****

**FREQUENTLY ASKED**

**QUESTIONS**

**2020-2021**

**Table of Contents**

Office of Student Affairs …………………………………..……………………………………………………………...3

Peer Mentoring Program…………………………………………………………………………………………………3

Course Selection……………………………………………………………………………………………………………..4

Professionalism………………………………………………………………………………………………………………4

Google Orgs…………………………………………………………………………………………………………………….5

Student Organizations………………………….………………………………………………………………………....7

 Law Journal…………………………………………………………………………………………………………………...8

Mock Trial and Moot Court……………………………………………………………………………………………..9

Scholarships…………………………………………………………………………………………………..………………9

AJMLS Classified Ads……………………………………………………………………………………………….……..9

Health Insurance…………………………………………………………………………………………………………....9

Code of Student Responsibility.........................................................................................................................10

Title IX/Sexual Misconduct Complaints.......................................................................................................11

Weekly Events……………………………………………………………………………………….……………………..14

Housing………………………………………………………………………………………………………………….…….14

Room and Tabling Reservations……………………………………..……………………………………….…….14

Counseling……………………………………………………………………..……………………………………….…….15

**Office of Student Affairs**

**What is The Office of Student Affairs?**

The Office of Student Affairs (“the Office”) provides support for students and student organizations to maximize the quality of their experience at the Law School. Our Office is committed to empowering students to develop leadership, organizational, academic, and professional skills that will enhance their transition from the academic arena to the professional world. In keeping with that pledge, we provide counseling to help students reach their academic, personal, and professional goals. Our Office also addresses student concerns and welcomes suggestions for improvements.

The Office is staffed by the Associate Dean of Student Affairs and the Assistant Dean of Student Affairs. The Associate and Assistant Deans also oversee all student groups, provide advisement to students and student organizations, develop and implement programs to enrich the learning experience, facilitate the ethical, intellectual, professional, and emotional development of students, create community programming, mediate disputes among and within student groups, and represent the students’ perspective to the faculty and administration. The Associate Dean is also responsible for enforcing the Title IX policy and investigating alleged violations of the Honor Code that are non-academic.

**Peer Mentoring Program**

**What is the Peer Mentoring Program?**

The Peer Mentoring Program was created specifically for incoming students to help them navigate the first-year experience and engage with the AJMLS community. The goal of the program is to increase student retention, improve overall academic performance, provide an on-going orientation to all aspects of law school, and foster academic and social integration. Each first-year student is assigned a mentor. Mentors undergo extensive training and are responsible for helping their mentees navigate through the everyday challenges of school and the community by drawing upon their personal knowledge and experiences.

**What kind of assistance and support does a peer mentor provide?**

Peer mentors provide academic and social support. Since mentors are upper-class students, they have already gone through the first year experience. They are very resourceful and can answer new students’ questions about wide-ranging issues running the gamut, from housing and the challenges of law school, to extracurricular activities and preparing for classes.

**If I have concerns about my peer mentor what should I do?**

If you encounter a problem, please address this concern to the Dean of Students at sharrison-mercer@johnmarshll.edu.

**Course Selection**

**If I need help choosing my courses, who should I contact?**

The Associate Dean of Academic Programs and the Associate Dean of Student Affairs are available to offer academic counseling and to assist you with mapping your law career. You can view a sample course load for full-time and part-time students on the AJMLS website. To access this information, go to the “Current Students” tab and click on “Academic Affairs” and then click on the “Master Curriculum List.” Please select the curriculum for your division.

**Professionalism**

**What is the Professionalism Series?**

The Professionalism Series is coordinated by the Office of Student Affairs and the purpose of this Series is to help students establish good practices and high ethical standards early in their training. It is also an opportunity for students to meet practitioners and members of the judiciary who exude the highest standards of professionalism and ethics. Participation in the programs in the Series is mandatory for all full-time, first-year students; however, we welcome participation by all students. The Series has featured prominent members of the legal community, including Judge Nahmias of the Georgia Supreme Court, Judge John Ellington, Chief Judge of the Georgia Court of Appeals, Linda Klein, President of the State Bar of Georgia, Judge Herbert Phipps, Former Chief Judge of the Georgia Court of Appeals, Patrise Perkins Hooker, Former President of the State Bar of Georgia, and Attorney Paula Frederick, General Counsel for the State Bar of Georgia.

The Chief Justice’s Commission on Professionalism and the Office of Student Affairs and Career Development Offices have partnered to design a pilot program on professionalism for second-year law students. During the school year, second-year students will attend mandatory sessions devoted to sharpening soft and hard skills, promoting the importance of professionalism, and educating students on the ethical and professionalism standards to which law students and lawyers must adhere. Students are provided with insight into the professional expectations and standards for navigating a job search and exhibiting professional behavior in a professional environment. The program for second year students is designed to provide training beyond that of the first-year of law school and equip second-year students with practical tools for navigating job searches, internships, externships and the bar application process.

**What are the consequences of missing a program in the Professionalism Series?**

Failure to attend mandatory programs may result in a letter being placed in your academic file. When students petition the Dean or one of the Associate Deans for variances, reinstatement, or other matters, their academic record will be reviewed before such decisions are made. Your academic record also will be reviewed by the Associate Deans when you apply for the Bar Exam. To be eligible to sit for the exam, you must be certified as fit to practice law. That determination hinges in large part on the information in your academic record. If you have an emergency that requires you to miss one of the professionalism programs, please contact the Dean of Students immediately.

**Google Orgs**

**What resources are available through Google?**

**Google** is a web service offered to students and student organizations. Google offers an online community management system that centralizes campus involvement.  The web-based platform streamlines communication and helps to build a stronger campus community. Google enables AJMLS student organizations, The Office of Student Affairs, and other departments to communicate with students and staff, track student involvement, and manage campus organizations and programs.

 All students are automatically registered for Google. If, for any reason, you are not registered on Google, please contact The Office of Student Affairs, or the Assistant Dean of Students to receive instructions.

**Do student organizations use Google?**

Newly formed organizations that are recognized by the Student Bar Association (SBA) and the Dean of Students can submit a request to have a page set up on Google.  You must select an individual, preferably someone who is a member of your organization’s executive board, to serve as Administrator of the Google page that will be set up on your organization’s behalf.  The Administrator is responsible for populating the Google page, sending messages out to the membership, and uploading files, photos, and videos of the organization’s events to the Google page.  You can also select individuals to serve as Officers.  Officers have less managerial responsibilities, but they can submit event request forms and other forms related to coordinating event logistics and organization general body meetings per the protocol established in the Student Organization Manual.

**What are the requirements for student organizations administering a Google page?**

 Google is an extension of the AJMLS community; therefore it is imperative that our student leaders and general student body take every precaution to make sure information posted or saved on the AJMLS Community Page or the individual student organization or departmental portals reflect the high standards of professionalism and ethical conduct that are required of the students, faculty, and staff.  The following policies apply to receiving and maintaining one’s profile or a student organization portal. Failure to adhere to these policies may result in termination of a student or student organization’s Google privileges.

1. Only registered students, recognized student organizations, faculty, staff, and alumni are allowed to have a profile/account.
2. Google is to be used for the sole purpose of communicating information regarding organizational and AJMLS community-wide meetings and events, current events in the news, and non-controversial postings on organizations’ portals.
3. The use of Google for promoting or advertising commercial goods or services, soliciting customers or inventors, selling and distributing goods or services is strictly prohibited.
4. Individual student profiles/accounts must not be shared with non-students or outside entities.
5. Links to resources outside of the AJMLS server must not violate the above policies and guidelines.
6. Students and organizations should avoid posting materials that violate copyright law; distribute and create computer viruses; promote slander; convey images or written content that is blatantly sexual, lewd, intimidating, and/or vulgar in nature, or that would be offensive to viewers; promote the consumption of alcohol, drugs or the like; promote violence or hostility to individual students, student organizations or the AJMLS community as a whole; personally attack individuals, students, faculty, or departments of AJMLS; or contain legally, ethically or morally questionable material.

When populating your Google page, it is important that you adhere to all copyright laws.  If you are unsure of original works or any material that may be protected by copyright please review the copyright laws and procedures by visiting the Copyright Office website at <http://www.copyright.gov/>.  For any other questions regarding the positing of copyrighted material, students may contact Student Services or the Director of the Library.

 Students are expected to use good judgment in the construction of their Google profiles/accounts. If questions regarding appropriate material remain after reading this policy, the Student Organization Manual, the Student Handbook and/or the Student Code of Responsibility, students are encouraged to contact the Dean of Students.

All conduct and/or materials that violate this policy or other referenced AJMLS policies may be subject to sanctions and disciplinary action.

**Student Organizations**

**What is the SBA and what do they do?**

SBA is the acronym for Student Bar Association. The SBA is the student government organization for the school. Each year, an executive board is elected by the student body. The purpose of the SBA is to share with the faculty, staff, and administration the student perspective. This includes representing the student body and its diverse issues and concerns in three categories – academics, service, and social development. The SBA sponsors speakers and forums to provide educational and networking opportunities to students and coordinates community service and social events for the student body.

**How do I become a member of SBA?**

All enrolled students are automatically members of the SBA. Please contact your SBA representatives to find out how you can get more involved. Your SBA executive officers for the 2020-2021 year are listed below:

* President: Promiss Yarber
* Vice President: Edward Hardrick
* Secretary: Brianna Smith
* Treasurer: Mario Pereira
* Parliamentarian: Whitnie Carter
* Advisor: Dean Harrison-Mercer

**How do I get involved with other student organizations?**

The name and mission of each organization can be found on the AJMLS website. To access this information, visit [www.johnmarshall.edu](http://www.johnmarshall.edu). Once on the website, go to the **“AJMLS Students”** tab and then click **“Student Organizations”** on the dropdown menu. Information about student organizations and student organization events can also be accessed on Google Orgs.

**How many student organizations are on campus?**

There are currently eleven student organizations on campus. These organizations represent various professional, academic, cultural, and recreational interests of the student body. The number of student organizations can fluctuate each year based on student interest. Some of the organizations that are currently active on campus include Black Law Students Association (BLSA), Criminal Law Society, Georgia Association of Women Lawyers (GAWL), Phi Alpha Delta (PAD) and Sports and Entertainment Law Society (SELS).

**How do I start a student organization?**

New student groups may apply to the SBA and the Dean of Students for recognition. Student organizations that are officially recognized by the law school are given access to an array of campus services, meeting spaces, and systems. There is a process to seek formal recognition. To apply for recognition, your group or organization must complete a “Student Group/Organization Initial Recognition Request Form.” This form is available on Google. Please contact the Office of Student Affairs for the form. For a request for recognition to be approved, membership must be open to all AJMLS students. More information on this process can be found in the Student Organizations Manual. Please contact the Office of Student Affairs for a copy of the manual.

**How do I join a student organization?**

You can join an organization by attending an organization’s general body meetings and complying with its individual membership requirements (e.g. paying dues, etc.) You may be informed about general body meetings by accessing the Master Calendar on Google Orgs, which will provide details pertaining to organization meetings and events.

**Where can I find more information about each student organization?**

The Office of Student Affairs sponsors a Student Organization Expo during New Student Orientation. The purpose of the Expo is to provide students with an opportunity to learn more about the school’s student organizations. For more information, you can also contact The Office of Student Affairs. Each student organization also has a webpage on Google that you may visit for additional information.

**How do I reserve a room for my organization?**

Organization leaders should have access to the Google Forms link which will allow organizations to request a room reservation. To access the room-reservation link, go to <https://goo.gl/forms/xJgwpVaLA9mZgIcz2>.

**Law Journal**

**What is the process for becoming a member of the Law Journal?**

Full-time and part-time students must complete Torts, Contracts, Property, Civil Procedure, and Legal Writing and have a minimum GPA of 2.5 to apply to the Journal. Once a member of the John Marshall Law Journal, a student must maintain a GPA of 2.5. Prospective members are invited to join the Journal through a semi-annual write-on competition. Students will be asked to submit a memorandum based upon a topic of the Editorial Board’s choosing. Students will also be asked to complete Bluebook citation and cite-checking exercises. Each submission is graded anonymously by members of the Journal. Those submissions that meet the criteria previously established by the Editorial Board will be invited to join the Journal.

**Mock Trial and Moot Court**

**What is the process for becoming a member of a moot court or mock trial competition team?**

First-year students are not eligible to compete on moot court or mock trial competition teams; however, students who are interested in learning more about try-outs and the eligibility requirements should contact Professor Malempati at smalempati@johnmarshall.edu. Professor Malempati is the advisor to most AJMLS competition teams. Students who are interested in trying out for the BLSA moot court or mock trial teams should contact Dean Harrison-Mercer.

**Scholarships**

**Where can I find information about scholarship opportunities?**

The Office of Financial Aid has compiled a list of external scholarship opportunities. The list is available on the school’s website on the “Current Students” tab. Once on the “Students” page, click on the “Loans and Scholarships” link. You must be enrolled at the school to access the scholarship list.

**AJMLS Classified Ads**

**How do I access the AJMLS Classified Ads?**

The Office of Student Affairs maintains the School’s Classified Ads page. Students use this page to post ads about rooms for rent, books for sale, joining carpools, and many other things. To access it, you must first log into your AJMLS email account. Next, proceed to the AJMLS homepage. Once on the homepage, go to the “AJMLS Students” tab and click on “Student Services” on the dropdown menu. Once you are on the Student Services page, click on “Classified Ads” on the left column to create or read an ad.

Students may access the Classified Ads Forum to post and view AJMLS ads by using the link below.

<https://www.johnmarshall.edu/ajmls-students/student-services/housing/>

**Health Insurance**

**Does AJMLS provide health insurance to students?**

No, AJMLS does not offer health insurance plans to students. Although the Law School will not require students to have insurance, we strongly encourage all students to purchase insurance coverage. An unexpected injury or sickness can result in heavy financial burdens. Given the high cost of education, these burdens sometimes force students to withdraw from law school. There are several ways to secure individual and family insurance plans. It is possible that you will find a plan that meets your individual needs by visiting the following websites: <https://www.healthcare.gov/> or <https://www.jamesgroupllc.com/index.php/request-a-quote>

**Code of Student Responsibility**

**If I have witnessed or have knowledge of a violation of the Code of Student Responsibility, do I have to report it?**

The Code of Student Responsibility states that any student who has knowledge of a code violation **should** report it to the Associate Dean of Academic Programs or the Associate Dean of Student Affairs. The Associate Dean of Academic Programs investigates alleged violations that are academic in nature. The Association Dean of Student Affairs investigates violations that are non-academic in nature.

**If I am having a conflict with another student what should I do?**

The Dean of Students mediates disputes between students and should be contacted if you have a conflict with a student that you do not feel capable of handling on your own, especially if the conflict is interfering with your studies.

**If I perceive a student to be a threat what should I do?**

To address incidences involving potential threats to student safety, AJMLS has created a Threat Assessment Team (TAT). The TAT is a multi-disciplinary team that responds to reports from faculty, staff, and students about behavior exhibited by a student that is disruptive and/or threatens, or that is perceived to threaten, the safety of the student or others on the AJMLS campus. The TAT also identifies and connects a student of concern with the appropriate interventions and provides periodic, post-incident follow-up with the student, as needed.

Any student whose apparent physical and/or mental state or related conduct is such that the student may be, or has become, a threat to himself or herself, others, the educational process, or the AJMLS community in general should immediately be reported to 911 and the Threat Assessment Team.

The following members of the AJMLS community sit on the Threat Assessment Team, and their contact information can be found in the threat assessment brochure:

* Judith Barger, Associate Dean of Academic Administration
* Sheryl Harrison-Mercer, Associate Dean of Student Affairs
* Scott Boone, Associate Dean of Academic Programs
* Kylie Gerks, Off Campus Counselor
* Campus Security Officer

**What other resources are available to students?**

The Law School also has victim advocates who are trained to provide assistance to students who experience sexual violence. While the victim advocates are not professional, licensed counselors, they are available to provide valuable sources of support for a complainant. The role of victim advocates is:

* To provide options for access to medical care and forensic exams
* To ensure victims/survivors are aware of their options for reporting
* To help victims connect with counseling and crisis intervention services
* To guide victims/survivors through the disciplinary process

The victim advocates for the 2020-2021 academic year are:

Nicole Rizza: narizza@johnmarshall.edu

Kamali Thompson: kthompson@johnmarshall.edu

Shombraya Goodman:segoodman@johnmarshall.edu

**If I have complaints or suggestions about how to improve the school who should I report them to?**

Our staff has an open-door policy, but you may also schedule an appointment to speak with the Dean of Students. Students can anonymously submit concerns and/or recommendations through the online Suggestion Box. The Suggestion Box can be found on the “Student Affairs” page of the AJMLS website. Go to the “Current Students” tab and click on “Student Affairs” on the dropdown menu. Once on the “Student Affairs” page, click on the link that says, “Suggestion Box.” Complete the required sections of the form and click “Submit.” Although the form asks for your email address, you have the option of leaving that box blank and submitting your request anonymously. All requests are received and reviewed by the Dean of Students and other law school administrators.

**If I have other complaints, suggestions, or concerns that I would like to discuss, who should I speak to about them?**

The Dean of Students has an open-door policy and welcomes your feedback on any aspect of your experience at the law school.

**Title IX/ Sexual Misconduct Complaints**

**What is Title IX?**

Atlanta’s John Marshall Law School is committed to providing a successful learning and working environment for all members of its community, free from any sexual misconduct or harassment. The law school regards such behavior as a violation of the standard of conduct required of all students. In addition to facing sanctions from the law school for violation of its policy on sexual misconduct, a person who engages in sexual misconduct may be held personally liable to the victim and subject to sanctions independent of those imposed by the Law School. The Dean of Students shall serve as the contact person for all complaints made against John Marshall students. Students who are interested in filing a complaint against an AJMLS employee should contact the HR/Office Manager.

**What resources are available to victims of sexual violence?**

The Law School has several students who serve as victim advocates. Contact information for those students can be obtained from the Title IX Coordinator and on the law school’s website using the following link: <https://www.johnmarshall.edu/ajmls-students/student-services/title-ix-policy/>. Off-campus counselors, advocates, and health care providers will also generally maintain confidentiality and will not share information with the Law School unless the complainant requests the disclosure and signs a consent or waiver form.

Below are a few other resources that offer assistance to victims of sexual misconduct or harassment:

 Georgia Crisis and Access Line Metropolitan Counseling Services

 1-800-715-4225 404-321-1794

 Atlanta Police Grady Rape Crisis Center

 404-230-9167 404-616-4861

 Rape, Abuse, and Incest National Network

 1-800-656-HOPE

**Where can I find the school’s Title IX policy?**

The Title IX policy can be found on the “Student” page of the AJMLS website. Go to the “AJMLS Students” tab and click on “Student Affairs” on the dropdown menu. Once on the “Student Affairs” page, click on the link that says “Policy on Sexual Misconduct.” Once you are on the “Policy on Sexual Misconduct” page, click on the link that says, “Sexual Misconduct.” The full policy will open in a new window.

**Where do I report acts of sexual misconduct?**

The Law School provides several options for students who believe they have been subjected to sexual violence or harassment. Any law school student who has a concern, inquiry, or complaint regarding prohibited misconduct should feel free to seek information and advice concerning the law school’s policies and guidelines, its formal and informal grievance procedures, and the counseling and other services the law school makes available to victims of sexual misconduct or violence. If you have questions, please contact the Title IX Coordinator, Dean Sheryl Harrison-Mercer, at (678) 916-2682 or (404) 808-7887. She can also be reached by email at sharrison-mercer@johnmarshall.edu.

**Who do I call if I do not want to make a formal complaint?**

The Law School encourages victims of sexual violence to talk to somebody about what happened so victims may receive the support they need and so the Law School may respond appropriately. Different employees on campus have different abilities to maintain a complainant’s confidentiality. A complainant has various reporting and confidential disclosure options available to them.

Professional, licensed counselors who provide mental-health counseling to members of the Law School community are not required to report any information about an incident to the Title IX Coordinator without a complainant’s permission. The Law School offers professional counselors on and off campus, free of charge. The contact information for those counselors is listed below.

 **Counseling Services Off Campus**
 Kylie Gerks, MS, MFT
 The ATL Therapist: Individual, Couples,
 Family Therapy Midtown Psychotherapy Associates, LLC
 [(678](https://maps.google.com/?q=1708+Peachtree+Street,+Suite+500+Atlanta,+Georgia+30309+(678&entry=gmail&source=g)) 673-3878 (office)

 (678) 577-8187 (cell)

[kyliegerks.com](http://kyliegerks.com/)

**Counseling Services- On Campus, Off Campus and TeleCounseling**

1 Alliance Counseling and Psychotherapy Services

(678) 310-6631

info@1AllianceCPS.com

1AllianceCPS.com

A complainant who speaks to a professional counselor must understand that if the complainant wants to maintain confidentiality, the Law School may be limited in its ability to conduct an investigation into the particular incident or pursue disciplinary action against the respondent. Even so, the counselor will still assist the complainant in receiving other necessary protection and support, such as victim advocacy, academic support or working or course schedules. A complainant who at first requests confidentiality may later decide to file a complaint with the school or report the incident to local law enforcement and have the incident fully investigated. The counselor will provide the complainant with assistance if the complainant wants it.

**Weekly Events**

**Does the school advertise weekly events?**

The Office of Student Affairs sends a weekly email publication to all students that includes upcoming events. The newsletter advertises AJMLS student organization events and other events in the metro-Atlanta Area.

**How can I get an event advertised in the Weekly Events newsletter?**

All requests to include information in the weekly events newsletter must be approved by the Assistant Dean of Student Affairs. Requests must be made and approved by 5:00 p.m. on the Wednesday before the week during which you want your notice to run. All requests should be emailed to hjamison@johnmarshall.edu.

**Housing**

**Does AJMLS offer housing for students?**

Atlanta’s John Marshall Law School has partnered with Places4Students.com, an off-campus housing service for students that assists students in their efforts to search for housing accommodations and find roommates. Places4Students.com also posts student sublets for free. Students, faculty and staff can use this service to conveniently search listings online.

To access this service, go to

<https://www.places4students.com/Places/School.aspx?SchoolID=07Mnh88fms%3d>.

Students may register to post a sublet/roommate listing at

<https://www.places4students.com/Student/Index.aspx>.

Landlords may register to post rental listings at

<https://www.placess4students.com/Landlord/inde.aspx>.

If you need additional information, please contact admin@places4students.com or 1-866-766-0767. Customer service hours are Monday-Thursday, 9:00 a.m.-7:00 p.m. and Friday 9:00 a.m.-5:00 p.m.

**Room and Tabling Reservations**

**How do I request a room or table for an on-campus event or meeting?**

If you wish to reserve a room or table for an event or meeting, you may submit an online form to request the space. You will be required to enter your name, contact information, meeting/event date, and room options. The following link will lead you to the online form. <https://goo.gl/forms/xJgwpVaLA9mZgIcz2>

**Counseling**

**What counseling resources are available to students?**

Professional counseling services are available to Atlanta’s John Marshall Law students on and off campus at no charge to the student. Each student is allowed six free counseling sessions per year. Students may reach out to the Office of Student Affairs to schedule an appointment or contact the counselors directly:

**Counseling Services - Off Campus**

Kylie Gerks, MS, MFT

The ATL Therapist: Individual, Couples,

 Family Therapy Midtown Psychotherapy Associates, LLC
 [(678](https://maps.google.com/?q=1708+Peachtree+Street,+Suite+500+Atlanta,+Georgia+30309+(678&entry=gmail&source=g)) 673-3878 (office)

(678) 577-8187 (cell)

[kyliegerks.com](http://kyliegerks.com/)

**Counseling Services- On Campus, Off Campus and TeleCounseling**

1 Alliance Counseling and Psychotherapy Services

(678) 310-6631

info@1AllianceCPS.com

1AllianceCPS.com