilities, in all stages of their law school careers, and at all stages of the writing process. Assistance is available through both workshops and individual conferences in the writing center.
If students have questions about any aspect of their writing, the writing specialist is available to provide assistance. With the professor’s permission, students may consult with the writing specialist about grammar, punctuation, and sentence structure on appellate advocacy papers, on seminar papers, and on LRRW papers. Also, the specialist will work with students on resumes and letters of application. Writing workshops presented throughout the year are open to all law students.

The Professional Writing Center, room 228, is open from 8 a.m. until noon Monday through Friday. The writing specialist can be reached in person at the center, by phone, and via e-mail.

D.3 MEREDITH CAREER SERVICES CENTER

Meredith Career Services Center’s website (http://law.wvu.edu/career-services)

Assistant Dean
L. Amber Brugnoli, M.S., M.A., J.D.
Phone: 304-293-6792
Email: amber.brugnoli@mail.wvu.edu
Room: 130

Assistant Director
Rosalind Lister, M.S.Ed.
Phone: 304-293-7750
Email: rosalind.lister@mail.wvu.edu
Room: 100J

Administrative Assistant
Joy Fryson
Phone: 304-293-6819
Email: joy.fryson@mail.wvu.edu
Room: 130

The Meredith Career Services Center is open year round. Office hours are Monday through Friday from 8:15 a.m. until 4:45 p.m. The Assistant Dean for Career Service’s office is in room 130. The Assistant Director’s Office is room 100J.

Students must register with the Career Services Center to use its services and participate in on-campus interviews. First-year students will register at the Career Services Orientation program held in mid-October. The forms are on the College of Law’s website. Students must complete the forms to provide Career Services with current contact information and to give permission to release resume and other employment information to prospective employers.

Students should schedule an appointment with the staff member of their choice, either via email or Symplicity, the Center’s online career management system. The Assistant Dean and Assistant Director will work individually with each student to assist with career development, to write or revise a resume or cover letter, to discuss interviewing skills, or to implement job search strategies.

1. Career Center Workshops. There are a series of workshops held for students each semester. Frequently offered topics include

- Resume writing/editing and cover letter writing/editing
- Interview preparation and interview skills workshops; mock interview program
- Job search strategies beyond on-campus interviews
- Using Web-based resources in the job search
- Working in public interest law
- Alternative careers for lawyers
- Working as a judicial clerk
- How to have a successful summer work experience
- Employer information talks

Many of these workshops are co-sponsored and given by the hiring partners of local law firms, public interest organizations, and corporations.

A mandatory “Orientation to Career Services” workshop is held in mid-October, and all first-year students are required to attend. First-year students will register to use the Career Services Center at this time, and the Career Services Center will provide handouts on writing a resume,
writing effective cover letters, preparing for spring interview season, and organizing a job search. The Assistant Dean for Career Services and the Assistant Director conduct this workshop each year.

2. On-Campus Interviewing. The Career Services Center invites law firms, public interest organizations, government agencies, businesses, and corporations to interview WVU law students for summer and full-time positions. On-campus interview season occurs in the fall semester for second- and third-year students, and generally runs from the last of August through October. The spring on-campus interview season generally features employers seeking first-year students and runs from February through April. Many employers come to campus to interview students; others ask to review student credentials through a resume mailing service.

A master schedule of interviews is posted on the WVU Career Services Symplicity website (https://law-wvu-csm.symplicity.com/students). The schedule is updated frequently each semester. Students should register for the Symplicity site.

Students should participate in on-campus interviewing but should also consider alternative methods of finding a job as well. Between 20-25% of students find their permanent jobs through on-campus interviewing each year; most students find work through a self-directed job search. Career Services is here to help with either.

Additionally, dozens of jobs are posted on Symplicity each semester and follow traditional application/hiring procedures.

3. Job Research. The Career Services Center has many Web-based and print resources for student use. Handouts and books are available for students to use in Room 130. Students may use Martindale Hubbell, the National Association for Law Placement Directory of Employers, and many other job-related texts and websites to find a job. See Career Services for updated passwords.

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D.4 COLLEGE OF LAW BOOKSTORE AND CAFÉ

Manager
Mary Jo Fugera
Phone: 304-293-2492
Email: bkswvlaw@bncollege.com

The WVU Law Center Bookstore and Café is located off the main lobby of the Law Center. Regular operating hours are 8:00 a.m. to 5:00 p.m., Monday through Thursday and 8:00 a.m.-4:00 p.m. on Friday. Summer hours are 8:00 a.m. to 4:00 p.m.

The Bookstore is also open the Saturday prior to the first day of class and prior to home football games. The WVU Law Center Bookstore offers new and used textbooks, reference books, school supplies, and imprinted clothing and giftware. Software can be ordered online (http://wvlaw.bncollege.com/webapp/wcs/stores/servlet/CategoryDisplay?catalogId=10001&storeId=15066&categoryId=40003&top=Y&langId=-1). Special order service is available at no extra charge. To order textbooks online, visit the Bookstore homepage (http://wvlaw.bncollege.com/webapp/wcs/stores/servlet/BNCBHomePage?storeId=15066&catalogId=10001&langId=-1). Textbook Rentals are also available, offering great savings on selected titles. Contact the Store Manager for details.

D.5 FINANCIAL AID AND SCHOLARSHIPS

Financial Aid Counselor
Eric Meadows
Phone: 304-293-5302
Email: eric.meadows@mail.wvu.edu
Room: 100-G

The College of Law Financial Aid Office hours are as follows:

- Monday, Wednesday, and Friday: 1:00pm-4:45pm
- Tuesday and Thursday: 8:15am-11:45am

To be eligible for all types of financial aid, a student must complete the Free Application for Federal Student Aid (FAFSA). This form can be completed online (http://www.fafsa.ed.gov) each year. Because West Virginia University is a direct lending institution, no loan applications will be accepted from lenders or banks. After all necessary forms have been completed by the student, the Financial Aid Office will determine a student’s eligibility for student loans and federal work study. Financial aid awards are to be viewed, accepted, declined, or reduced online through the WVU STAR System. Each student will receive a letter when his or her financial aid award has been processed. First-time loan borrowers are required to complete a master promissory note and entrance counseling. Both are to be completed online. Alternative loans must be applied for through the organizations offering the loan.

Deadlines for financial aid are as follows:

1. Federal Work Study: March 1
A written request must be submitted to the Financial Aid Office.

2. Scholarships: March 1

FAFSA results must be received by WVU by March 1 for first-round scholarship consideration.

3. Student Loans: No deadline

The necessary documentation must be completed in a timely manner in order for the funds to be available for disbursement in August and January. WVU must receive your FAFSA results by June 30 to insure timely processing. Graduating students must complete a Loan Exit Interview if they borrowed from the William D. Ford Federal Direct Loan program.

Financial Aid Processing is a detail-oriented process. Please keep the following eight steps in mind when applying for and receiving financial aid:

1. Make sure all your applications are complete, correct, and submitted on time.

2. Read completely and respond quickly to all financial aid requests.

3. The following steps must be taken to have your financial aid completely processed:
   a. Submit all required documents so that your file is complete, which generally consists of a current FAFSA. If you are selected by the Department of Education for verification, you also must submit the WVU Verification Form and a signed copy of your most recent Federal Income Tax Return. The WVU financial aid office will send you a verification form if you are selected.
   b. View, accept, decline, or reduce your financial aid award online through the WVU STAR system. There is a separate application for the Grad Plus Loan, which is completed online (https://studentloans.gov).
   c. If you are a first-time borrower, sign your master promissory note and complete entrance counseling. Both can be done online at studentloans.gov.

4. Mail all correspondence for financial aid to: WVU College of Law, Financial Aid Office, P.O. Box 6130, Morgantown, WV 26506-6130

NOTE: Any correspondence sent to other financial aid offices at West Virginia University will delay the processing.

5. The Financial Aid Office may be contacted at the address, email, and phone numbers listed above, or you may use Eric Meadows’s mailbox located in the reception area.

6. Be sure to notify the Registrar’s Office of all address changes. This is particularly important during the summer months when financial aid correspondence is being sent (i.e., award letters and any notifications). Students can make address changes through their MIX account and the WVU Star System. Refund checks are sent to the local address on file with the Registrar’s Office. Make sure the office has the correct address so your check will get to you in a timely manner. You can also request Direct Deposit for your refund by calling PNC Bank at 800-745-7577.

7. Keep records of your loans. You are responsible for knowing how much you borrowed, and you will need that information if you decide to consolidate your loans once you have graduated.

8. Notify the financial aid office if you are awarded a late scholarship, tuition waiver, or some other benefit, such as VA benefits. This could affect your financial aid package, and you may have to repay some of the money you received.

A list of scholarships offered at the College of Law is available online (http://law.wvu.edu/admissions/financial-aid). Scholarships available from outside sources can be found at www.fastweb.com and other helpful sites.

D.6 TECHNOLOGY SERVICES

Director, Law School Technology
Keith Walton
Phone: 304-293-8556
Email: keith.walton@mail.wvu.edu
Room: 225

Information Technology Consultant
Lewis Mackley
Phone: 304-293-7543
Email: lewis.mackley@mail.wvu.edu
Room: G2A

The College of Law’s Director of Technology Services manages all computer and networking operations for the law school and law library. Duties include maintaining the law school network, wireless access, office computers, library computers, and printers. The College of Law’s Information
Technology Consultant manages all audio-visual equipment and classroom technology at the College of Law. The consultant’s duties include maintaining the law school distance learning classroom, AV equipment scheduling, event taping, and AV equipment maintenance.

### D.7 COMMUNICATIONS

**Director of Marketing and Communications**  
James Jolly  
Phone: 304-293-7439  
Email: james.jolly@mail.wvu.edu  
Room: 234B

**Integrated Marketing Specialist**  
Kristin Brumley  
Phone: 304-293-7220  
Email: kristin.brumley@mail.wvu.edu  
Room: 234

**Public Relations Specialist**  
Kaylyn Christopher  
Phone: 304-293-0457  
Email: kaylyn.christopher@mail.wvu.edu  
Room: 234

The Director of Communications for the College of Law is responsible for assisting the administration, faculty and/or other personnel, and student organizations with integrated communication activities via the internet, print, radio, television, and any other key media, in order to enhance the prestige and goodwill of the institution and to ensure that its needs and reputation are optimized.

### D.8 WEB INFORMATION

The College of Law website (http://www.law.wvu.edu) offers a wealth of information. Also available are a full description of scholarships; professors’ curricula vitae, publications, and other information; student organization details; academic and event calendars; current news; student legal clinic information; continuing legal education offerings; and much more.

### E. UNIVERSITY SERVICES

1. General Information  
2. Health Services  
3. Student Activities and Organizations

#### E.1 GENERAL INFORMATION

Information regarding University services such as ID cards (Mountaineer Card), parking, Health Services, and Disability Services, as well as University student life and affairs, can be found at the WVU Division of Student Affairs website (http://studentaffairs.wvu.edu).

#### E.2 HEALTH SERVICES

**Illness.** Student Health Service offers medical assessment, treatment, referrals, family planning services, and educational programs for tuition and fee-paying WVU students. Students make a co-payment for each visit. Student Health is located on the ground floor of the Robert C. Byrd Health Sciences Center, next to Ruby Memorial Hospital and near the Law School. Students should enter through the Mary Babb Randolph Cancer Center and follow the blue signs that say “Student Health Service.” To make an appointment, call 304-293-2311. For more information, see the Student Health Service website (http://www.well.wvu.edu). This is an extremely helpful website.

**Mental Health and Counseling Services.** Students who seek personal counseling may call the Carruth Center on the main campus at 304-293-4431 for appointments. Counseling services are also available at Student Health Psychiatry in the basement of the Health Science Center. To make a psychiatric appointment, call 304-293-6972.

Please contact the College of Law’s Assistant Dean for Student Affairs at 304-293-7320 if you need assistance in making an appointment.
Insurance. For information on University insurance programs, call 304-293-2315 or visit the web (http://www.well.wvu.edu/medical/insurance).

Alcoholism, Drug Prevention, Rape and Domestic Violence. For specialized help in any of these areas, call 304-293-6972.

E.3 STUDENT ACTIVITIES AND ORGANIZATIONS

A complete list of all student activities and organizations sponsored by the University is available at the WVU website (http://apply.wvu.edu/life/studentActivities.aspx). Information regarding student organizations at the College of Law is available online (http://www.law.wvu.edu/student-life/student-orgs).