

## CLASSROOM TECHNOLOGY

The use of classroom technology, including lectern computers and control panels, is restricted to Law School faculty and staff, or individuals who have been trained by Academic Computing staff. Wired lecterns may not be moved, rotated, disconnected, or otherwise adjusted by anyone except Academic Computing staff or individuals under the supervision of Academic Computing staff, including student workers serving as representatives of the Academic Computing department.

## COMPUTERS

### **Computer Facilities**

The Law School provides wireless access throughout the entire building. In addition, the Law School offers PC workstations available for student use in various locations in the Law Library. All PC's are networked to high speed printers for student use. Printers/photocopiers are located at the end of the corridors on all three floors, at the end of the cafeteria corridor, and throughout the Library. Mechanical problems with any of the copiers should be reported to UNIT's TechZone, as all printers/copiers are maintained and serviced through TechZone staff. Network issues should be reported to Computer Services. The library also contains study carrels where students with laptop computers may access the network and Internet.

Printers/copiers are Wildcard-operated. Each student will be allocated \$50 credit for printing per semester. Additional pages will be available via charge to the student's Wildcard.

Lexis provides two small printers to which students may print from Lexis only at no charge. They are located in the Library's second floor copy room.

Use of the Law Library computers is limited to students by password log-in to the network. All computers and network connections provide access to the Law School's local area network, Internet, email, library IP-authenticated subscription databases, word processing, and other software. Remote access to Library databases is also provided.

Students with questions about wireless access should contact the TechZone@VLS Office in the Law Library.

### **Computers in Classes**

Students are not required to have laptop computers when coming to Villanova Law; however, many students use laptop computers for taking notes in classes and for Law School exams. Seats in the Law School's classrooms, seminar rooms and court rooms are wired with AC power outlets for students to plug in their laptop computers. Some professors may not allow laptop use in their classes.

During class, computers should be used only for class-related activities.

Students should be aware that federal law prohibits copying or downloading copyrighted materials, such as computer programs or music files, without a license, unless doing so is a fair use under Federal guidelines.

Law students are able to take final exams on computer, see [Computer Use During Exams](#).

## COMPLAINT POLICY

### **A. Reporting a Complaint**

The Law School wishes to hear any student concerns about significant problems that directly implicate the school's program of legal education and its compliance with the ABA's Standards and Rules of Procedure for Approval of Law Schools. Any student having such a concern should submit it in writing to the Associate Dean for Academic Affairs. The complaint should state the facts that form the basis for the complaint and how the matter implicates the Law School's program of legal education and its compliance with a specific identified ABA standard(s).

#### **B. Resolving the Complaint**

When a formal written complaint has been made in accordance with section A, the Associate Dean for Academic Affairs shall investigate as soon as possible, but in no event later than 20 business days after the filing of the written complaint with the Associate Dean for Academic Affairs. The Associate Dean for Academic Affairs shall attempt to resolve the complaint, if possible, within the 20 business day period. If resolution is not possible, the Associate Dean for Academic Affairs may refer the matter to the appropriate administrator, administrative body, or an administrative official designated by the Dean (the "Dean's designate").

If referral of the complaint is made as referenced above, the administrator, administrative body or Dean's designate shall attempt to resolve the complaint as soon as possible, but in no event later than 20 business days after referral by the Associate Dean for Academic Affairs.

Upon completing the investigation of the complaint, the Law School shall communicate its findings and, if appropriate, its intended actions to the complainant.

#### **C. Appeal Process**

If the complainant is dissatisfied with the outcome or resolution, that individual has the right to appeal the decision. The complainant should submit his/her written comments in a timely manner to the Dean of the Law School, but in no case more than two weeks after communication to the complainant of the findings of the investigation. The Dean's decision shall be communicated to the complainant and the investigator(s) within 20 business days and shall be final.

#### **D. Maintaining a Written Record of the Complaint**

The Law School shall maintain a complete written record of each complaint and how it was investigated and resolved. Written records shall be maintained in a confidential manner in the Office of Academic Affairs for seven years from the date of final resolution of the complaint.

#### **E. Protection Against Retaliation**

The Law School prohibits retaliation by a faculty member, administrator, staff employee, or student against any student who makes a complaint under this Policy.

#### **F. Not Exclusive Complaint Policy or Procedure**

The Villanova Law School Student Handbook contains separate Policies, including among others, those pertaining to sexual harassment or other discrimination complaints and complaints under the Academic Code of Student Conduct or Non-Academic Student Misconduct Hearing Procedure. Where more than one Policy may apply to the complaint, the Law School shall follow the Policy that it deems most appropriate to the situation.

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