



## **I. ATTENDANCE AND INSTITUTE STANDARDS**

### **ATTENDANCE POLICY**

Students are expected to attend every scheduled class and any special class that is set by an instructor. If a student must miss a class, the student is expected to get permission to do so from the PLSI Director **and** the Professor. In the case of illness, seek medical attention first and then call the PLSI Director to let her know. The program is too short and concentrated to allow for more than several excused absences. Unexcused absences will not be tolerated. Instructors may have additional requirements.

### **CONDUCT IN AND OUT OF THE CLASSROOM**

Students, instructors, tutors, PLSI staff, and AILC staff are expected to be civil and respectful to each other and to every other person within the law school and university.

### **HONESTY IN ACADEMIC MATTERS**

Each student is expected to maintain the highest standards of honesty and integrity in academic and professional matters. The PLSI has the right to take disciplinary action, up to and including dismissal, against any student who commits academic dishonesty.

Academic dishonesty includes, but is not limited to, dishonesty in tests or assignments of any kind; claiming credit for work not done or done by others; and non-disclosure or misrepresentation in filling out applications to PLSI or universities or law schools.

PLSI students are governed by the student code of conduct below.

### **RECORDING CLASSES**

A student may record a class only with the instructor's consent.

### **ACCESS TO EDUCATIONAL RECORDS**

Those who have access to a student's educational record are:

- 1) PLSI personnel
- 2) The student
- 3) Any person or organization to whom the student has given written permission to see the student's records.
- 4) Any party designated in a valid court order. (It is not PLSI policy to release information based solely on a subpoena.)

### **EATING AND DRINKING IN THE CLASSROOM**

While each instructor will indicate whether eating and drinking are permitted during class, please be aware of how loud certain foods can be and how distracting those noises may be to other students. Opening cellophane wrappers, getting the last drop in the bottom of a cup with a straw, and crunching on chips can prevent a nearby student from hearing an important point made by the instructor. Please be courteous (and quiet!).

### **CELL PHONE USE**

Turn off your cell phone when you enter the classroom, or leave it in your locker.

### **STUDENT ADDRESSES AND TELEPHONE NUMBERS**

The student is expected to provide to the PLSI a current address and telephone number during the program and to immediately update the information if it changes. This information will be released to other PLSI students only with your written permission.

### **ZOOM CLASSROOM NETIQUETTE**

If we must move classes online, each student must abide by the PLSI 2022 Netiquette expectations provided on a separate sheet. Instructors may have additional requirements.

## **II. STUDENT CODE OF CONDUCT**

### **Integrity of the highest order is expected of each student.**

Every student shall be honest and candid with other students, faculty, staff, and administrators and shall conduct himself or herself in a professional manner. Every student is expected to comply with this standard of honesty at all times.

Every test, examination, and document produced by the student shall be the product of the student's own research, knowledge, and writing.

### **EXAMINATIONS**

The student shall comply exactly with the class professor's examination instructions. Professors are encouraged to release exam instructions in advance of the examination to provide the opportunity for students to review and ask questions. Separate memos will be distributed before examinations to provide the policies and procedures for midterm and final examinations. The following applies to all examinations:

- 1) Unauthorized materials of any kind may not be used inside or outside the examination room
- 2) Electronic devices, other than a laptop computer for taking the exam, are NOT permitted in the examination room. This includes, but is not limited to digital watches, cell phones, e-readers, tablets, earbuds, headphones, or other similar devices
- 3) A student may not communicate in any manner with another student or any other person, except the teaching assistant or proctor, during the examination
- 4) A student may not show or display his or her examination answers to another student
- 5) A student may not look at another student's examination answers

- 6) A student may not discuss an examination already taken with another student who will take the examination later
- 7) A student may not encourage or counsel anyone to violate these provisions

### **PAPERS, MEMORANDA, AND BRIEFS**

Papers, memoranda, and briefs shall be the product of the student's own research, knowledge, and writing. Plagiarism is a violation of this code.

Plagiarism is defined as the knowing use of the ideas or words of another without indicating such use fully and accurately. The student is plagiarizing another's work unless the student:

- 1) Cites fully and accurately the source of any idea taken from another person;
- 2) Places quotation marks around material used from a source and cites fully and accurately such material; or
- 3) Cites fully and accurately material paraphrased from a source.

### **LAW LIBRARY**

The law library is vital to the success of the PLSI and to its students. The library staff provides invaluable services to the American Indian Law Center as well as to the PLSI. Every student shall respect the integrity of the library's collection and facilities and shall respect the rights of others in their use of the library.

### **REPORTING VIOLATIONS**

Every PLSI student, instructor, tutor, and staff member shall report a violation of this code to the PLSI Director.

### **DETERMINING VIOLATIONS**

The Assistant PLSI Director shall investigate and determine if a violation occurred.

### **SANCTIONS FOR VIOLATING THIS CODE**

The Assistant PLSI Director in consultation with the Acting AILC Director/PLSI Director, and the instructor of the class where the violation took place, shall determine the appropriate sanction for a violation of this code. Sanctions may be, but are not limited to verbal reprimand, written reprimand, written reprimand with copy to the student's file either temporarily or permanently, recommendation for grade change, suspension or expulsion from the program, or any combination of these.

I have read and understand the above policies, standards, and code of conduct. I agree to abide by all of the above. I understand that these policies and standards may be updated and changed. I understand the sanctions for violating the code of conduct.

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Signature

Date

PRINT NAME: \_\_\_\_\_