Student Organizations, Guidelines, and Services

A. COLLEGE OF LAW ORGANIZATIONS

1. Co-Curricular Organizations
2. Recognized College of Law Student Organizations
3. Directory of Administrative Personnel for Student Organizations
4. Rules and Policies for Student Organizations

B. CONSTITUTION OF THE SBA

C. COLLEGE OF LAW SERVICES

1. Academic Excellence Program
2. Professional Writing Center
3. Meredith Career Services Center
4. College of Law Bookstore and Café
5. Financial Aid
6. Scholarships
7. Technology Services
8. Communications
9. Web Information

D. UNIVERSITY SERVICES

1. General Information
2. Health Services
3. Student Activities and 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 the Assistant Dean for Student Affairs or the Assistant Dean for Academic Affairs.

Assistant Dean for Student Life
Tina Jernigan
Phone: 304-293-6253
Email: tina.jernigan@mail.wvu.edu

Associate Dean for Academic Affairs
Kendra H. Fershee
Phone: 304-293-6667
Email: kendra.fershee@mail.wvu.edu

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.

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 the requirements receive up to three hours of credit.

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 up to three hours of credit.

Students who successfully complete all the requirements for Moot Court Board membership receive up to three hours of credit.

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 one-credit, graded class in the fall and 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 successfully completed or be currently enrolled in International Law.

5. Family Law Quarterly

The purpose of the Family Law Quarterly ("FLQ") is, first, to make a significant contribution to the legal community by publishing material of practical and theoretical importance, and second, to give students an opportunity to work on important legal scholarship. The Board of Editors consists of law professors, judges, and lawyers who specialize in family law. The Board of Editors is responsible for soliciting, choosing topics for publication and finding authors to write articles on those topics. The Editor in Chief serves as the Chair of the Board of Editors. Second and third year students are eligible to be members of FLQ. New members to the FLQ will be considered Junior Members (JM); members who have spent one year as a Junior Member will be considered Senior Members (SM). There will be one position available to an SM to become the students Editor in Chief, and there will be one or two positions available to an SM to become an Executive Research Editor. The student Editor in Chief and the student Executive Research Editor(s) may be eligible for scholarship money that is awarded by the ABA each year.
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://law.wvu.edu/student-life/student-organizations).

2017-2018

- ACLU - American Civil Liberties Union
- ADR - Alternative Dispute Resolution Society
- Alliance for Social Justice
- American Bar Association
- Animal Law Society (WVU College Chapter of SALDF)
- Asian-Pacific American Law Students Assoc. (APALSA)
- BLSA - Black Law Students Association
- Business Law Society
- Christian Legal Society
- Class of 2018
- Class of 2019
- Class of 2020
- Community Service Council
- Defense Trial Council of West Virginia
- Democratic Law Caucus
- Energy Law Association
- Environmental Law Society
- Family Law Quarterly
- Federalist Society
- Food and Agricultural Law Society
- International Law Students Association (ILSA)
- Labor Law Society
- Marilyn E. Lugar Trial Association
- Moot Court Board
- OutLaw
- Phi Alpha Delta, Willey Chapter
- Public Interest Advocates (PIA)
- Republican Law Caucus
- Sports and Entertainment Law Society
- Student Bar Association
- Tax Law Society
- Veteran’s Law Caucus
- WV Association for Justice
- WV Intellectual Property
- WV Law Review
- Women’s Leadership Council (formerly Women’s Law Caucus)

A.3 DIRECTORY OF ADMINISTRATIVE PERSONNEL FOR STUDENT ORGANIZATIONS

Assistant Dean for Student Life
Tina Jernigan
Phone: 304-293-6253
Email: tina.jernigan@mail.wvu.edu

The Assistant Dean is the administrative liaison for student organizations. See the Assistant Dean for official recognition and about elections, student organization files, budget, and other issues. The Assistant Dean is the cosigner on checking accounts.

Associate Dean for Academic Affairs
Kendra H. Fershee
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” online. The Petition and Officer Update Form, as well as additional information, is also available at the University Student Engagement and Leadership website.

2. Recordkeeping. The College of Law’s Assistant Dean for Student Life 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 Life 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/Apply-for-an-Employer-Identification-Number-%28EIN%29-Online).

4. Elections. Elections for new class officers must be held before March 15 each year. Election results must be delivered to the Assistant Dean for Student Life 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 scheduling the class composite picture for display in the College of Law with the Director of Marketing and Communications.

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 the 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, at 304-293-8556 or by email at keith.walton@mail.wvu.edu. For other web assistance, contact James Jolly at 304-293-7439 or by e-mail at james.jolly@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 Life to accomplish this. The SBA also is responsible for providing the Assistant Dean for Student Life with information for the College of Law's summer newsletter.

Rooms/Equipment

1. Room Reservations. To reserve a room, you must contact the Assistant Dean for Student Life. 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 Ken Price by phone at 304-293-4657. You may also email him at kenneth.price@mail.wvu.edu. Any audio-visual problems should be reported to Ken. Available equipment includes TVs, VCRs, camcorders, computers, LCD projectors for presentations, etc. Questions concerning information technology may be addressed to Keith Walton.

3. Furniture/Equipment Needs. 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 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.

College of Law Building Policies

1. Building Hours. The College of Law building hours are the same as the Law Library hours, which are available online. After hours, students may use their WVU ID to swipe into the building and Library. 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 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 is the designated budget officer for the College of Law under West Virginia University rules and regulations. Basic office supplies are available from Diane Bragg. 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.

B. 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, “the S.B.A.”) of the West Virginia University College of Law (hereinafter, “the Law School” or “the College of Law”).

ARTICLE II: PURPOSE, DUTIES, STRUCTURE, AND MEMBERSHIP

Section One: Organization and Purpose. The S.B.A. is the student government of the Law School. The S.B.A. Executive Board (hereinafter, “the Executive Board”) is comprised of the elected officers, representatives, and appointed persons. Its purpose is to:

1. Promote a community among the Members of the Law School (students, faculty, staff, and the administration);
2. Formally advocate for and represent the student body of the Law School to the faculty, staff, alumni, and administration of the Law School and West Virginia University, as well as the public;
3. Promulgate rules and exercises rulemaking authority over groups, organizations, offices, property, and effects under its jurisdiction; and
4. Sponsor and host events for the Law School community.

Section Two: Duties and Responsibilities. The S.B.A. has the authority and responsibility to:

1. Oversee every student organization within the Law School, including each organization’s budget;
• Specific rules and regulations governing definition, formation, conduct, and expectations of student organizations are subject to the WVU College of Law Student Handbook.

2. Allocate S.B.A. funds;
3. Execute and regulate all Law School student government elections, including (but not limited to), class officer elections and Ethics Council elections;
4. Execute and oversee the biannual Visiting Committee student round table;
5. Host the Annual Barrister’s Ball; and
6. Assume all other duties not detailed by this Constitution as may be delegated to the S.B.A. by the Students, Faculty or Administration of the Law School.

Section Three: Membership. All students enrolled in the Law School are Members of the S.B.A. and shall be represented by the S.B.A. Executive Board. All students enrolled in the Law School are permitted to vote in S.B.A. elections. There is to be no Membership fee.

Section Four: Committees

1. Standing Committees. The S.B.A. shall maintain three standing committees; (1) The Social Committee; (2) The Fundraising Committee; and (3) The Community Service Committee. These Committees are to be chaired by elected Members of the Executive Board. The Standing Committees may only be dissolved through Constitutional Amendment.

2. Working Committees. The President has the authority to create working committees, with the advice and consent of the majority of the Executive Board. Once the Executive Board approves a working committee, the President may select a chairperson and Members of the working committee from the student body. Chairpersons and members of working committees serve at the pleasure of the President. A working committee may be dissolved at any time by a simple majority vote of the Executive Board.

ARTICLE III: THE EXECUTIVE BOARD

Section One: Membership

1. The Executive Board shall consist of eleven board Members:
   • President
   • Vice-President
   • Secretary
   • Treasurer
   • Social Committee Chairperson
   • Fundraising Committee Chairperson
   • Community Service Chairperson
   • 3L Class Senator
   • 2L Class Senator
   • 1L Class Senator
   • Bar Association Liaison

2. The S.B.A. Executive Officers (hereinafter "Executive Officers") are:
   • President
   • Vice-President
   • Secretary
   • Treasurer

Section Two: President. The President is the director of the S.B.A.. The President shall convene and preside over all meetings of the S.B.A. and shall supervise and direct all S.B.A. activities. In addition, the President shall represent the concerns of the student body and S.B.A. to the Law School administration and deans.

1. Duties and Responsibilities. The President shall:
   • Call and preside at all scheduled and emergency meetings of the S.B.A. and Executive Board;
   • Attend all faculty meetings and representation of the S.B.A. thereto;
   • Liaise to the Student Administration of West Virginia University;
   • Create a budget to properly allocate all available funds for the academic year;
   • Appoint student Members to law school student-faculty committees, with the advice of and consent by the majority of the Executive Board;
   • Appoint officers to any vacancy on the Executive Board, with the advice of and consent by the majority of the Executive Board;
   • Appoint S.B.A. committees as the need arises, with the advice of and consent by the majority of the Executive Board; and
   • To call matters before the Executive Board to vote;
• To be a registered signer on the S.B.A. bank account and, when called upon by the Executive Board to do so, provide account details, statements, etc;
• When called upon to do so by the Treasurer, make deposits into the S.B.A. bank account within two business days of receiving funds; and
• Carry out all other ceremonial and administrative functions ordinarily assumed by the President.

2. **Election.** The President shall be elected by a simple majority of all ballots cast by the student body. Any student currently enrolled at the Law School shall be eligible to vote for the President.

3. **Term of Office.** The President shall be elected to a one-year term of office. The President’s term shall begin at the end of the Law School’s Spring Commencement Ceremony that follows the President’s election and shall end at the conclusion of the following academic year’s Law School Spring Commencement Ceremony.

4. **Eligibility.** To be eligible to hold office, the President must be a student at the Law School, enrolled fulltime and in good academic standing, as defined by WVU College of Law Student Handbook.

**Section Three: Vice-President.** The Vice-President is the deputy director of the S.B.A., The Vice President shall support the President, convening and presiding over the S.B.A. and meetings when the President is not able or present.

1. **Duties and Responsibilities.** The Vice-President shall:
   • Ascend to the Presidency in the event of the President’s death, removal, or withdrawal during the President’s term of office;
   • Preside at S.B.A. meetings in the event of absence of the President; and
   • Represent the President at any ceremonial or administrative functions at the President’s request.

2. **Election and Appointment.** The Vice-President shall be elected by a simple majority of all ballots cast by the student body. Any student currently enrolled at the Law School shall be eligible to vote for the Vice-President. In the case of a vacancy, the President, with the advice and consent of the majority of the Executive Board, may appoint a student to this position.

3. **Term of Office.** The Vice-President shall be elected to a one-year term of office. The Vice-President’s term shall begin at the end of the Law School’s Spring Commencement Ceremony that follows the Vice-President’s election and shall end at the conclusion of the following academic year’s Law School Spring Commencement Ceremony.

4. **Eligibility.** To be eligible to hold office, the Vice-President must be a student at the Law School, enrolled fulltime and in good academic standing, as defined by WVU College of Law Student Handbook.

**Section Four: Secretary.** The Secretary is the chief administrative officer of the S.B.A.

1. **Duties and Responsibilities.** The Secretary shall:
   • Attend, record, and disseminate the minutes of all S.B.A. meetings;
   • Maintain copies of minutes of all S.B.A. meetings until the conclusion of his or her term, at which point copies of the minutes shall be turned over to the incoming secretary and stored in the President’s office;
   • Assist the President in formulation of meeting agendas and advance notice to the Executive Board thereof;
   • Provide personal notice to all Executive Board Members of the scheduling of emergency Executive Board meetings;
   • Keep record of all S.B.A. resolutions and bylaws;
   • Conduct official correspondence of the S.B.A.; and
   • Maintain a student event calendar and S.B.A. website.

2. **Election and Appointment.** The Secretary shall be elected by a simple majority of all ballots cast by the student body. Any student currently enrolled at the Law School shall be eligible to vote for the Secretary. In the case of a vacancy, the President, with the advice and consent of the majority of the Executive Board, may appoint a student to this position.

3. **Term of Office.** The Secretary shall be elected to a one-year term of office. The Secretary’s term shall begin at the end of the Law School’s Spring Commencement Ceremony that follows the Secretary’s election and shall end at the conclusion of the following academic year’s Law School Spring Commencement Ceremony.

4. **Eligibility.** To be eligible to hold office, the Secretary must be a student at the Law School, enrolled fulltime and in good academic standing, as defined by WVU College of Law Student Handbook.

**Section Five: Treasurer.** The Treasurer is the chief financial officer of the S.B.A.

1. **Duties and Responsibilities.** The Treasurer shall:
   • Maintain the S.B.A. Treasury;
   • Manage the S.B.A. bank account;
   • Record all receipts and disbursements;
   • Provide the Executive Board with a bank account summary (including detailed account statements) no less than once a month, or upon request by the President or Vice-President;
   • Deposit funds into S.B.A. bank account within two business days of receiving funds;
   • Maintain record of and provide oversight of the S.B.A.’s petty cash account; and
2. **Duties and Responsibilities.** The Fundraising Committee Chairperson shall:

- Collect, distribute and manage all money used in furtherance of or raised through fundraising events until such a time that the money can be turned over to the President or Treasurer; and
- Give the money raised by fundraising events or the remainder of the money used in planning the event to the President or Treasurer for deposit within two business days of the event.

3. **Term of Office.** The Treasurer shall be elected to a one-year term of office. The Treasurer’s term shall begin at the end of the Law School’s Spring Commencement Ceremony that follows the Treasurer’s election and shall end at the conclusion of the following academic year’s Law School Spring Commencement Ceremony.

4. **Eligibility.** To be eligible to hold office, the Treasurer must be a student at the Law School, enrolled fulltime and in good academic standing, as defined by WVU College of Law Student Handbook.

Section Seven: **Fundraising Committee Chairperson.** The Fundraising Committee Chairperson is the Chair of the S.B.A.’s Fundraising Committee.

1. **Duties and Responsibilities.** The Fundraising Committee Chairperson shall:

- Collect, distribute and manage all money used in furtherance of or raised through fundraising events until such a time that the money can be turned over to the President or Treasurer; and
- Give the money raised by fundraising events or the remainder of the money used in planning the event to the President or Treasurer for deposit within two business days of the fundraiser.

2. **Election and Appointment.** The Fundraising Committee Chairperson shall be elected by a simple majority of all ballots cast by the student body. Any student currently enrolled at the Law School shall be eligible to vote for the Fundraising Committee Chairperson. In the case of a vacancy, the President, with the advice and consent of the majority of the Executive Board, may appoint a student to this position.

3. **Term of Office.** The Fundraising Committee Chairperson shall be elected to a one-year term of office. The Fundraising Committee Chairperson’s term shall begin at the end of the Law School’s Spring Commencement Ceremony that follows the Fundraising Committee Chairperson’s election and shall end at the conclusion of the following academic year’s Law School Spring Commencement Ceremony.

4. **Eligibility.** To be eligible to hold office, the Fundraising Committee Chairperson must be a student at the Law School, enrolled fulltime and in good academic standing, as defined by WVU College of Law Student Handbook.

Section Eight: **Community Service Committee Chairperson.** The Community Service Committee Chairperson is the Chair of the S.B.A.’s Community Service Committee.

1. **Duties and Responsibilities.** The Community Service Committee Chairperson shall:

- Ensure that no more than $100 is kept in petty cash at any given time (unless otherwise approved by Executive Board resolution)
- Collect, distribute, and manage all money used in furtherance of or raised through community service events until such a time that the money can be turned over to the President or Treasurer; and
- Give the money raised by community service events or the remainder of the money used in planning the event to the President or Treasurer for deposit within two business days of the event.

2. **Election and Appointment.** The Community Service Committee Chairperson shall be elected by a simple majority of all ballots cast by the student body. Any student currently enrolled at the Law School shall be eligible to vote for the Community Service Committee Chairperson. In the case of a vacancy, the President, with the advice and consent of the majority of the Executive Board, may appoint a student to this position.

3. **Term of Office.** The Community Service Committee Chairperson shall be elected to a one-year term of office. The Community Service Committee Chairperson’s term shall begin at the end of the Law School’s Spring Commencement Ceremony that follows the Community Service Committee Chairperson’s election and shall end at the conclusion of the following academic year’s Law School Spring Commencement Ceremony.

4. **Eligibility.** To be eligible to hold office, the Community Service Committee Chairperson must be a student at the Law School, enrolled fulltime and in good academic standing, as defined by WVU College of Law Student Handbook.

Section Six: **Social Committee Chairperson.** The Social Committee Chairperson is the Chair of the S.B.A.’s Social Committee.

1. **Duties and Responsibilities.** The Social Committee Chairperson shall:

- Manage and supervise the Social Committee in planning and organizing various social events to be hosted by the S.B.A.;
- Collect, distribute and manage all money used in furtherance of or raised through social events until such a time that the money can be turned over to the President or Treasurer; and
- Give the money raised by social events or the remainder of the money used in planning the event to the President or Treasurer for deposit within two business days of the event.

2. **Election and Appointment.** The Social Committee Chairperson shall be elected by a simple majority of all ballots cast by the student body. Any student currently enrolled at the Law School shall be eligible to vote for the Social Committee Chairperson. In the case of a vacancy, the President, with the advice and consent of the majority of the Executive Board, may appoint a student to this position.

3. **Term of Office.** The Social Committee Chairperson shall be elected to a one-year term of office. The Social Committee Chairperson’s term shall begin at the end of the Law School’s Spring Commencement Ceremony that follows the Social Committee Chairperson’s election and shall end at the conclusion of the following academic year’s Law School Spring Commencement Ceremony.

4. **Eligibility.** To be eligible to hold office, the Social Committee Chairperson must be a student at the Law School, enrolled fulltime and in good academic standing, as defined by WVU College of Law Student Handbook.
• Report failures to comply with Article III, Section Eight, Subsection A(v) to the President and Assistant Dean of Student Affairs of the College of Law (hereinafter “the Assistant Dean of Student Affairs”) within two business days of noticing the compliance failure;
• Keep detailed records of all spending and earnings raised for charitable contributions including (but not limited to) ledger, carbon copies of checks and receipts; and
• Present the aforementioned records to the Executive Board upon request of the President or Vice-President at the meeting immediately following the request.

2. Election and Appointment. The Community Service Committee Chairperson shall be elected by a simple majority of all ballots cast by the student body. Any student currently enrolled at the Law School shall be eligible to vote for the Community Service Committee Chairperson. In the case of a vacancy, the President, with the advice and consent of the majority of the Executive Board, may appoint a student to this position.

3. Term of Office. The Community Service Committee Chairperson’s term shall begin at the end of the Law School’s Spring Commencement Ceremony that follows the Community Service Committee Chairperson’s election and shall end at the conclusion of the following academic year’s Law School Spring Commencement Ceremony.

4. Eligibility. To be eligible to hold office, the Community Service Committee Chairperson must be a student at the Law School, enrolled fulltime and in good academic standing, as defined by WVU College of Law Student Handbook.

Section Nine: Class Senators. Class Senators are voting Members of the Executive Board who are tasked with representing their Law School class in the S.B.A.

1. Duties and Responsibilities. Class Senators shall:
• Attend all S.B.A. meetings on behalf of their class;
• Represent the interests of each individual class at S.B.A. meetings;
• Vote on behalf of their class regarding S.B.A. matters;
• Liaise to individual classes on behalf of the S.B.A.;
• Liaise between the S.B.A. and their respective class officers; and
• Serve as Vice-Chairperson of an S.B.A. Standing Committee, in this role the Senator will assist and serve at the pleasure of the Chairperson.

   The President, with the advice and consent of the Chairpersons, shall make appointment of Senators to committees.

2. Election and Appointment. Class Senators shall be elected by a simple majority of all ballots cast by the candidate’s respective Law School class. Any student currently enrolled at the Law School shall be eligible to vote for their class’s Senator but may not vote for the Senator of another class. In the case of a vacancy, the President, with the advice and consent of the majority of the Executive Board, may appoint a student to this position. The President must seek out the advice of the class’s president in appointing this position and allow the class president to vote alongside the Executive Board regarding the appointment. The class president’s vote shall carry no greater or lesser weight than any other Member of the Executive Board.

3. Term of Office. The Class Senators shall be elected to a one-year term of office. A Senator’s term shall begin at the end of the Law School’s Spring Commencement Ceremony that follows the Senator’s election and shall end at the conclusion of the following academic year’s Law School Spring Commencement Ceremony.

4. Eligibility. To be eligible to hold office, the Senators must be students at the Law School, enrolled fulltime and in good academic standing, as defined by WVU College of Law Student Handbook.

Section Ten: Bar Association Liaison. The Bar Association Liaison serves as a pipeline between the Law School and federal, state, and local bar associations.

1. Duties and Responsibilities. The Bar Association Liaison shall:
• Serve as liaison between the S.B.A. and the A.B.A. as well as state, and local bar associations;
• Promote and help to organize events held by bar associations at the Law School;
• Serve as a resource for students seeking information about future recruitment into the bar;
• Attend all S.B.A. meetings and vote on S.B.A. matters; and
• Carry out any functions or duties assigned by the President.

2. Appointment. At the beginning of his or her term, the President, with the advice and consent of the majority of the Executive Board, may appoint a student to this position.

3. Term of Office. The President shall appoint the Bar Association Liaison to a one-year term of office. The Bar Association Liaison’s term shall begin immediately upon confirmation by the Executive Board and shall end at the conclusion of the academic year’s Law School Spring Commencement Ceremony.

4. Eligibility. To be eligible to hold office, the Senators must be students at the Law School, enrolled fulltime and in good academic standing, as defined by WVU College of Law Student Handbook.

Section Eleven: Removal of S.B.A. Officers. This section shall apply to S.B.A. Executive Board Members. Removal from office consists of two steps; impeachment and removal from office.

1. Impeachment. An Executive Board Member may be impeached through one of two methods:
ARTICLE IV: MEETINGS

1. Quantity. The Executive Board shall meet not less than once monthly for a minimum of eight meetings during the academic year. Regularly scheduled meetings of the Executive Board may occur more commonly as needed.

2. Scheduling. The President may call a regularly scheduled meeting by providing notice of the time and location of the meeting to members of the Executive Board at least three days in advance.

3. Precedence. The President shall preside over all regularly scheduled meetings. The Vice-President shall preside in the President’s absence. Meetings shall not proceed without the presence of either the President or Vice-President.

4. Structure. The presider of the meeting may determine the structure of each meeting.

5. Quorum. Fifty percent plus one Member of the Executive Board shall constitute a quorum.

6. Voting. Matters before the Executive Board at regularly scheduled meetings may be decided through a simple majority vote pursuant to Article VI and other Articles of this Constitution.

7. Attendance. All Members of the Executive Board shall attend all regularly scheduled meetings unless circumstances beyond his or her control prevent attendance. Failure to attend 75% of the regularly scheduled meetings in a single semester or three consecutive regularly scheduled meetings, without cause, shall be subject to removal from office.
Section Two: Emergency Meetings. Emergency meetings of the Executive Board may be called to discuss matters that require the immediate attention of the S.B.A.

1. Scheduling. The President or Vice-President may call an emergency meeting by providing 24 hours notice of time, location and purpose of the meeting to members of the Executive Board.

2. Precedence. The President shall preside over emergency meetings. The Vice-President shall preside in the President’s absence. Emergency meetings shall not proceed without the presence of either the President or Vice-President.

3. Structure. The presider of an emergency meeting may determine the structure of an emergency meeting. No more than two matters may be considered at an emergency meeting.

4. Quorum. Fifty percent plus one Member of the Executive Board shall constitute a quorum.

5. Voting. Matters before the Executive Board at any Emergency Meeting may be decided through a simple majority vote pursuant to Article VI and other Articles of this Constitution.

6. Attendance. There will be no sanctions for failure to attend an emergency meeting.

ARTICLE V: RESOLUTIONS AND BYLAWS

Section One: Definitions

1. Resolutions. An S.B.A. Resolution is a formal decision or determination as to an official and binding course of action of the S.B.A. or a formal statement that shall serve as S.B.A. policy.

2. Bylaws. S.B.A. bylaws are rules created by members of the S.B.A. that bind the Student Bar Association and its members.

Section Two: Creation and Enactment. The Executive Board may create S.B.A. resolutions and bylaws that are in accordance with this Constitution through a simple majority vote. Bylaws may be proposed by any Executive Officer at a regularly scheduled meeting and shall be enacted following a majority vote of the Executive Board. Resolutions may be proposed by any executive board member at any meeting and shall be enacted following a majority vote of the Executive Board.

Section Three: Modification, Repeal, and Expiration. Resolutions and bylaws may be modified or repealed by a simple majority vote of the Executive Board, following proposed modification or repeal by any Executive Officer at any meeting. Resolutions and bylaws expire at the end of each academic year but may be renewed by a majority vote of the incoming Executive Board.

Section Four: Recording Resolutions and Bylaws. The S.B.A. Secretary is responsible for keeping records of all resolutions and bylaws and presenting the records to the S.B.A. President-Elect upon election.

Section Five: Quorum. Quorum for enactment, modification or repeal of a resolution or bylaw is 50% plus one member of the Executive Board.

Section Six: Voting. Voting on enactment, modification, repeal, and renewal of resolutions and bylaws, unless otherwise provided by this section, shall be conducted pursuant to Article VI of this Constitution.

ARTICLE VI: VOTING. Matters before the S.B.A. are to be resolved through a democratic vote of the Executive Board.

Section One: Voting rights. All Executive Board Members shall be entitled to one vote on any matter before the S.B.A. with the exception of the President.

Section Two: Quorum. Unless otherwise provided by this Constitution or an S.B.A. bylaw, quorum for voting on all matters shall be 50% plus one member of the Executive Board.

Section Three: Initiating Voting. A vote on a matter before the S.B.A. may be added to the agenda of any regular scheduled meeting or emergency meeting by the President or Vice-President.

Section Four: Debate and Discussion. The presider of the meeting may allocate time for debate and discussion of the matter prior to a vote.

Section Five: Voting Process. When a vote is initiated the presider of the meeting shall call roll in the following order:

1. Vice-President
2. Secretary
3. Treasurer
4. Social Committee Chairperson
5. Fundraising Committee Chairperson
6. Community Service Committee Chairperson
7. 3L Class Senator
8. 2L Class Senator
9. 1L Class Senator
10. Bar Association Liaison

Upon being called, each Member shall cast a spoken public vote. The secretary shall record each member’s vote in the minutes of the proceeding. At the conclusion of voting, the Secretary shall read the results of the vote.

Section Six: Voting Results. A matter before the S.B.A. for vote shall be passed or voted down by a simple majority, unless otherwise provided by this Constitution.

Section Seven: Ties. In the case of a tie, the President shall cast a single tiebreaking vote.

Section Eight: Finality. Upon the reading of the results of a vote or the casting of a tiebreaking vote, the vote shall be final and the result shall go into effect immediately.

ARTICLE VII: ELECTIONS

Section One: Jurisdiction. The provisions of Article VII shall govern all S.B.A. and class officer elections. Class officer constitutions may not displace, supersede or modify this Article.

Section Two: Time of Elections

- **Upperclassmen Elections.** S.B.A. Executive Board Elections and 2L and 3L class officer elections shall be held in the second half of the spring semester of an academic year.
- **1L Elections.** 1L Class Officers and the 1L S.B.A. Senator shall be elected within the first month of the fall semester of an academic year.

Section Three: Eligible Voters. All currently enrolled Law School students may vote in S.B.A. Elections. All currently enrolled Law School students may vote in their individual class’s elections for class officers and Senators. No student may vote for class officers or Senators of another class.

Section Four: Eligible Candidates. All candidates are subject to the eligibility requirements of this Constitution. In addition, class officer candidates must be members of their respective class. All candidates must be a currently enrolled, fulltime student at the College of Law. All candidates must have a grade point average of 2.2 or higher at the time of his or her nomination.

Section Five: Elections Commissioner. An Elections Commissioner shall be selected from the student body of the Law School to facilitate all elections for an academic year, under the direction of the President (provided that the President is not a candidate). At the beginning of his or her term, the President shall appoint the Elections Commissioner, with the advice and consent of the Assistant Dean of Student Affairs. In the event that the President is a 2L and subject to re-election, the President shall not appoint an Elections Commissioner: in this case, the Assistant Dean of Student Affairs shall appoint an Elections Commissioner. The Elections Commissioner shall serve a one academic year term and may be appointed to no more than two consecutive terms. The Elections Commissioner may be relieved of his or her duties with cause by a combined resolution of the President and Assistant Dean of Student Affairs. In the event of an vacancy, the President may reappoint, subject to the provisions of this Constitution. An elected S.B.A. Executive Board Member, class officer, or candidate shall not serve as Elections Commissioner. In the event of a sudden vacancy or inability to find a willing and able Elections Commissioner, the President may serve in this role, on an interim basis, until an appropriate candidate can be found, provided that the President is not on the ballot.

Section Six: Election Process

- **Nominations.** Election proceedings shall begin with the opening of nominations, which shall be announced at least one week in advance through e-mail announcements and posters throughout the Law School. The email shall include dates of the; nomination period, campaigning period, forum, election, and run-off. The nomination period shall last three business days, opening at 8 A.M. and closing at 4:30 P.M. each day. During this time, a nomination book shall be put in the Law School Reception Office. A candidate may be nominated by writing his or her name in the nomination book on the page of the position for which he or she is being nominated. A candidate may only be nominated for one position.
- **Campaigning.** At the end of nominations campaigning may begin. The campaign period shall last for one week following the close of nominations. Each candidate will be permitted to display in the Law School two posters of no greater size than 12×18 inches. Hand billing is to be encouraged through the use of the student mailboxes. Campaigning may also be conducted through face-to-face petitioning, social media, text messages, and e-mail. Neither candidates nor their surrogates may exchange money, alcohol, or sexual favors for votes. Neither candidates nor their surrogates may coerce votes or unduly pressure voters during the campaigning period or polling hours. Further campaign rules may be created through S.B.A. resolutions or bylaws. Violation of campaign rules is grounds for disqualification.
- **Candidate Forum.** During the campaign period, at a time and place determined by the Elections Commissioner and approved by the President, all candidates must attend a candidate forum and give a speech in support of his or her candidacy. Speeches shall not exceed three minutes. Failure to give a speech during the specified time results in automatic disqualification.
- **General Elections.** The General election will be held within one week following the close of nominations. Polling hours will be held in the Law School lobby. Suggested polling hours are 9 A.M. to 2 P.M. Polling hours may not be fewer than four hours and may not exceed eight hours. Notice of polling hours must be given to the student body. Each currently enrolled College of Law student may fill out no more than one complete ballot. While the polls are open campaigning may continue, however candidates may not solicit votes within 30 feet of the polling table. The Elections Commissioner may impose further prohibitions on campaigning during polling hours as is needed to preserve the integrity of the election. Upon receiving notice of the prohibition, failure to abide by the Elections Commissioner’s ruling shall be grounds for disqualification. Rulings
of the Elections Commissioner may be appealed to the Assistant Dean of Student Affairs, however deference should be given to the Elections Commissioner’s ruling, provided it is not arbitrary and capricious.

- **Ballot Tallying.** Within 12 hours of the close of polling hours, votes are to be counted by the Elections Commissioner, the President (provided that he or she is not on the ballot), and a 3L Ethics Council member or an Ethics Council member who is not on the ballot. The Bar Association Liaison and any Executive Board Member who is not on the ballot may also assist in ballot tallying, at the discretion of the Elections Commissioner. Prior to tallying, the ballots must be securely locked in the President’s office.

- **Election Results.** The winner of the general election will be the candidate with a simple majority of the votes (50% plus one vote) on the first ballot. In the event that no candidate obtains a simple majority on the first ballot, a run-off election will be held.

- **Run-Off Elections.** The run-off election will be held in the Law School lobby at a time determined by the Elections Commissioner, with the advice and consent of the President and Assistant Dean of Student Affairs, in the interest of facilitating a fair election that affords all College of Law Students the opportunity to vote. The two candidates who received the most votes in the general election shall be placed on the run-off ballot. In the event of a tie or a percentage difference of 3% or less, a candidate with the third highest number of votes may be placed on the run-off ballot. The Elections Commissioner, with the advice and consent of the President and Assistant Dean of Student Affairs, may extend the campaign period to correlate with a run-off election. The candidate with the highest number of votes is to be declared the winner of the run-off election, even if a simple majority is not reached. Unless otherwise provided by this subsection, all other rules of this Constitution and Article apply to run-off elections.

- **Certification of Elections.** Upon completion of vote tallying, election results must be certified as accurate and true by the signature of the President, Elections Commissioner, and the Ethics Council member who supervised the tallying process. The results, the certification and the ballots are to be presented to the Assistant Dean of Student Affairs. If the election results are not challenged in a timely manner, as defined by this Constitution, the certification is finalized and the results of the election become official.

- **Results Announcement.** It is the President’s duty to announce the results to the Law School student body in a timely manner.

- **Challenges and Recounts.** Election process or results may be challenged within two business days of certification.
  
  a. **Challenges.**

  Any student of the College of Law may make challenges in writing to the Elections Commissioner, Assistant Dean of Academic Affairs and/or President. A challenge can be made to the process of the election or levying that a candidate’s conduct warrants disqualification (on grounds defined by Article VII, Section Five(K)(ii) of this Constitution). Once a challenge is made, certification may not occur until an investigation is completed.

  Upon receiving a challenge the Elections Commissioner shall consider the merits of the challenge and make a decision within 24 hours of receiving the challenge. If meritorious, so that a reasonable panel of four could possibly find misconduct, the investigation phase shall be initiated. If no merit is found, the Elections Commissioner shall dismiss the challenge. The decision to dismiss may be appealed by the challenger to the President and Assistant Dean of Academic Affairs, however deference should be given to the Elections Commissioner’s ruling, provided it is not arbitrary and capricious.

  Within 24 hours of the investigation phase being initiated, the challenge shall be presented to the Chairperson of the Ethics Council and a single member Ethics Council’s investigative panel. The Investigative Panel member shall conduct the investigation, during which all relevant parties shall be notified and interviewed. The Investigative Panel member shall present his or her findings to the President, Assistant Dean of Academic Affairs, Elections Commissioner, and Ethics Council Chairperson within one week of receiving the challenge. At this time, the President, Assistant Dean of Academic Affairs, Ethics Council Chairperson, and Elections Commissioner shall discuss and vote on the merits of the challenge. All facts in question shall be viewed in the light most favorable to the nonmoving party. 3 of 4 votes shall be required to uphold a challenge and overturn the results of an election. The result of this vote shall be final and is not subject to appeal. If an election is overturned, the candidate whose misconduct resulted in the challenge shall be disqualified and a new election shall be held. The disqualified candidate may not be present on the ballot of the second election.

  b. **Recounts.** Any candidate may request that the Elections Commissioner, President, and a member of the Ethics Council conduct a recount. The recount shall be conducted in the presence of the candidate who has requested the recount. The candidate who has won the election shall be invited to observe the recount as well.

  - **Disqualification.** A candidate may be disqualified from the ballot prior to the election. Any student of the College of Law may request to the President or Elections Commissioner that a candidate be disqualified. However, the President or Elections Commissioner must initiate a formal disqualification investigation at his or her discretion, based on the merits of the claim. If an objectively reasonable panel of four could possibly find in favor of disqualification, a formal investigation shall be initiated. Upon initiating a disqualification investigation, the President or Elections Commissioner must notify the candidate being challenged, the Ethics Council Chairman, the Assistant Dean of Student Affairs and a single member of the Ethics Council Investigative Panel. The Investigative Panel Member shall investigate the claim and present the evidence to a panel consisting of the President, the Ethics Council Chairman, the Assistant Dean of Student Affairs and the Elections Commissioner. This panel shall consider the evidence in the light most favorable to the accused. Following discussion the panel shall vote. 3 of 4 votes are required to disqualify a candidate from the ballot. This vote shall be final and is not subject to appeal. Grounds for Disqualification. The following shall be grounds for disqualification from the ballot, as well as grounds for post-election disqualification through the challenge process laid out by Article VII, Section Five(J)(i); Violation of this Constitution;

  - Lack of eligibility as defined by this Constitution;
  - Violation of campaign rules;
  - Violation of the terms of the WVU College of Law Student Handbook or the Student Code of Professional Responsibility; and/or
• Committing an offense that would be a violation of the West Virginia University Campus Student Code
  a. Such a violation need not be proven in accordance with the procedures set forth by the West Virginia University Campus Student Code, but rather in accordance with the procedures set forth by this Constitution.

• Write-In Votes. Write-in candidates are prohibited and all write-in votes shall be discarded.

ARTICLE VIII: AMENDMENTS

Section One: Proposal of Amendments. Amendments may be proposed through one of two methods:

1. Petitioning. Any student currently enrolled at the College of Law may present the S.B.A. a petition bearing the proposed amendment and the signature of at least fifty percent of the student body; or
2. Resolution. The Executive Board may pass an amendment resolution. Such a resolution must receive approval of at least two-thirds of the Executive Board.

Section Two: Ratification. This Constitution shall be amended upon the approval of the proposed amendment described in the preceding paragraph and the support of a simple majority (50% plus one vote) of currently enrolled students who vote in an election to be held at least one week after its approval in Section One. The vote must be open to all currently enrolled students at the College of Law. However, a majority of all students is not required for the Amendment to pass, rather only a majority of those who vote.

ARTICLE IX: AUTONOMY. All student organizations shall enjoy political, physical, and administrative autonomy. The S.B.A. is not empowered to control the member organizations’ internal affairs in any way, aside from those specifically defined by this Constitution.

ARTICLE X: STUDENT CODE OF PROFESSIONAL RESPONSIBILITY. The S.B.A., as an organization, its officers, and members agree to abide by the Student Code of Professional Responsibility.

ARTICLE XI: NON-DISCRIMINATION. The S.B.A. 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: September 17, 2014

C. COLLEGE OF LAW SERVICES

1. Academic Excellence Program (p. 14)
2. Professional Writing Center (p. 15)
3. Meredith Career Services Center (p. 15)
4. College of Law Bookstore and Cafe (p. 16)
5. Financial Aid and Scholarships (p. 16)
6. Technology Services (p. 18)
7. Communications (p. 18)
8. Web Information (p. 18)

C.1 ACADEMIC EXCELLENCE PROGRAM

Kirsha Trychta, Director of Academic Excellence
Academic Excellence Center
Phone: 304-293-3882
Email: kirsha.trychta@mail.wvu.edu

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.

Open by invitation only: An early orientation and fall small group program is conducted for incoming students who would benefit from additional support activities. Enrollment in the fall small group program 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 small group is to assist students in achieving maximum performance in legal writing assignments and casebook examinations.

A different kind of AEP program is offered in the spring for students whose first-semester GPA is at 2.3 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 small group program 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 spring small group 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.

**Open to all students:** The Academic Excellence Center also offers Dean’s Fellow review sessions for all first-year courses and select upper-level courses. Dean’s Fellows are specially trained student teaching assistants, who volunteer to lead small study sessions. The Deans Fellows work closely with the course professor to lead the study group through review materials and practice tests.

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### C.2 PROFESSIONAL WRITING CENTER

**Writing Specialist**  
Melanie Stimeling  
Phone: 304-293-2008  
Email: wvulawwriting@mail.wvu.edu  
Website: law.wvu.edu/writingcenter

Part of the College of Law Academic Excellence Center, the Writing Center helps students become better writers and offers an encouraging environment to discuss, develop, and experiment with writing techniques. The Writing Center is staffed by a full-time Writing Specialist as well as upper-level students who serve as Peer Writing Consultants. Individual writing consultations and group workshop are available to assist students in developing stronger writing skills or to improve a specific piece of writing. Students can seek assistance at any point in the writing process on all legal writing assignments and projects, unless an instructor explicitly prohibits it. Writing Center staff members are also available to help students with other kinds of professional writing, such as scholarship and job application materials.

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### C.3 MEREDITH CAREER SERVICES CENTER

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

**Assistant Dean**  
Heather Spielmaker, J.D.  
Phone: 304-293-5301  
Email: heather.spielmaker@mail.wvu.edu

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

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 (appointments are recommended).

Students must register with the Career Services Center to use its services and participate in on-campus interviews. As part of the registration process, students must provide Career Services with current contact information and 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. Additionally, Career Services is responsible for conducting the Professional Development Institute, a series of targeted programs to help students hone their "soft" professional skills. Presently, the PDI is sponsored by the law firm of Steptoe and Johnson, PLLC.

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 both in career services and the library. 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.

C.4 COLLEGE OF LAW BOOKSTORE AND CAFÉ

Manager
Mary Jo Fugera
Phone: 304-293-2492
Email: bkswvulaw@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 4:30 p.m., Monday through Thursday and 8:00 a.m.-4:00 p.m. on Friday. Summer hours are 8:00 a.m.-3:00 p.m. Monday through Thursday and 8:00 a.m.-1:00 p.m. on Friday.

The Bookstore is also open the Saturday prior to the first day of class. 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://thindexu.com/bn). Special order service is available at no extra charge. To order textbooks online, visit the Bookstore homepage (http://wvulaw.bncollege.com/eleapp/wcs/stores/servlet/BNCBHomePage?storeId=15066&catalogId=10001&langId=-1). Textbook Rentals and price matching are also available, offering great savings on selected titles. Contact the Store Manager for details.

C.5 FINANCIAL AID AND SCHOLARSHIPS

Financial Aid Counselor
Wendy Ridenour
Phone: 304-293-5302
Email: wendy.ridenour@mail.wvu.edu
The College of Law Financial Aid Office hours are as follows:

- Tuesday and Thursday: 8:15-4:45
- Wednesday: 8:15-11:45

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 at www.studentloans.gov (http://www.studentloans.gov).

Deadlines for financial aid are as follows:

1. Federal Work Study: March 1  
   A written request must be submitted to the Law School 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 1 to insure timely processing. Information regarding additional loans, such as private loans, is available on the Financial Aid website at http://financialaid.wvu.edu/aid-and-scholarships. Graduating students must complete a Loan Exit Counseling 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, you must 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 email, and phone numbers listed above.

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 sign up for direct deposit using Tuition Management Systems (TMS) at studentaccounts.wvu.edu/refunds. Call 888-425-1138 with questions.

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. This information is available at www.nslds.ed.gov (http://www.nslds.ed.gov).

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.
C.6 TECHNOLOGY SERVICES

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

Professional Technologist I
Kenneth Price
Phone: 304-293-4657
Email: kenneth.price@mail.wvu.edu

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 Professional Technologist 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.

C.7 COMMUNICATIONS

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

Web/Media Designer
Tatsu Johnson
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The Director of Communications for the College of Law works with the administration, faculty, staff, and students in strategic communication activities via the internet, and the media to enhance the prestige and goodwill of the institution and to ensure that its needs and reputation are optimized.

C.8 WEB INFORMATION

The College of Law website (http://www.law.wvu.edu) offers a wide range of current information on the law school, its curriculum, programs, news, events, and people. Helpful content is organized primarily in the following categories: Academics, Admission, Career Services, Clinical Law, Faculty and Staff, Student Life and the Law Library.

D. UNIVERSITY SERVICES

1. General Information (p. 18)
2. Health Services (p. 18)
3. Student Activities and Organizations (p. 19)

D.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).

D.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://studentinsurance.wvu.edu).

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

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**D.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://studentengagement.wvu.edu/?utm_source=admissions-website&utm_medium=web&utm_content=/life&utm_campaign=Admissions%2520Website%2520Site%2520%2520Links). Information regarding student organizations at the College of Law is available online (http://law.wvu.edu/student-life/student-organizations).