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- A student academically dismissed without right of appeal is immediately ineligible to receive financial aid and has no right to appeal financial aid ineligibility.

#### Quantitative Review Standards: Percentage of Attempted Credits Completed

A student whose credit completion ratio is less than 60% is not meeting the quantitative standard. The credit completion ratio is found by dividing the number of successfully completed credits by the number of attempted credits. Successfully completed credits require a grade of A, B, C, D, S or P.

- Transfer credits are counted in the quantitative calculation
- Audited classes are not eligible for financial aid and do not count as attempted or completed credits.
- Repeated classes are eligible for financial aid and do count as attempted or completed credits. The grade is counted toward the student's GPA
- Classes with a grade of S (Satisfactory) or P (Pass) are counted as completed credits in the quantitative review.
- Incomplete (I), Withdraw (W) or Administrative Withdraw (WA) class credits are counted as attempted credits for FA SAP quantitative review

Students who fail to complete/pass 60% of their attempted credits will be placed on Financial Aid Warning or Ineligibility and will be alerted by an email to their law school accounts. Financial aid SAP quantitative standards allow students to attempt up to 167% of the total number of credits required to complete the degree. Students must complete their J.D. within 84 months.

#### Right to appeal FA Ineligibility

On determination of Financial Aid ineligibility, a student has the right to submit a FA SAP appeal. An approved FA SAP appeal provides one semester of FA probation and is independent of any academic appeal process. A FA SAP appeal requires a student to complete and submit:

- Financial Aid SAP appeal form as a cover sheet (located on the financial aid webpage)
- A statement regarding the circumstances that caused the failure to meet FA SAP standards including third party documentation if relevant. Circumstances may include and are not limited to illness of the student or close family member, death of a relative, divorce, personal problems or issues.
- A statement of changes which will result in achieving FA SAP standards at the end of the probation semester or by the end of the specified time frame
- A semester by semester academic plan, developed with a member of the faculty or the Dean or Assistant Dean of Students that shows how the student will progress to meet FA SAP standards. The plan should include clear and specific semester goals to aid determination of continued progress at the close of each semester.

The Financial Aid Director and Assistant Director will review the submitted appeal and will communicate the appeal decision to the Dean or Assistant Dean of Students. The student will be notified of the decision through the Mitchell Hamline email address. If a student's appeal is approved, the student's financial aid status will be one semester of Financial Aid SAP Probation status with financial aid eligibility. Failure to meet FA SAP standards at the end of the probation semester, or to meet the semester goals stated in the

academic plan will result in financial aid ineligibility until FA SAP standards are met or a new appeal with a new academic plan is submitted and approved. If academically eligible, students may attend the law school at their own expense until FA SAP standards are met.

## Chapter Six: Communications

Mitchell Hamline School of Law utilizes several means to communicate information, announcements, and opportunities to the law school community. The primary tools are listed below.

### A. Email

Each student is provided a Mitchell Hamline email account after the fee and enrollment agreement is submitted to the law school. Students are responsible for all information communicated through this official Mitchell Hamline email account. Students who encounter malfunctions with that account should contact the Information Technology department for assistance [it@mitchellhamline.edu](mailto:it@mitchellhamline.edu).

### B. Mitchell Hamline School of Law Website

The [Current Students](#) page of the Mitchell Hamline website includes substantial information that will be relevant to students from the first year through graduation. Students should check this website for a copy of the Student Handbook, course and registration information, exams scheduling, accommodations, academic calendars, and much more. Access to webpages of specific offices, services, and programs is available through the **Departments** tab located on the left side. The school posts information about weather related campus closing or other adjustments to normal operations on this page.

In addition to emails, the [Student News](#) section of the Current Students page is another important informational resource. Students are responsible for information posted here and are expected to check it routinely. Students may opt receive Student News via email by [subscribing here](#). To submit an announcement for Student News, go to: [Submit Student News Announcement](#).

### C. Student Handbook

The Mitchell Hamline School of Law Student Handbook is the official publication of academic and student affairs rules, policies, and procedures of the law school. It is updated on an annual basis but changes can be made at any time during the year. Students will be notified via email and one or more announcements posted on Student News.

All students are responsible for the information contained in this handbook which is available on the [Current Students webpage](#).

Students who wish to propose changes to the Student Handbook must submit their proposals to the Communications Committee of the Student Bar Association for review. If the Communications Committee deems a proposal worthy of further consideration by the faculty, the Committee will inform the Student Bar Association President, who will then present the proposal to the Dean of Students within 30 days of the date the proposal was submitted to the Committee. The Dean of Students will review the proposal and within 30 days of receiving the proposal, make a recommendation to the appropriate faculty committee on whether to adopt, reject, or amend the proposal.

## Chapter Seven: Safety and Security

### A. Department of Facilities and Security Department

The mission of the MHSL Facilities and Security Department is to support students, faculty and staff by providing a physical environment that is well maintained, clean, comfortable, and conducive to learning, teaching and working.

### B. Emergency Notification

Students may sign up for text and email emergency notification via their MHSL student credentials. See the [E2Campus website](#) for more information and to sign up for this service.

### C. Accidents and Injuries on Campus

All accidents and injuries on campus should be reported to the on-duty security officer as soon as possible. The on-duty security officer may be reached by phone at (651) 290-6330 or (651) 227-

9171 or by radio at (651) 224-8763. There are first aid kits available at the Information/Securitydesk at the front (Summit Avenue) entrance and in Student Services.

### D. Emergency Procedures for Fires

1. Pull the nearest fire alarm box. This will sound alarms in the building and cause all fire and smoke barrier doors to close automatically.
2. Evacuate people a safe distance away from the fire area.
3. If the fire is outside your room and the door or exit is hot, stay in the room, stay low, open a window for fresh air, and if you are able, call 911 or security to report your location. If there is no phone available, call out for help.
4. IF THE FIRE IS OUT OF CONTROL, IMMEDIATELY EXIT THE BUILDING. DO NOT USE THE ELEVATORS. If there is anyone in the area that needs assistance evacuating the building, notify Security immediately.
5. As soon as you are in a safe place, contact Security by phone at (651) 290-6330 or (651) 227- 9171 or by radio at (651) 224-8763, to advise them on the type and status of the fire.
6. The fire department will advise Security if and when the building can be safely re-entered. You may not re-enter the building until the fire department gives the all clear.
7. Report details of the fire to Security immediately after the all clear is given.
8. If the law school closes as a result of a fire, the Dean or Dean's designee will notify the law school community.

### E. Emergency Procedures for Storms

The severe-weather sirens are tested on the first Wednesday of each month at 1 p.m. If, at any other time the emergency sirens activate, proceed as follows:

Immediately proceed to the lower level of the library or 1931 building. Stay clear of any outside perimeter windows. Remain in the lower level of the library or 1931 building until the all-clear status is announced by security personnel.

## **F. Escort Service and Security**

The normal hours of operation for the law school's Security staff are: Monday through Thursday from 7 a.m. to midnight; Friday from 7 a.m. to 10 p.m.; Saturday from 6:30 a.m. to 10 p.m.; and Sunday from 6:30 a.m. to midnight. A Security officer may be contacted at the Summit Avenue main security desk or by calling (651) 290-6330 or (651) 227-9171 or by radio at (651) 224-8763.

The campus Security department maintains an escort service when the campus is open. A security officer will provide an escort within a 6-block radius of the law school. Students may request an escort by contacting a Security officer at the main security desk. Security escorts are available until 30 minutes before campus building closing time.

All persons are requested to cooperate with a Security officer who asks for identification. All crimes occurring on campus must be reported to the on-duty security officer, who will contact the St. Paul Police Department.

## Chapter Eight: Information and Technology Use and Educational Facilities

### A. Information and Technology Policy Statement

Mitchell Hamline School of Law encourages use and application of technology to enhance students' legal education. Tools include, but are not limited to, computers, telephones, library databases, software, e-mail, and Internet. Access to various technology tools available at the School is a privilege extended to current students and requires that individual users act responsibly. Users must respect the rights of others, respect the integrity of systems and related physical resources, and observe all relevant laws, regulations, and School policies. The School reserves the right to access information in its technology tools for business purposes. Business purposes may include day-to-day management of the systems; monitoring user performance or productivity where applicable; and investigating possible violations of law school policies, such as sexual harassment, the unauthorized disclosure of confidential information, misuse of School resources or property, or a violation of law. There is no privacy nor expectation of privacy associated with a user's account. The School reserves the right to extend, limit, restrict, or deny privileges or access to its technology tools.

### B. Security

Users are expected to keep passwords confidential, and user passwords may be overridden by the School as necessary for business or administrative reasons. The student to whom an account is assigned is the only person authorized to use the account. Please report any unauthorized use of your account to the Information Technology Director.

### C. Usage

Accounts will be terminated twelve (12) months after the end of the last semester in which the student was enrolled. User access may be suspended or terminated by the School at any time, with or without notice, for violation of this or other School policies.

In your final year IT will create an Alumni email account that you can begin using at that time. It will be available for your use for as long as you keep it active.

### D. Acceptable Uses/Limitations Examples include but are not limited to:

- The School's technology tools are to be used primarily for School business purposes. Students are permitted to use technology tools in a prudent manner for personal use as long as it does not interfere with the use of technology by other members of the School community.
- Users do not own accounts on School computers, but are granted the privilege of use. The School may revoke this privilege if policies are not followed. Users may not share their accounts with others and must keep account passwords confidential.
- The School cannot guarantee that messages or files created, stored, received or sent through School technology systems (including computers, telephones, hard drives, disks, etc.) are private or secure. The School may monitor and record usage to enforce its policies and may use information gained in this way in disciplinary actions against the user.
- Users must adhere strictly to software licensing agreements and copyright laws.

- Only software that has been authorized by the School may be loaded or used on any School computer. The Information Technology Services Department is responsible for loading or removing any software.

## **E. Prohibited Conduct**

Examples include, but are not limited to:

- Sending, posting, storing, or accessing harassing, pornographic, obscene, offensive, or otherwise inappropriate information or material.
- Deliberate attempts to access files or information that the user is not authorized to access.
- Downloading personal music or videos due to the impact on system performance.
- Unauthorized attempts to view and/or use another person's accounts, computer files, programs, or data.
- Use of School resources for any commercial activity or for-profit services.
- Any attempts to disable or compromise the security of information contained on the School's computers.
- Copying software protected by copyright.
- Initiating or propagating electronic chain letters.
- Inappropriate mass mailings to newsgroups, mailing lists, or individuals.
- Unauthorized broadcasting of unsolicited mail or information.
- Attempts to disrupt, subvert, or circumvent the School's access to any data, communications, systems, files, or passwords.
- Posting a message on an Internet bulletin board, World Wide Web document, or any publicly available Internet site which might be interpreted as stating a School position or policy, without express advance approval of the President and Dean, unless the message clearly indicates that it reflects only the views of the author and not the School.

## **F. Violations**

Any suspected violation of this policy should be directed to the Dean of Students. Violations may result in disciplinary action.

## **G. Questions**

Users of the School's technology tools are encouraged to ask questions and understand the topics covered in this policy. Questions should be directed to the Dean of Students.



## Chapter Nine: Parking, Facilities, and Amenities

### Section 1: Parking Policy, Violations/Sanctions, and Safety Tips

#### A. Parking Policy

*Possession of a Mitchell Hamline School of Law parking permit does not guarantee the permit holder a parking space; it merely guarantees your right to seek, and park in, an available spot in accordance with the following policies.*

There are various restrictions on parking on the streets near the law school. These restrictions are designed to ensure that parking is available for the residents of the neighborhood. It is important that all Mitchell Hamline students respect these restrictions because it is a way for the law school to be courteous and respectful of the people with whom we share the neighborhood.

From time to time the City of Saint Paul may post signs restricting parking on neighborhood streets. During the winter, parking is restricted on plow routes. Please be aware of these restrictions and respect them.

MHSL provides parking on its property (“Summit Lot” and “Portland Lot”), and has an agreement to use spaces located across Victoria Avenue in the Summit Avenue Assembly of God Church lot (“AOG Lot”), and an agreement to use the House of Hope Church parking lot located on the corner of Summit and Grotto (the “Grotto Lot”). Collectively, the “MHSL Parking Lots.”

All second, third and fourth year students who desire to park in the Summit, Portland or AOG Lots must apply for a permit (“Campus Parking Permit”). The fee for a permit is \$50.00 for the academic year (August 1 through July 31). All first year students may apply for a Grotto Lot parking pass (“Grotto Lot Permit”), which is valid only for the Grotto Lot. Permits for the Grotto lot are free for first year students and other students who do not want to purchase the Campus Parking Permit; however, parking in the Summit, Portland or AOG Lots with the Grotto Permit may result in tagging, towing, or both. The Facilities Department maintains a complete list of the permits issued.

In the northwest corner of the Summit Lot is a designated parking area for motorcycle parking.

**Parking in the Portland Lot is restricted to faculty and staff during the day, Monday through Friday, 8 a.m. to 5 p.m. After 5 p.m., students with a valid Campus Parking Permit are permitted to park in the Portland Lot.**

The AOG Lot is open for faculty, staff, and students with valid Campus Parking Permits, except on Wednesdays after 5p.m. and on days when the lot is posted for church parking only due to special events (weddings, funerals, etc.). Vehicles with Campus Parking Permits parked in the AOG Lot on Wednesdays after 5 p.m., or when it is posted for church parking only, may be ticketed and/or towed at the vehicle owner’s expense.

Grotto Lot is available for first-year students with Grotto Permits; however, faculty, staff, or students with valid Campus Parking Permits may also park in this lot.

All vehicles parked in one of the MHSL Parking Lots during building hours, Monday through Friday, must prominently display an appropriate parking permit or temporary permit on the rearview mirror or dashboard. Unless a student is going out of town for a school related activity, no overnight parking is allowed in the law school parking lots. Overnight parking must be approved by David Hellermann; [david.hellermann@mitchellhamline.edu](mailto:david.hellermann@mitchellhamline.edu)

Permits may only be sold by the law school and not offered for resale or exchange between, among, or by individuals. Anyone engaging in such activities will have their permits revoked and may be subject to disciplinary action.

Limited reserved parking is identified in the Summit and Portland Lots and may include temporarily reserved spaces for board members, judges and special event speakers. Handicap spaces are designated in each lot. Anyone parking in a reserved space improperly may be subject to ticketing and/or towing.

A vehicle occupying a handicapped space must clearly display a handicapped license plate or a window permit issued by the State of Minnesota. Vehicles not displaying the appropriate handicapped plate or permit or displaying the appropriate signage but not being driven by or used for transporting the person to whom the permit is issued are ticketed by the St. Paul Police Department. Fines can exceed \$200 and permit privileges can be revoked for inappropriate use of designated handicapped parking. Minnesota state law requires enforcement of handicapped parking spots on a 24 hours per day, 7-day a week basis, including holidays.

The school issues Campus Parking Permits to all regular part-time and full-time faculty and staff. They are valid for each employee's term of employment at the school. Based on availability, visitors to the law school are issued temporary guest permits at the security desk. These permits must be prominently displayed on the vehicle dashboard while the vehicle is in the lot. Visitors not displaying their guest permits will be subject to ticketing and/or towing.

During final exam periods, open parking is permitted.

These regulations are subject to change; however, every effort will be made to provide timely notification. Any policy changes, additions, or special instructions will be posted online and on the Video Messaging System.

## **B. Towing of Vehicles from MHSL Parking Lots**

Vehicles parked on any MHSL parking lot may be towed for the following reasons:

1. Parking at any yellow curb or other area designated as a no-parking zone;
2. Unauthorized parking in any reserved spot; or
3. Parking in any MHSL parking lot when the vehicle does not prominently display a valid Campus Parking Permit.

## **C. Parking Violations**

MHSL will issue tickets for all parking violations as follows:

- First offense: warning;

- Second offense: \$15.00;
- Third offense: \$30.00;
- Fourth offense: \$50.00 and the vehicle is subject to booting/towing, and the permit is revoked for the remainder of the fiscal year.

#### **D. Parking Lot Security Tips**

- Drive slowly through campus parking lots at a speed of less than 5 mph
- Lock all doors and close all windows. Don't leave valuable items in plain sight.
- Park in well-lit areas.
- Emergency call boxes are available at several of the outside perimeter entrance doors.
- Report crimes or suspicious individuals to security at (651) 290-6330 or (651) 227-9171 or by radio at (651)224-8763.
- Report ice or maintenance problems to security at (651) 290-6330 or (651) 227-9171 or by radio at (651)224-8763.
- Don't walk alone at night. Call security at (651) 290-6330 or (651) 227-9171 or by radio at (651)224-8763 for an escort.

## **Section 2: Facilities and Amenities**

### **A. ID and Building Access Cards**

New students must obtain a photo identification card during the first week of classes. Students need a MHSL I.D. to register and to borrow library materials. Students can obtain an identification card at the Library circulation desk. There is a \$10 replacement charge for a lost identification card.

### **B. Lockers**

Lockers can be rented on a first-come, first-served basis. The \$40 payment (cash or check) can be dropped off along with the application to the Finance Office, Room LEC 276.

Questions about locker rentals should be addressed to Jeannie Symicek at [jeannie.symicek@mitchellhamline.edu](mailto:jeannie.symicek@mitchellhamline.edu)

### **C. Lost and Found**

The campus Security staff is responsible for securing lost items. To turn in or claim an item, contact Security at the Information/Security desk or extension x6330. Lost items may be claimed from the person staffing the front information / security desk by providing a complete description of the item and providing ID, when applicable. Any items not claimed within one month may be discarded or donated to charity.

### **D. Room Reservations**

The principal purpose of room use at Mitchell Hamline School of Law is support of academic programs. The law school has rooms available on a first-come, first-served basis during times not scheduled by the Registrar for academic programs. Students may reserve rooms by using the [online form](#) for events and larger meetings. Room requests will be processed within 48 hours of receipt, Monday through Friday.

To reserve a room for studying or small group projects please use the [library reservation form](#). During final exams and other heavy study times, rooms can only be reserved for 4 hours maximum, due to limited small classrooms available in the building.

For room reservations regarding special event rooms such as The Kelley Board Room, Auditorium, Conservatory, or Chief Justice Chambers, please contact Jeannie Symicek at [jeannie.symicek@mitchellhamline.edu](mailto:jeannie.symicek@mitchellhamline.edu) for more information.

## **E. Bookstore**

The Mitchell Hamline Bookstore sells textbooks, study aids, school supplies, candy and snacks, health and beauty aids, as well as imprinted clothing and gifts for adults and children. The bookstore conducts book buyback year round. It is located on the lower level, Room LL45.

Hours for the bookstore and other store information can be found on the [Mitchell Hamline Bookstore website](#). Telephone Number: 651-290-6334.

## **F. Switchboard/Front Desk**

The switchboard is located at the Summit Avenue entrance. Switchboard personnel provide the following services from 8 a.m. until closing:

- Access to security 2-way radio
- Video message system submissions
- Help with room reservations
- Class changes and cancellations

The phone number for the Switchboard is: 651-227-9171.

## Chapter Ten: Other Law School Policies

### 10.1 Statement of Non-Discrimination

As required by state and federal law, Mitchell Hamline School of Law does not discriminate on the basis of race, color, creed, religion, sex, national origin, sex, gender (including identity and expression), marital status, sexual orientation, status with regard to public assistance, age or disability in admission or access to, or treatment or employment in, its educational programs and activities. “Educational programs and activities” includes but is not limited to admission, financial aid, classroom instruction, and disciplinary matters.

The Dean of Students is responsible for coordinating the law school’s compliance with its Statement of Nondiscrimination for students. The Dean of Students is also responsible for coordinating the law school’s compliance with Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1972, and all applicable laws and regulation prohibiting discrimination in educational programs. For more information, contact:

Lynn LeMoine  
 Dean of Students  
[lynn.lemoine@mitchellhamline.edu](mailto:lynn.lemoine@mitchellhamline.edu)  
 Room 119

Students who feel they have been discriminated against or harassed in violation of the law school’s nondiscrimination policy should make a complaint to the Dean of Students. Complaints will be investigated in a prompt, thorough, and impartial manner. Once the investigation is complete, the law school will take timely and appropriate corrective action, based on the results of the investigation.

Students who feel they have been discriminated against or harassed may also file a complaint under the law school’s Non-Discrimination or Sexual Harassment policies.

### 10.2 Problematic Consensual Romantic Relationship Policy

#### (a) Introduction and Scope

Many members of the Mitchell Hamline School of Law community form important personal and professional relationships with other members; this is as it should be. Some of these relationships are consensual and romantic in nature. While some consensual romantic relationships may be appropriate, others pose problems because they cross professional boundaries, thereby undermining the employment and educational environments that the law school seeks to provide its faculty, staff, and students.

This policy addresses *consensual* relationships. *Nonconsensual*, or unwelcome, conduct of a sexual nature is addressed in the law school’s Sexual Harassment Policy (see Chapter 2, section 2 in the Student Handbook).

**(b) Definitions**

A romantic relationship is problematic when:

1. It involves one participant who is in a position of power over the other participant, and/or
2. One participant has the ability to give employment-related or education-related preference to the other participant.

For purposes of this policy Faculty is intended to include assistant, associate, and professor of law, resident adjuncts, adjuncts, assistant adjuncts, field supervisors, tutors, and any other roles that serve the law school in a teaching or advising capacity.

**(c) Policy Statement**

Mitchell Hamline School of Law is committed to maintaining an academic and work environment in which the principles of mutual respect and professional ethics are honored and apparent or actual conflicts of interest, favoritism, or bias are avoided. Central to this commitment are the interactions among those in whom the law school has placed its trust to uphold these principles. This trust is put at risk when faculty, staff, or students engage in consenting romantic relationships that involve persons of unequal power.

It is a violation of this policy for a faculty or staff member to engage in a problematic consensual romantic relationship. Students are strongly discouraged from engaging in a problematic romantic relationship.

When a prohibited problematic romantic relationship arises that involves a faculty or staff member, the faculty or staff member shall promptly disclose it to the following:

1. Faculty: To the Associate Dean for Academic Affairs or the President and Dean;
2. Staff: To the employee's manager, the employee's senior manager, the Manager of Human Resources, or the President and Dean.

The law school's response will depend on the specific situation. In all situations, the response will include amelioration of the situation. For example, where feasible a subordinate's or manager's job responsibilities may be modified. As another example, a professor-student romantic relationship will cease until the student no longer is a student in the professor's class.

**Prohibited Relationships**

The following are examples of problematic romantic relationships that are prohibited:

1. Faculty member and his or her student whom the faculty member currently teaches or advises.
2. Faculty member and his or her research assistant.
3. Staff member and a student over whom the staff member has an evaluative, decision-making responsibility, or where the staff member coaches or counsels the student.
4. Manager and a subordinate (including student employees) reporting directly or indirectly to that manager.

These relationships are prohibited whether or not the power is exercised or preference is given, because the appearance of bias can seriously disrupt the academic or work environment.

### Strongly Discouraged Relationships

The following romantic relationships are strongly discouraged. The faculty member or manager involved must promptly disclose the relationship as set out below to determine if a conflict of interest exists and if any changes need to be implemented to maintain a culture of objectivity and avoidance of bias.

1. Faculty and a student who is not currently in the professor's class.
2. Faculty member or manager and a staff member who does not have a direct or indirect reporting relationship with that faculty member or manager.

### Exclusions

Consensual romantic relationships between two co-workers where no workplace power differential exists in the workplace are not "problematic relationships" as defined by this policy.

### **(d) Disclosure**

1. Faculty: To the Associate Dean for Academic Affairs, Manager of Human Resources, or the President and Dean;
2. Staff: To the employee's manager, a member of the President and Dean's Senior Leadership Team, Manager of Human Resources, or the President and Dean.

### **(e) Disciplinary or Corrective Action**

A faculty or staff member found to have committed a violation of this policy may be subject to a broad range of consequences, up to and including termination of employment. If necessary, a matter will be referred to the appropriate disciplinary authority as required by law school policy and by existing agreements with the faculty to determine what corrective action is appropriate.

### **(f) Questions**

Please direct any questions to the appropriate office: for Staff – Human Resources; for Faculty – Associate Dean for Academic Affairs or Human Resources.

Faculty and staff are responsible for comporting themselves in a manner consistent with this policy.

## **10.3 Weapons Policy**

### **(a) Policy Statement**

It is our objective to provide an environment free of hazardous or potentially dangerous situations. With that goal in mind, Mitchell Hamline School of Law maintains a strict policy prohibiting guns and all other weapons, to the extent permitted by law. This policy applies equally to everyone, *whether or not they possess permits to carry guns*. The school reserves the right to search and inspect the premises and persons of anyone while in law school premises or while engaged in law school business off premises, to determine compliance with this policy.













## Whistleblower Report Form

**Instructions:**

Submit or mail this form in a sealed envelope addressed to Human Resources, Vice President for Finance, or the President and Dean, Mitchell Hamline School of Law, 875 Summit Avenue, St. Paul, Minnesota, 55105

**Person reporting observed or suspected misconduct** (You may submit this form anonymously; However, it should be understood that any investigation may be hampered or be impracticable if the Reporting Person cannot be identified and questioned about the incident and related facts.)

Name: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Relationship to MHSL (faculty, staff, student, etc.) \_\_\_\_\_

**Person against whom the report of observed or suspect misconduct is being made** (please complete as thoroughly as possible):

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Department: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Please include specific facts and any documentation you have, as well as the names of any individuals with whom you have discussed your concerns. Use the next page of this form or attach additional sheets to fully describe the observed or suspected misconduct.

\_\_\_\_\_

\_\_\_\_\_

