

Law School Events Policy & Procedure

Effective immediately, all law school events organized by student organizations must be approved by the Law School Student Affairs and Records Office **before** the event is submitted for University approval. All event requests must be made no later than **21 calendar days*** before the event. Please send your event details in writing to the Student Affairs and Records Office (lawrooms@regent.edu) for approval. Once approved by the Student Affairs and Records Office, you will be granted permission to fill out the appropriate form with Administrative Services. Student Affairs and Records Office approval does not guarantee Administrative Services approval. **Student organizations are prohibited from advertising the event before Administrative Services final approval. All Advertisement must be approved by Dean Van Essendelft.**

* This requirement may be waived in writing by the Dean of Student Affairs only if the event involves an extremely high-profile speaker or the sponsoring organization presents written proof of other extraordinary circumstances that prevented a timely request from being submitted.

Event Details must include:

- Date of the event and alternative date(s) for the event (in order of preference)
- Starting and ending time
- Student Organization in charge of the event
- Names and mobile phone numbers of two points of contact for the event (main and alternate)
- Title and Purpose of the event
- Target audience for the event (1L class, 2L class, 3L class, all law students, etc.)

Any violation of this policy will result in the following penalties:

- First violation: Each student leader of the organization in charge of the event will be notified of the violation and will be required to read, sign, and submit to the Student Affairs and Records Office a written copy of the above policy. The submission must be made within 7 business days or a hold will be placed on the student's account.
- Second violation: The student leadership of the organization in charge of the event will be required to meet with the Dean Van Essendelft, Associate Dean of Student Affairs and Academic Policy within 10 business days or a hold will be placed on the accounts of all student leaders of the organization.
- Third violation: The student leadership of the organization in charge of the event will be required to meet with the organization's faculty advisor and the Associate Dean Walton within 10 business days or a hold will be placed on the accounts of all student leaders of the organization. The student organization will be prohibited from sponsoring another event within 60 days of the date the violation was discovered.

If you have any questions about the above policy, please contact Dean Van Essendelft (RH 239A) or Rebecca Cartier, Student Affairs and Records Office Manager (RH 239B).