



Student Handbook
GUANAJUATO, MEXICO

Classes in International and Comparative Law
Sunday, June 3 to Sunday, July 1, 2012

Externship
Monday, July 2 to Saturday, July 14, 2012
Mexican Legal Institutions and Social Development

Program Directors
Profs. Antoinette Sedillo López, William MacPherson and Pedro Vázquez Nieto

Summer Law Institute
Facultad de Derecho
Universidad de Guanajuato
Lascurain de Retaña #5
Guanajuato, Gto.
Mexico, 36000

**READ THIS HANDBOOK COMPLETELY
BEFORE YOU LEAVE FOR MEXICO.
YOU ARE RESPONSIBLE FOR KNOWING ITS CONTENTS.**

SUMMER LAW INSTITUTE HANDBOOK
GUANAJUATO, MEXICO
Summer 2012

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**SUMMER LAW INSTITUTE
GUANAJUATO, MEXICO
Summer 2012**

The University of New Mexico School of Law (UNM) has presented programs in Guanajuato since 1985. The Summer Law Institute (Institute) is organized in cooperation with UNM, Universidad de Guanajuato Facultad de Derecho, Texas Tech University School of Law, and Southwestern Law School. This cooperative effort introduces non-Mexican students and lawyers to Mexico's legal system and culture.

The Institute's philosophy is that a legal system is inextricably intertwined with other systems in a culture. It tries to place the law in its cultural context, both in and outside the classroom. Classes are supplemented by guest discussions with Mexican scholars and excursions to places of legal and cultural interest. An atmosphere of informal interaction between faculty and students is one of the benefits of the Institute's low student-faculty ratio. The Institute's goal is to present this philosophy in a serious academic setting through a concentrated four-week course that requires serious class preparation and intellectual commitment, but also allows students to experience and enjoy Mexico.

The normal course load is six credit hours, plus an additional two credit hours for an optional two-week judicial or law office externship, coupled with a course on Mexican Legal Systems & Social Development.

GENERAL INFORMATION

TENTATIVE CLASS SCHEDULE

Monday-Friday

9:00-10:50 a.m.	Overview of Mexican Law, MacPherson, Vázquez Nieto, and others
11:00-12:50 p.m.	Free Trade in the Americas including NAFTA, Lutz & Ramírez
1:00-2:50 p.m.	Comparative Indigenous Law, Zuni Cruz
5:00-6:50 p.m.	Mexican Legal Systems, Begne, Patrón and Olvera

TENTATIVE FINAL EXAM SCHEDULE

Saturday, June 30

9:00 a.m.-12:00 p.m.	Free Trade in the Americas including NAFTA
2:00 p.m.-5:00 p.m.	Mexican Legal Systems

Sunday, July 1

9:00 a.m.-12:00 p.m.	Overview of Mexican Law
2:00 p.m.-5:00 p.m.	Comparative Indigenous Law

EXTERNSHIP

Monday, July 2 to Saturday, July 14

Externship attire: coat and tie with dressy slacks or khakis and equivalent for women since you will be in a formal office setting. Typically you will take taxis to your externship site, so include this cost in your budget.

VERY IMPORTANT DATES FOR 2012 PROGRAM

May 25: Deadline to withdraw in writing and receive a full refund of tuition, program fees and externship fees. No part of the tuition or fees will be refunded to students withdrawing after this deadline.

May 28: Institute begins regular office hours Monday-Friday, 9 a.m.–2 p.m. and 4–7 p.m.

May 29: Recommended arrival date so we can help you find housing before the weekend.

ORIENTATION

June 3: 5 p.m. marks the **beginning of mandatory attendance for all students to the very important orientation, first lecture, and reception** at the Univ. of Guanajuato School of Law. Directions will be posted. This is your opportunity to meet the faculty and your fellow students. Classes, materials, lodging, Spanish classes and general living hints will be discussed. **DO NOT MISS IT!**

June 5: 12 noon deadline to elect to audit a course.

June 5: Deadline to pay the tuition and material costs for optional beginning and intermediate non-credit Spanish language courses. Tuition is estimated to be around U.S. \$70.00, which includes a non-refundable U.S. \$10 deposit.

July 1: Program and mandatory attendance end.

July 2: Externship begins.

July 14: Externship ends.

August 14: Deadline for faculty to submit grades to Director.

August 31: Deadline for grade submission to your law school (contact the Director if grades are late).

INSTITUTE OFFICE

The Institute office is on the second floor of the University of Guanajuato Law School (UGLS) towards the end of the atrium facing the formal stairwell. To call the office from the U.S., dial **1+ (011) + (52) + (473) 732-0006**. Enter **ext. 3097** for the Institute office once the automated answer begins. If you don't enter the extension, the switchboard operator will answer. Speak to the operator slowly and clearly.

If the office is closed, you can normally leave a message with the UGLS office staff. When you arrive in Guanajuato, please check in with the U.S. Co-Director, Prof. William MacPherson in person. You may also check in with the Institute administrative staff.

GUANAJUATO MAILING ADDRESS: Facultad de Derecho, Univ. de Gto.
Lascurain de Retaña #5
Guanajuato, Gto.
Mexico, 36000
Attn. (your name)
Summer Law Institute

U.S. air mail normally takes 1-3 weeks to arrive. It is delivered daily around 2:30 p.m. Addressees' names are posted outside the office. You must pick up your own mail; it reduces misunderstandings that have arisen when students ask someone else to do so.

U.S. MAILING ADDRESS: UNM School of Law
Guanajuato Summer Law Institute
MSC11-6070
1 University of New Mexico
Albuquerque NM, 87131-0001
Telephone: (505) 277-5265

EMERGENCIES

PROVIDE THIS INFORMATION TO YOUR EMERGENCY CONTACT IN THE U.S. To contact a student in Guanajuato in an emergency, the **prioritized** calling list is:

1. In Guanajuato: Professor & Program Co-Director William MacPherson
 - a. **Mon.-Fri. 9 a.m.-2 p.m. and 4-7 p.m. (Central time zone) 1+011+ (52) + (473) 732-0006 (w)**. Enter **ext. 3097** for the Institute office once the automated answer begins.
 - b. **After hours 24/7: 1+011+(52)+(473) 731-0988 (h) or 1+(505) 270-6984 (cell)** (dialed as a U.S. long distance call from outside the 505 area code). It's much more expensive to call cell phones in Mexico than land lines.
2. In Albuquerque:
 - a. Antoinette Sedillo López, UNM School of Law **(505) 277-5265**, lopez@law.unm.edu.
 - b. Daniel Ortega, UNM School of Law **(505) 277-5723**, Ortega@law.unm.edu
 - c. Robyn Côté, UNM Latin American & Iberian Institute **(505) 277-6843**, rcote@unm.edu
 - d. University of New Mexico Police Department **after hours 24/7 (505) 277-2241**
3. U.S. Embassy, Mexico City **after hours 24/7: 1+011+ (52) + (55)-5080-2000**, press "0", and ask for the duty officer. See complete Embassy information on page 14 below.

GETTING TO GUANAJUATO

If you are concerned about the spike in violence along some parts of the U.S. border, we recommend that you literally fly over the problem and travel by air. Indeed, given the violence in the border area and in some other Mexican states, we strongly discourage you from traveling to Guanajuato by car or bus this year. Feel free to contact a Co-Director about any security concerns you may have.

Be sure to obtain enough Mexican pesos before you leave for Mexico to cover your initial expenses, such as taxi fares. You may be able to buy pesos at the airport, or order them in advance from a large bank such as Bank of America. Once you arrive, you can obtain pesos as needed using your ATM card. You should be very cautious in general when using ATMs in Mexico. ATMs should be accessed only during the business day at large protected facilities (preferably inside commercial establishments, rather than at glass-enclosed, highly visible ATMs on streets).

A number of Americans have been arrested for passing on counterfeit currency they received in change. If you receive what you think is a counterfeit bank note, bring it to the attention of Mexican law enforcement.

BE SURE TO READ IN THEIR ENTIRETY THE COUNTRY- SPECIFIC INFORMATION SHEET AND TRAVEL WARNING FOR MEXICO FROM THE U.S. DEPARTMENT OF STATE AVAILABLE AT http://travel.state.gov/travel/cis_pa_tw/cis/cis_970.html. BOTH HAVE VERY IMPORTANT INFORMATION THAT YOU ARE RESPONSIBLE FOR KNOWING.

PROOF OF CITIZENSHIP

ENTRY/EXIT REQUIREMENTS: See http://travel.state.gov/travel/cis_pa_tw/cis/cis_970.html#entry_requirements for the latest entry requirements, or contact the Embassy of Mexico at (202) 736-1000 or any Mexican consulate in the United States.

All Americans traveling by air outside of the United States are required to present a passport or other valid travel document to re-enter the United States. This requirement also applies to sea travel (except closed-loop cruises), including ferry service. All travelers entering the U.S. **by land, sea or air** must present a passport or a passport card. **U.S. legal permanent residents** bearing their I-551 Permanent Resident card may board flights to the U.S. from Mexico.

Applications for the U.S. passport card are now being accepted. The card may **not** be used to travel by air and is available only to U.S. citizens. Further [information on the Passport Card](#) can be found on the U.S. Department of State web site. We strongly encourage all American citizens to apply for a U.S. passport well in advance of anticipated travel. American citizens can visit the Bureau of Consular Affairs website or call 1-877-4USA-PPT (1-877-487-2778) for [information on how to apply for a passport](#). **Note that hotels, banks, and most Mexican authorities expect U.S. citizens to have a valid passport, so if you don't have one, we strongly recommend that you apply ASAP so you receive it on time.**

The U.S. Department of State is unaware of any HIV/AIDS entry restrictions for visitors to, or foreign residents of, Mexico.

REGISTRATION: As required by UNM Study Abroad Health and Safety Policy 2710, the Co-Directors will register the Institute's program dates and roster with the U.S. Department of State. However, U.S. citizens planning to travel independently in Mexico before, during, or after the Institute or externship are encouraged to register their personal travel with the U.S. Department of State at <https://travelregistration.state.gov/ibrs/ui/>. **Registration is important; it allows the State Department to assist U.S. citizens in an emergency.**

MEXICAN MIGRATORY TOURIST FORM

U.S. citizens: You do NOT need a formal "visa" to enter Mexico. You do, however, need a "Migratory Tourist Form" (Spanish acronym "FMT"), which will be provided to you by the airline, either at the airport before departure or during your flight. You fill in the form before landing and hand it with your passport to Mexican Immigration at the airport. The form will be stamped with the number of days (in 30-day increments) you are allowed to stay. Ask for either 60 or 90 days depending on how long you will stay in Mexico after the program. Unlike a normal "visa," which would consist of a stamp in your U.S. passport, the FMT is a separate document that you keep together with your passport while you are in Mexico. When you leave the country, the airline will collect this form. **Do not lose it, or you will have to pay a fine.**

The FMT is also available at Mexican consulates, Mexican border crossing points, and Mexican tourism offices. The fee for the FMT is generally included in the price of a plane ticket.

If you are NOT a U.S. Citizen, different rules may apply, so check with the Embassy of Mexico or the nearest Consulate of Mexico.

If asked by Mexican immigration officials, explain that you are going to Mexico to study law through a U.S. university, and that you will receive academic credit from a U.S. university, not from a Mexican university.

TRAVEL BY CAR

We strongly recommend that you NOT drive to Guanajuato because you must pass through the border area, which currently is not safe, especially at night. Indeed, several border states and cities are singled out in the current U.S. Department of State Travel Warning for Mexico, available at http://travel.state.gov/travel/cis_pa_tw/tw/tw_5440.html. However, if you decide to drive, be extra cautious near the border. A practical problem in Guanajuato is the scarcity and expense of secured, off-street parking. See "Vehicle Permits" in the U.S. Department of State Country-Specific Information for Mexico (http://travel.state.gov/travel/cis_pa_tw/cis/cis_970.html) for important information about temporary import permits.

Driving and Vehicle Regulations: U.S. driver's licenses are valid in Mexico. The Government of Mexico strictly regulates the entry of vehicles into Mexico. Mexican law requires that only owners drive their vehicles, or that the owner be inside the vehicle. If not, the vehicle may be

seized by Mexican customs and will not be returned under any circumstances.

Insurance: Mexican insurance is required for all vehicles, including rental vehicles. Mexican auto insurance is sold in most cities and towns on both sides of the border. U.S. automobile liability insurance is usually **not** valid in Mexico, **nor is** most collision and comprehensive coverage issued by U.S. companies. Motor vehicle insurance is considered **invalid** in Mexico if the driver is found to be under the influence of alcohol or drugs.

Road Emergencies and Automobile Accidents: If you have an emergency while driving, the equivalent of “911” in Mexico is “060”, but this number is not always answered. If you are driving on a toll highway (or “cuota”) or any other major highway, you may contact the Green Angels (Angeles Verdes), a fleet of trucks with bilingual crews, at (01) (55) 5250-8221. If you are unable to call them, pull off the road and lift the hood of your car; chances are they will find you.

If you are involved in an automobile accident, you will be taken into police custody until it can be determined who is liable and whether you have the ability to pay any penalty. If you do not have Mexican liability insurance, you may be prevented from departing the country even if you require life-saving medical care, and you are almost certain to spend some time in jail until all parties are satisfied that responsibility has been assigned and adequate financial satisfaction received. Drivers may face criminal charges if injuries or damages are serious.

Road Safety: Avoid driving on Mexican highways at night. Even multi-lane expressways in Mexico often have narrow lanes and steep shoulders. Single-vehicle rollover accidents involving U.S. citizens are common, often resulting in death or serious injury. Use extreme caution when approaching towns, on curves, and when passing large trucks. All passengers should use seatbelts at all times.

Additional information in English about Mexican driver’s permits, vehicle inspection, road tax, mandatory insurance, etc., is available from the Mexican Secretariat of Tourism (SECTUR) at 1-800-44-MEXICO (639-426) or at <http://www.mexonline.com/drivemex.htm>. You may also visit Mexican Customs’ web site Importación Temporal de Vehículos (“Temporary Importation of Vehicles”) at http://www.aduanas.sat.gob.mx/aduana_mexico/2007/A_Body_Vehiculos.htm for detailed information in Spanish only.

Contact the Mexican Embassy or the nearest Mexican consulate in the U.S. for additional, detailed information prior to entering Mexico. Travel information for Baja California is available at <http://www.discoverbajacalifornia.com>.

TRAVEL BY BUS

All bus travel should be in daylight and on first-class conveyances. Although there have been several reports of bus hijackings and robberies on toll roads, buses on toll roads have a markedly lower rate of incidents than buses (second and third class) that travel the less secure “free” highways.

First-class, direct buses between major cities are cheap, fast, and efficient. From the border towns check to see if there is a bus with the name ETN, Primera Plus, or Omnibus. These are the trade names of three bus lines with excellent service. Their new, fast buses have air conditioning, bathrooms, reclining seats, television, and free soft drinks and snacks.

The Guanajuato bus station is separated from the city by a row of hills. Plan to take a taxi into town. It is easier than the local bus for your first arrival, and it will cost about U.S. \$3-4.

TRAVEL BY PLANE

The Leon International Airport (airport code “BJX”) is 16 miles from Guanajuato. Airport taxis to Guanajuato cost about U.S. \$30-35 per taxi.

FINANCES

Former students estimate that it costs U.S. \$900 to \$1500 to live in Guanajuato for 4-6 weeks. Some students spend considerably less. This sum includes rent, food, laundry, and entertainment. It does not include souvenirs, additional tourist travel, or emergencies.

Externship participants: Typically, you will take taxis to your externship site, so include this cost in your budget. It costs between three and five dollars to take a taxi to most places within Guanajuato.

ATMs: You should buy some pesos before you arrive in Mexico. Once in Mexico, you can get pesos with your ATM card. ATMs are nearly as common as in the U.S. Check with your bank about any ATM fees, and read the Country-Specific Information about precautions when using ATM machines. We have found that Bank of America, Citibank, and HSBC offer free or low-cost ATM withdrawals. Money can be sent to you, but it is expensive and you may have to travel by bus to the city of Leon, 34 miles away, to pick it up. The easiest way to “send” money would be to have it deposited in your ATM-accessible U.S. bank account. Of course, do not carry large sums of cash.

Credit cards: Credit cards are accepted at most commercial businesses throughout Mexico. Research any foreign-currency transaction surcharges applicable to your card so that you are not surprised by them. Be sure to **call your credit card customer service to let them know in advance the dates you may be using your card in Mexico**. Unexpected foreign-currency charges could cause the card issuer to suspect fraud and freeze your account, which could be very inconvenient. If you have several credit cards, bring only one or two in order to minimize your inconvenience should you lose your wallet or purse. We strongly recommend that you photocopy the front and back of your credit cards and leave the copy with an emergency contact in the U.S. who can cancel your credit cards for you if necessary. Alternatively, make sure you have the toll-free international credit card customer service phone number should you need to cancel your card from Mexico and order a replacement. **Read the Country-Specific Information about precautions to take when using credit cards.**

WHAT TO DO WHEN YOU ARRIVE

Plan to arrive in Guanajuato during the day at least three or four days before classes begin to look for housing. Housing is generally found on a first-come, first-serve basis, so the sooner

you arrive, the broader the selection. Some students have arranged housing in advance on <http://guanajuato.es.craigslist.com.mx/> (site in English or Spanish). The Institute **does not promise** to find housing for you. We have found it is better if you make your own arrangements. However, the Institute will help you. We can assure you that almost all students find housing within 24-48 hours. **We urge you to arrive by Tuesday, May 29th so we can help you find housing on Wednesday, Thursday, and Friday.** Then you can adjust to the lifestyle before classes begin. If you plan to bring your children, you may need to make special housing arrangements. **Past students who have brought their children by themselves, without a spouse or other person to handle childcare, have experienced additional stress** trying to balance their heavy reading and studying responsibilities with their daily parenting duties. However, bringing your children with your spouse or other person is very doable. E-mail Professor Sedillo López at lopez@law.unm.edu with related questions; her family has accompanied her to Guanajuato.

Guanajuato closes down about 10:00 p.m. and hotels lock their doors about 11:00 p.m. When you first arrive, the town is confusing at night, so it's easier to arrive by day. If you plan to arrive in Guanajuato after 6 p.m., confirm in advance a hotel reservation for the first night.

Hotel prices are likely to range from U.S. \$50-\$60 +/- per day for a single, and U.S. \$60-\$70 +/- per day for a double. Prices vary depending on demand, the exchange rate, and inflation. Call ahead to confirm availability. Some hotels you might try are the following:

Hotel Embajadoras, <http://www.mexonline.com/embajadoras.htm>, Tel: 473-731-0105, Fax: 473-731-0063.

Hotel Posada Molino del Rey, Campaneros #15, Tel: 473-732-2223.

Hotel Parador del Convento - Calzada de Guadalupe #17, Tel: 473-732-2524.
http://www.tripadvisor.com/Hotel_Review-g150799-d602879-Reviews-Parador_del_Convento-Guanajuato_Central_Mexico_and_Gulf_Coast.html.

Hotel La Casa Azul, Carcamanes 57, Tel: 473-731-2288, <http://www.lacasaazul.com.mx/>.

For a luxurious option on the Jardín Unión, try Hotel Luna. It is likely to cost around U.S. \$75-\$100 a night, including breakfast, if you pay in cash. <http://lunahotel.com.mx/>

If you prefer a U.S.-style hotel to ease your transition into Mexico, there is a Holiday Inn Express near the airport and another on the edge of Guanajuato. Both have swimming pools and an adjacent Applebee's restaurant. www.hiexpress.com.

A less expensive option is Casa de Pita, a comfortable bed and breakfast. www.casadepita.com.

If you arrive without a reservation, ask a taxi to take you to a reasonably priced hotel. Visit <http://www.allmexicohotels.com/hoteles-mexico.php?idCd=115> for a list of all the hotels in Guanajuato. See also <http://www.mexonline.com/guanajuato/guanajuato-lodgings.htm>.

The **first** thing to remember when you arrive is to slow down, be patient, and be courteous. You will be surprised how simple courtesy and a pleasant manner will improve your dealings with people.

Por favor (please) and *gracias* (thank you) are helpful expressions to use often.

The **second** thing you should do when you arrive is check in at the Institute office.

WHAT TO BRING

Tourists are allowed to bring in their personal effects duty-free. For current information on duty-free items visit http://www.aduanas.sat.gob.mx/aduana_mexico/2008/pasajeros/139_10210.html.

Also bring:

- ❑ **The textbooks that you have purchased for your courses. There are no extra textbooks if you forget to bring yours.**
- ❑ Mexican Migratory Tourist Form with minimum 60-day authorization and U.S. passport.
- ❑ Spanish/English Dictionary, Spanish verb text, tourist phrase book, or handheld electronic translator purchased in the U.S (hard to find and expensive in Mexico).
- ❑ A credit card, ATM card, and Mexican pesos.
- ❑ Rain gear and practical clothing. Normally, the weather is sunny and pleasant, but when it rains, sometimes it pours!
- ❑ A sweater or jacket for cool weather. Many students regret not bringing warm clothing.
- ❑ Class attire: Comfortable “respectful casual” clothes that are easy to wash and need little ironing. This means blue jeans, t-shirt and tennis shoes would be OK, but shorts, t-shirt and flip flops may be considered disrespectful by the Mexican professors, lawyers and judges who will teach some of the classes.
- ❑ Externship attire: Coat and tie with dressy slacks or khakis and equivalent for women since you will be in a formal office setting.
- ❑ Tennis shoes or other flat-heeled practical shoes. Streets are hilly and cobblestoned. There are places to hike and picnic on the outskirts of Guanajuato.
- ❑ Special occasions: At least one “dressy” outfit. Guanajuato has symphonies, ballets, etc.
- ❑ A compact study lamp, a music player, extra batteries, and an adaptor for appliances such as hairdryers. You can purchase school supplies in Guanajuato.
- ❑ **There are no computers or typewriters available for student use at the University of Guanajuato. See Frequently Asked Questions on page 14 or on our website available at <http://mexicanlawclasses.unm.edu/students/index.php>**

- ❑ **Reading material in English (hard to find and expensive in Guanajuato).**
- ❑ **Spare eyeglasses or contacts, and/or your prescription.**
- ❑ Adequate personal supply of prescription and/or over-the-counter medicines. Most common U.S. prescription medicine is available in Guanajuato with a local prescription. If you have an uncommon prescription, check with your doctor or pharmacist about its availability in Mexico. Be sure to read the pertinent information at http://travel.state.gov/travel/tips/brochures/brochures_1215.html. Contact the Embassy or nearest Consulate of Mexico to make sure any required medications are not classified as illegal narcotics in Mexico. See “Students with Medical Conditions” on [page 13](#) below.
- ❑ Adequate personal supply of Pepto-Bismol or Imodium. Intestinal upset is a frequent problem. The best defense: don’t drink tap water or eat from street vendors. Professor Sedillo López also recommends eating yogurt every day.
- ❑ A good guidebook (e.g., The Lonely Planet Guide to Mexico). Even if you don't travel around Mexico on your own, a good guidebook will provide useful information on local hotels, restaurants, sightseeing, transportation, etc. For general information see <http://www.lonelyplanet.com/mexico/northern-central-highlands/guanajuato>.
- ❑ A small flashlight with batteries (for occasional power outages).
- ❑ 3-prong to 2-prong plug adapters for electrical appliances you take with you. These are readily available in local hardware stores and are quite cheap in Guanajuato.

WHAT NOT TO BRING

Do not bring any prized valuables or wallet or purse items that are not essential, or that would be difficult or impossible to replace (e.g. unique photos, etc.).

SPANISH LANGUAGE COURSES

Beginning and intermediate non-credit Spanish language courses are available. The instructor will make placement recommendations during the first class. Details will be announced at orientation. These four-week classes normally meet three times a week for an hour. They are also open to the spouses/friends of Institute students and faculty.

You will need to register and pay the tuition and material costs by Tuesday, June 5. Tuition is estimated to be around U.S. \$70.00, which includes a non-refundable U.S. \$10 deposit. The Spanish course is not part of the Institute. You may make other arrangements to study Spanish. Information on other options will be available at orientation or by emailing Professor Sedillo López at lopez@law.unm.edu in advance.

U.S. STATE DEPARTMENT ADVISORIES

As an ABA-approved summer study-abroad program, the Institute complies with the following practices concerning U.S. State Department Advisories:

C. State Department Travel Information

1. As part of the registration materials for the program, the school shall supply the U.S. State Department Country-Specific Information for the country in which the program will be conducted. If the Country-Specific Information for the country is revised prior to or during a program the updated information will be distributed promptly to students.

2. Travel Warnings and Travel Alerts

- a. If, prior to the commencement of a program, a U.S. State Department Travel Warning or Alert covering program dates and destinations is issued for the country(ies) in which the program will be conducted, all registrants must be notified promptly and be given an opportunity to withdraw from the program.
- b. If, during the course of a program, a U.S. State Department Travel Warning or Alert covering program dates and destinations is issued for the country(ies) in which the program is being conducted, students must be notified promptly and given an opportunity to withdraw from the program.

D. Refund Policy

- a. If students withdraw as permitted in Sections VII.B, VII.C.2.(a) or VII.C.2.(b) prior to the commencement of the program, or if a program is canceled, students must receive a full refund of all monies advanced within twenty (20) days after the cancellation or withdrawal.
- b. If students withdraw as permitted in Sections VII.B., VII.C.2.(a) or VII.C.2.(b) during the course of the program, or if the program is terminated, students must be refunded fees paid except for room and board payments utilized prior to the date of termination or withdrawal.

ABA Criteria for Approval of Foreign Summer and Intersession Programs, Section VII, available at

http://www.americanbar.org/content/dam/aba/publications/misc/legal_education/Standards/2011_2012_aba_standards_cfa_of_foreign_summer_programs.authcheckdam.pdf.

UNM STUDY-ABROAD HEALTH AND SAFETY POLICY

The UNM Study-Abroad Health and Safety Policy applies to UNM students and non-consortium students enrolled in the Institute. Please read this policy, which is incorporated herein by reference and available at <http://www.unm.edu/~ubppm/ubppmanual/2710.htm>.

TRAVELING IN MEXICO

The Institute strongly recommends that you **not** travel alone in Mexico. While traveling, it is very important to keep an eye on your personal belongings. Other tips:

- Keep your purse firmly clamped under your arm and your wallet in a side or jacket pocket, not in your back pocket. Do not tempt pickpockets. Luggage is often stolen by fake porters or "friends" who offer to watch your bags.
- Bring luggage that you can lock. Even in Guanajuato, lock your property inside your luggage when you leave your room. We strongly suggest travel insurance to avoid large losses.
- There have been very few proven problems of theft, mugging or assault of Institute students, but several have lost valuables through carelessness. Be alert and use common sense.

READ THE INFORMATION ON CRIME IN THE COUNTRY-SPECIFIC INFORMATION AND MEXICO TRAVEL WARNING AVAILABLE AT:

[HTTP://TRAVEL.STATE.GOV/TRAVEL/CIS_PA_TW/CIS/CIS_970.HTML](http://TRAVEL.STATE.GOV/TRAVEL/CIS_PA_TW/CIS/CIS_970.HTML)

STUDENT GROUP HEALTH AND ACCIDENT INSURANCE

The Institute **REQUIRES** that you have special accident and health insurance that provides at least U.S. \$50,000 medical coverage per person, per accident or illness; emergency medical evacuation (U.S. \$10,000 minimum); and repatriation of remains (U.S. \$7,500 minimum). If your current insurance does not provide this coverage, you have two options:

1. If your insurance includes the U.S. \$50,000 medical coverage, but excludes evacuation and/or repatriation of remains, you may obtain the excluded coverage by buying an **International Student Identity Card** at <http://www.myisic.com>.
2. You can buy all of the required coverage from **HTH Worldwide Insurance** at www.hthstudents.com. On the left-hand side of the student website you will see:

[Have a group access code?](#)

Enter the **UNM Group Access Code CSZ-5241** in the box and click Submit. Follow the instructions to enroll on-line with a credit card. If you do not have a credit card and need to pay by check, then enter the website using the Access Code, download the Enrollment Form from the website, print it, and mail it with a check made out to HTH Worldwide.

Once your payment has been processed, you will receive e-mail notification from HTH. If your payment does not go through, HTH will contact you for another credit card number or other

means of payment. Once you are enrolled you can retrieve your insurance card on-line, find a doctor, etc. UNM will also have access to your insurance card and enrollment status.

You must send proof of insurance to Robyn Côté at rcote@unm.edu or to the address below:

Robyn Côté
Latin American and Iberian Institute
MSC02 1690
1 University of New Mexico
Albuquerque, NM 87131-0001

VACCINATIONS

For information on vaccinations, visit the Centers for Disease Control and Prevention website at <http://wwwnc.cdc.gov/travel/destinations/mexico.aspx> and consult your personal physician or student health clinic.

STUDENTS WITH MEDICAL CONDITIONS

Students with known, chronic medical conditions must take precautions to manage their condition. You must anticipate how the new environment and the stresses of study abroad can affect your health. Pre-existing psychological health conditions can be intensified by living in a different culture. There may be fewer resources to help you manage potential triggers than there are at your home university.

Students on Medication Should Read the Following:

- 1. Taking Medication Abroad:** Customs officials may scrutinize prescription and non-prescription medication, so carry it in original containers. Medications that are legal and available in the U.S. may be illegal, or require a prescription or government permission to enter Mexico. **You are responsible** for finding out if your medication is available and legal in Mexico. See #2 below. If your regular medication (e.g., asthma inhalers, oral contraceptives) is legal, take a supply to last your entire stay, with your physician's written explanation (on letterhead) of the medical necessity and treatment.
- 2. Mailing Medication Abroad:** The Mexican government determines what medications may be mailed legally from the U.S. To avoid having your mailed refills of U.S. medications stopped by Mexican Customs officials, **you are responsible** for e-mailing or calling the embassy or nearest consulate of Mexico in the U.S. to find out if your medication is legal and can be mailed abroad without being detained, delayed, or fined by Customs officials. Alternatively, if you buy HTH Worldwide health insurance (hthstudents.com or hthworldwide.com) **you are responsible** for calling 1-888-234-2358 (24/7) to make this very important inquiry. The HTH ID card provides important information about accessing healthcare while abroad.

3. If you are taking medication for a psychological or other medical condition, you must be medically stable with your medication before starting your study abroad program. **Medically stable means** that changes in symptoms are not foreseen or expected. Discuss proper medication management with your physician.
4. If you are being treated for a psychological condition, consult your healthcare provider to understand possible triggers, any medications you are taking, their availability abroad, and how to get help if needed while abroad. If deemed necessary by your provider, you must have a treatment plan identifying a therapist abroad and frequency of appointments. See HTH ID card info in #2 above.

OTHER USEFUL INFORMATION

- The Faculty Law Library can be used for research and class preparation; hours will be posted during orientation.
- Ask your cell phone carrier to quote the cost of its international plan. Some students have opted to purchase a Mexican cell phone. Guanajuato internet cafes offer Skype Internet phone service, which costs less than pay phones. Pay phones can be used by buying a Mexican phone card. **To call the U.S., enter: 001 + (area code) + (telephone number).**
- The University of Guanajuato does not have computers for you to use, but there are many Internet cafes that do at a reasonable cost.
- The University of Guanajuato does not allow students to use its telephones for local or long distance calls.
- Even if you don't speak Spanish, travel with a good Spanish/English dictionary, tourist phrase book, or hand-held electronic translator. The Mexican people are usually very patient and try to communicate with you, even if you speak little or no Spanish.
- Be sure to ask about student discounts, especially when purchasing bus tickets or attending cultural events. We recommend that you purchase an International Student Identity card at <http://www.myisic.com>.
- Carry tissue with you at all times. Not all restrooms are well equipped. Also, used toilet paper should be placed in receptacles provided. In most places, the plumbing is very old and does not handle toilet paper or feminine products.
- Get to know some of the Mexican people. They are some of the warmest, friendliest and most generous people in the world. Former Institute students still keep in touch with good friends they met in Mexico.
- Most of all, remember that you are visiting a foreign country. It is similar to the U.S. in some ways, but in most ways, you cannot compare the two. If you are intolerant and

inflexible, stay home. This is not a Club Med vacation. But if you want a very memorable education and experience abroad, go to Guanajuato; you will love it!

FREQUENTLY ASKED QUESTIONS

- Q. What is the equivalent of our 911 emergency phone number in Mexico? Will I have access to an English-speaking operator?
- A. In Guanajuato call **066**. Elsewhere in Mexico call **060**. The operators generally will not speak English, but you can usually find English-speakers at hotels and rental dwellings. Useful vocabulary: policía, ambulancia, bomberos (fire dept.), Embajada (em-bah-HA-da) de Estados Unidos (U.S. Embassy).
- Q. What do I do in case of a medical or other emergency in Guanajuato or elsewhere in Mexico?
- A. 1. Call **066** (Guanajuato) or **060** (elsewhere in Mexico).
2. Notify Co-Director William MacPherson at **(473) 732-0006** or **after hours 24/7: 011+(52)+(473) 731-0988 (h) or (Mexican cell) 044-473-118-1960, or 1+(505) 270-6984 (cell)** (dialed as a U.S. long distance call from outside the 505 area code). It's much more expensive to call cell phones in Mexico than land lines. If you cannot reach Professor MacPherson, then email Professor Antoinette Sedillo López at lopez@law.unm.edu. See page 3 above for full list of emergency phone numbers.
3. If the emergency remains unaddressed, contact the U.S. Embassy in Mexico City (serves Guanajuato State) at **(01-55) 5080-2000, ext. 4780 (Mon.-Fri. 8:30 a.m.-5:00 p.m. Central time, except U.S. and Mexican holidays). For after-hour emergencies you can call the Embassy 24 hours a day, 7 days a week, and ask to speak to the duty officer.** The duty officer is a U.S. Foreign Service Officer who is on call to assist citizens with emergencies.

The Embassy provides services to U.S. citizens living or traveling in Mexico. It is a good idea to become familiar with these services by visiting the "U.S. Citizen Services" section on the Embassy's website at: http://mexico.usembassy.gov/eng/citizen_services.html.

U.S. EMBASSY HOURS & CONTACT INFORMATION

http://mexico.usembassy.gov/eng/eacs_hours.html

ADDRESS:

*American Embassy in Mexico City
Paseo de la Reforma 305
Colonia Cuauhtemoc
06500 Mexico, D.F.*

E-MAIL: acsmexicocity@state.gov

TELEPHONES:

From Mexico:

Tel: (01-55) 5080-2000

Fax: (01-55) 5525-5040

From the U.S.:

Tel: 1-011-52-55-5080-2000

Fax: 1-011-52-55-5525-5040

WORKING HOURS (Central Time): Monday-Friday (except **U.S. and Mexican holidays**)

- U.S. Passports and Citizenship and Notary Services, Room 106, ext. 4326 & 4635
 - **Passport Services:** 8:30 a.m. - 12:00 p.m. by appointment only
 - **Notary Services:** 2:00 - 4:00 p.m., Monday, Tuesday & Thursday by appt. only
 - **American Citizens Services:** ext. 4780, 8:30 - 10:30 a.m.
 - **Emergencies and Special Consular:** ext. 4780, 8:30 a.m. - 5:00 p.m.

For after-hour emergencies, please call the Embassy at 1-011-52-55-5080-2000, press "0", and ask the switchboard operator to connect you to the duty officer.

The Consular Section is normally closed to the public twice a month besides the above-mentioned holidays for administrative purposes, **except for emergencies**.

Q. What if I get sick while in Mexico?

A. Guanajuato has many good health professionals. If you get sick in Guanajuato, contact the Institute administrators for a referral to a reputable doctor or other professional. If you get sick elsewhere, contact the U.S. Embassy for a referral or visit the U.S. Citizens Services section on the Embassy's website to download a list of doctors:
http://mexico.usembassy.gov/eng/citizen_services.html.

Q. Will I be able to check my e-mail and type my papers?

A. Yes. Although the University of Guanajuato does not have computers for you to use, there are internet cafes and businesses that provide affordable internet and computer access at an hourly and monthly rate. Approximate cost for hourly access is U.S. \$1.00 per hour.

Q. What do people do at night in Guanajuato?

A. If you enjoy dancing and socializing into the night, there are discotheques as well as bars that feature salsa or a quiet ambience for conversation. There are also plays, symphony concerts, international performance groups, and dancing lessons.

Q. Is there a movie theater in Guanajuato?

- A. Yes. Two multiplex movie theaters show first-run U.S. films with Spanish subtitles. The nicer one is located in the Mega shopping center. The cheaper one is next to the university.
- Q. Where can I buy groceries, American-like food, and household items in Guanajuato?
- A. At the Mega shopping mall (taxi ride) and at Comercial Mexicana (walk from the university). The latter is similar to a super Wal-Mart.
- Q. What is the closest U.S.-type shopping mall?
- A. The Mega in Guanajuato. There are additional malls in Leon (1 hour bus ride). Leon is a large producer of leather goods, especially shoes. If you forgot to pack something or can't find it in Guanajuato, you'll often find it in Leon. Leon also has a Wal-Mart, Home Depot, U.S. fast food restaurants, a children's museum with an IMAX theater, and a beautiful zoo.
- Q. How do most people do their laundry?
- A. In self-service laundromats or full-service laundromats that do your laundry for you. Most housing will have a free solar drier (a/k/a a clothesline!).
- Q. I have heard that Guanajuato is a student town. What other types of people are around?
- A. International visitors, business people, attorneys, retirees, artists, etc.
- Q. I have heard that one can buy counterfeit and pirated goods in Mexico. Can these items be brought into the U.S.?
- A. No. Their sale is largely controlled by organized crime. Purchase for personal use is not criminalized in Mexico; however, bringing these goods back to the U.S. may result in forfeitures and/or fines.

FACULTY AND ADMINISTRATION

PATRICIA BEGNÉ

Prof. U. de Guanajuato School of Law, Licenciatura en Derecho, U. de Guanajuato, Graduate Program Law School Public Notary U. de Guanajuato; Fulbright scholar. Teaches civil law, international law, and gender and the law; writes on women's issues, conducts research on women's rights and gives presentations on her research at national and international conferences. Coordinator of International Relations at the U. de Guanajuato School of Law.

ANTOINETTE SEDILLO LOPEZ, CO-DIRECTOR

Prof., U. of New Mexico School of Law; B.U.S., U. of New Mexico; J.D., UCLA. Author of articles on international child abduction, Navajo marriage, Latino issues, international women's rights, cross-border experiences; author of a book on family law in New Mexico; member, International Family Law Society.

ROBERT E. LUTZ

Prof. Southwestern Law School; B.A., Univ. of So. Calif.; J.D., U.C. Berkeley (Boalt Hall); Former Chair, ABA Section of International Law; NAFTA and WTO Panel Arbitrator, and international arbitrator of private disputes. Member, NAFTA Advisory Committee on Private

Commercial Disputes; Former Member, US State Dept. Advisory Committee on International Law; Former Chair and current member, ABA Task Force on International Trade in Legal Services; member, ABA Commission on Ethics 20/20. Co-author of International Environmental Law & Policy (Aspen); and author of A Lawyer's Guide to Enforcement of Foreign Judgments Here and Abroad (Cambridge U. Press), and articles on other international and trade law subjects.

WILLIAM MACPHERSON, CO-DIRECTOR

Prof., U. of New Mexico; B.A., J.D., U. of New Mexico; Former Director of Clinical Programs, Regent Scholar, clerk for N.M. Supreme Court Chief Justice and Deputy General Counsel for the Navajo Tribe. Taught in Guatemala, Mexico, and Southeast Asia; founding Director of Summer Law Institute.

JUAN MANUEL OLVERA

Prof., U. de Guanajuato School of law; Licenciatura en Derecho, U. de Guanajuato, LL.M. in Trial Advocacy, Southwestern Law School. Teaches Trial Advocacy, Alternative Dispute Resolution as well as academic adviser of the Moot Court team of U. de Guanajuato Law School. Currently involved in researching, lecturing and instructing trial techniques nationwide regarding the implementation of the accusatorial system in Mexico.

FERNANDO PATRÓN

Prof., U. de Guanajuato School of Law and Public Administration Department. Bachelor's Degree in Sociology, UAM, Master's Degree in Public Administration, CIDE, Ph.D. in Government, University of Essex, U.K. Research topics include: executive-legislative relations, divided governments in Latin America, public policy and political institutions.

JORGE A. RAMÍREZ

Prof., Director of International Programs, Texas Tech U. School of Law; J.D., Harvard U.; B.A., Economics, Harvard U.; lectured in Mexico, Paraguay, and Bolivia on NAFTA and other areas of international law.

PEDRO VÁZQUEZ NIETO, CO-DIRECTOR

Prof., U. of Guanajuato and Notario specializing in Mexican Business Law. Former Director of the U. de Guanajuato Law School. President of the College of Notarios.

CHRISTINE ZUNI CRUZ

Director, Southwest Indian Law Clinic; Prof. University of New Mexico School of Law; J.D., University of New Mexico School of Law, B.A. Stanford U.; taught at the University of Hawai'i-Manoa, School of Law; International Indigenous human rights; associate justice, Isleta Appellate Court; Tribal court judge, Pueblo of Laguna and Pueblo of Taos; appellate judge, Isleta Court of Tax Appeals; appellate judge, Southwest Intertribal Court of Appeals; tribal gaming commissioner, Pueblo of Isleta; editor-in-chief, Tribal Law Journal.

Gloria G. Gómez, Administrator, Clinical Law Program and Guanajuato Summer Law Institute, University of New Mexico School of Law; M.B.A., College of Santa Fe.

Joan Hicks Romero, On-site Administrator, B.A., Wheaton College.

INSTITUTE POLICIES

This **Handbook of Policies** is a source of information for questions concerning the Institute's Rules and Regulations. **All students are presumed to know the information in this Handbook.** The policies and statements contained herein are subject to continuous review and evaluation and may be changed at any time without notice. Matters not addressed here will be governed by the general policies of UNM (see <http://pathfinder.unm.edu>) and UNM School of Law (see <http://lawschool.unm.edu/academics/policies/bulletin-handbook-policies.pdf>).

If you have a special need with regard to class attendance, exam-taking, etc., please discuss this matter with the on-site Co-Director during the first week of the program.

FINANCIAL AID

You must apply for financial aid from your own law school. Loans and grants are available because the Institute offers courses from an accredited law school. Most aid is need-based. If your school requires a Consortium Agreement for you to receive aid, ask your Financial Aid Officer to e-mail or fax the related financial need analysis form to Gloria Gómez, UNM School of Law, (gomez@law.unm.edu or 505-277-4367 fax). It is **your** responsibility to complete your paperwork in time to receive your disbursement before the program begins. The Institute will assist your school with questions as needed. If your school will not process your loan, contact Daniel Ortega at (505) 277-5723 or ortega@law.unm.edu.

PROGRAM COURSE LOAD

Normal, minimum load is 6 credit hours, plus 2 additional credit hours for externship participants.

GRADES AND GRADING PRACTICES

GRADING OPTIONS AND PRACTICES

Because law professors must grade all students in a course using the same grading system, students **MAY NOT** opt to take a course for "Credit/No Credit." Faculty will give letter grades of A-F with pluses and minuses. If you have any questions, check with your law school prior to joining the program. If your law school has any questions on grading, Prof. Antoinette Sedillo López should be contacted prior to the beginning of the program at 505-277-8662 or lopez@law.unm.edu.

Students may register to audit a course for no credit, subject to prior approval of the on-site Co-Director and the instructor. The deadline for electing to audit a course is 12 noon on Tuesday, June 5, 2012.

The grades awarded in all courses are indicative of the quality of work done. The significance of grades other than A-F is as follows:

AUDIT	Audit is recorded for completion of enrollment in an audited course. No credit is earned for an audit grade option.
WP/W	Withdrawal Passing or Withdrawal, which are variously used by law schools for approved administrative withdrawals. Courses given a grade of WP/W are excluded in the calculation of the grade point average.
WF	Withdrawal Failing. A grade of WF will be calculated as a failing grade in the student's grade point average.
W	Withdrawal. A W grade is used for approved administrative withdrawals.

Submission of Grades by Faculty

Faculty shall submit all grades to the on-site Co-Director no later than August 14, 2012. The grades will then be recorded and mailed by UNM School of Law to the recording office at your law school. If your law school has not received your grades by August 31, 2012, please contact Professor Antoinette Sedillo López at lopez@law.unm.edu.

If you have a valid reason (e.g., for graduation) for needing your grades reported to your law school prior to these deadlines, please inform Professor MacPherson during the first week of the Institute.

The Co-Director may make exceptions to the above policy for good cause (e.g., large classes, sickness, research projects, or community service).

PLEASE NOTE: Acceptance of credit and its use for early graduation is at the discretion of each law school. Because all courses meet ABA requirements, most ABA-accredited law schools will accept the credits. WE ADVISE YOU TO GET A **PRIOR WRITTEN COMMITMENT** FROM YOUR LAW SCHOOL IF CREDIT ACCEPTANCE IS A CONCERN.

STUDENT OBJECTION TO GRADE

Students with questions about a grade should first talk with the instructor. If the matter is not thereby resolved, the following procedure applies:

1. The student may confer with the on-site Co-Director, who will attempt to resolve the problem by discussing it with the instructor.
2. If the problem remains unresolved, the student may file a grade appeal to the UNM School of Law faculty. Appeals may be filed only for an alleged mathematical error in grading. Students must appeal a grade within 60 days after receiving it. The Dean of UNM School of Law will decide whether to refer the appeal to the student's home institution, or to have it reconsidered by two or more appointed UNM law faculty. UNM School of Law will handle most grade appeals.

ACADEMIC ISSUES

Beginning with the first day of classes, ALL student schedule changes, certification of grades and program changes involving Institute courses, including withdrawals from the Institute, should be initiated in the Director's office in Guanajuato.

IMPORTANT: PLEASE CHOOSE YOUR COURSES CAREFULLY! YOU WILL PURCHASE YOUR TEXTBOOKS IN THE U.S. AND BRING THEM WITH YOU, SO YOUR COURSE SELECTIONS GENERALLY WILL BE FINAL. YOU MAY ADD A COURSE ONLY IF TEXTBOOKS AND COURSE MATERIALS ARE AVAILABLE (E.G., IF TWO STUDENTS WERE TO TRADE CLASSES AND TEXTBOOKS).

The program is four weeks in duration and cannot be changed or shortened.

Mandatory attendance for all students begins with orientation on Sunday, June 3 and continues until the program ends on Sunday, July 1. Late arrival or early departure may result in the loss of credit or disenrollment from the program.

WITHDRAWAL FROM THE INSTITUTE

A student may withdraw from the program at any time. If the withdrawal occurs prior to May 25, the student may receive a refund in accordance with UNM Bursar's Office policies. There is normally no refund for a withdrawal thereafter, but the Institute retains discretion to provide a partial refund, a total refund, or credit in the case of compelling circumstances, such as a death in the immediate family or serious illness of the student. Students who formally withdraw after the Institute begins will receive the grade "WP" for "Withdrawn Passing." Students who do not formally withdraw or take the exam will receive a failing grade. Once the Institute begins, a student who wishes to withdraw should contact the on-site Co-Director, Professor MacPherson.

TUITION REFUND

No tuition/program fee refund will be given for a reduced course load. Students who withdraw in writing by May 25 will receive a full refund of the tuition/program fees. No application fees will be refunded to accepted students. No part of the tuition will be refunded to students withdrawing after May 25. Students who withdraw from the Institute may not attend any of its courses, programs, or activities.

No externship fees will be refunded to students who withdraw after May 25, 2012.

This refund policy is subject to the provisions of Section VII of the ABA Criteria for Approval of Foreign Summer and Intersession Programs available at:

http://www.americanbar.org/content/dam/aba/publications/misc/legal_education/Standards/2011_2012_aba_standards_cfa_of_foreign_summer_programs.authcheckdam.pdf.

EXAMINATIONS

EXAMINATION PROCEDURES

The Institute uses an anonymous grading system. Students are assigned a number that is used in lieu of names on exams. The Student Code of Conduct governs all aspects of this process (see page 13). The Institute administrative support staff will provide exam numbers and blue books.

Procedures for Late Examinations

The Co-Director may permit a student to take an exam late for good cause, such as illness at the time of the exam. In such a case, the exam must be scheduled as soon as the student is well enough to take it, and no later than two weeks after the regularly scheduled time. If a student takes an exam late, a grade of credit, C-, D+, D, D-, or F will be assigned. No other letter grades will be given for a late exam. A STUDENT WHO FAILS TO SCHEDULE AND TAKE A MAKEUP EXAM IN AN EMERGENCY SITUATION SHALL BE GIVEN AN "F" FOR THAT COURSE. EXAMS MAY NOT BE TAKEN EARLY.

Retention of Examinations and Student Access

UNM School of Law will retain all student exam materials for a period of one year. Students are encouraged to review their exams and discuss them with their professors as needed.

ATTENDANCE AND CLASSROOM STANDARDS

CLASS ATTENDANCE

ABA and AALS accreditation criteria require that students attend classes regularly. Institute and UNM School of Law policy requires attendance in all classes, and faculty who wish to take attendance daily are encouraged to do so.

In case of a prolonged illness or emergency, students should contact the on-site Co-Director, who will notify the student's instructors. The student is responsible for making up missed assignments and completing all course requirements.

Institute policies require that students attend orientation and all classes until the program ends. Late arrival or early departure may result in disenrollment, a failing grade, or combination of both. If there is an unexpected, serious emergency that will affect your arrival or cause an early departure, inform a Co-Director immediately.

CLASSROOM CONDUCT

The instructor is responsible for all classroom conduct, behavior, and discipline. Any conduct that would disrupt or obstruct academic activity is prohibited.

STUDENTS ARE EXPECTED TO BE PREPARED FOR ALL CLASSES.

Use of Institute classrooms or other facilities during scheduled activities is limited to enrolled students and University personnel. Use of these facilities during non-scheduled periods should be arranged with Professor MacPherson.

Smoking, eating, and drinking are prohibited in all classrooms and teaching laboratories, including seminars.

TAPE RECORDING OF CLASSES

Tape recording is solely at the discretion, and with the prior permission, of the instructor.

DISHONESTY IN ACADEMIC MATTERS

Each student is expected to maintain the highest standards of honesty and integrity in academic and professional matters. UNM, the UNM School of Law, and the Institute reserve the right to take disciplinary action, up to and including dismissal, against any student who is found guilty of academic dishonesty or otherwise fails to meet these standards.

Academic dishonesty includes, but is not limited to, dishonesty in quizzes, tests, or assignments; claiming credit for work not done or done by others; and nondisclosure or misrepresentation in applications or other university records.

Institute students are governed by the UNM Student Code of Conduct.

STUDENT GRIEVANCES

Several policies address student issues. This section identifies some of them. Matters of concern to students that do not fall under the provisions of the Student Honor Code or other specific processes described in this handbook should be brought to the attention of the onsite Co-Director.

RIGHTS AND RESPONSIBILITIES AT THE INSTITUTE

The purpose of this statement is to clarify relationships among the Institute's administration, faculty, and students. Behavior that adversely affects the Institute's educational function, disrupts community living, or interferes with the rights of others in the pursuit of their education or performance of their duties and responsibilities, will lead to disciplinary action.

SEXUAL HARASSMENT POLICY

Sexual harassment is a violation of Title VII of the Civil Rights Act of 1964 and Title IX of the Educational Amendments of 1972. The purpose of this policy is to foster dialogue, and take action to prevent, correct, or discipline behavior. This policy is available in the UNM *Pathfinder* at <http://pathfinder.unm.edu>. Click on Policies on the right hand side.

DISCRIMINATION COMPLAINT PROCEDURE

This procedure provides a mechanism by which all members of the Institute community can have allegations of discrimination heard, investigated and resolved with fairness and objectivity and without fear of reprisal. This policy is available at <http://pathfinder.unm.edu>. Click on Policies on the right hand side.

EQUAL EDUCATIONAL OPPORTUNITY POLICY

UNM and the Institute are committed to providing equal educational opportunity and forbid unlawful discrimination on the basis of race, color, religion, national origin, physical or mental handicap, age, sex, sexual preference, ancestry, or medical condition. Equal educational opportunity includes: admission, recruitment, extracurricular programs and activities, housing, facilities, access to course offerings, counseling and testing, financial assistance, employment, health and insurance services, and athletics. In keeping with this policy of equal educational opportunity, the University is committed to creating and maintaining an atmosphere free from all forms of discrimination and harassment.

AFFIRMATIVE ACTION POLICY

UNM and the Institute are committed to providing equal educational and employment opportunity regardless of sex, marital and parental status, race, religion, sexual preference, age, national origin or handicap. Title IX of the Educational Amendments of 1972 prohibits discrimination on the basis of sex in any educational program or activity receiving federal assistance by way of grant, contract, or loan. Title VI of the Civil Rights Act of 1964 is similar in its prohibition of discrimination on the basis of race, color, or national origin, and section 504 of the Rehabilitation Act of 1973 prohibits discrimination against qualified handicapped persons.

SCHOLARSHIPS

Some schools offer scholarships to offset the cost of the summer program. All monies collected by the Institute are used to pay for the cost of the program. If your school is a member of the consortium, scholarships may be available, so check with your school.

STUDENT EDUCATIONAL RECORDS

UNM and the Institute have an approved policy to protect the privacy of student records. This policy is in accordance with the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99).

The UNM Office of Admissions and Records maintains official academic records. This includes records and documents pertaining to a student's academic standing and progress, including admissions application, college transcripts, test scores, grades, and academic standing.

Educational records are also maintained by the Institute at the UNM School of Law and other University offices. Officials responsible for all official educational records are identified as deans, directors, or department heads in the University catalog.

All enrolled and former students may have access to their educational records maintained within the University.

FERPA applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

1. School officials with legitimate educational interest;
2. Other schools to which a student is transferring;
3. Specified officials for audit or evaluation purposes;
4. Appropriate parties in connection with financial aid to a student;
5. Organizations conducting certain studies for or on behalf of the school;
6. Accrediting organizations;
7. To comply with a judicial order or lawfully issued subpoena;
8. Appropriate officials in cases of health and safety emergencies; and
9. State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA.

For more information visit <http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html> and <http://pathfinder.unm.edu>.

The Institute will release “directory” information unless a written request to withhold the information is on file with the Director. Such requests must be submitted within one week of the start of the summer program.

HOLDS ON RECORDS

No transcripts or grades will be released to the student or any other person or entity until all the student's outstanding obligations to the Institute, the UNM School of Law, and the University have been paid or until satisfactory arrangements have been made. These obligations include, but are not limited to: loans, library fines, duplicating fees, tuition and fees, and other charges. Transcripts may also be held for non-financial reasons such as incomplete admission status.

STUDENT CODE OF CONDUCT

This Student Code of Conduct shall apply to all students enrolled in the Institute.

PREAMBLE

We, the students, recognize that integrity of the highest order is expected of each of us, and adopt the following code, which states the minimum standards of honesty to be followed by students in this institution.

Persons Subject to this Code

Any person enrolled in the Institute is subject to the provisions of this Code.

STANDARD OF CONDUCT

Every student shall be honest and candid with faculty, staff, administrators, and fellow students, and shall conduct himself/herself in a professional manner.

SUBSTANTIVE PROVISIONS

Examinations

1. Every student shall abide by the principle that each exam shall be the product of his/her own knowledge.
2. Every student assumes the burden of compliance with the provisions of this Code.
3. It shall be a violation of the Code for a student:
 - a. To use prior to an exam any information concerning the content of the exam, unless the faculty member authorizes such information concerned.
 - b. To bring into the exam room books, papers, or other materials of any sort unless authorized by the instructor, with intent to use such materials to aid one's self or any other student in any way during the exam.
 - c. To refer to unauthorized books, papers, or other materials during the course of the exam, whether inside or outside the exam room.
 - d. To communicate during the exam in any manner with another student concerning the exam.

- e. To display one's exam paper with the intent to aid another student, or to look at the exam paper of any other student with intent to copy or use information from it.
- f. To fail to turn in the exam materials at the appointed time.
- g. To take more time to complete an exam than is allowed.
- h. To have an exam in one's possession unless authorized by a faculty member.
- i. To discuss an exam already taken with another student who will take the exam at a later time.
- j. To prepare, to encourage, to counsel or to combine with another to violate the above provisions.

Papers

- 1. Every student shall abide by the principle of academic honesty in all written work.
- 2. Plagiarism is a violation of the Honor Code. Plagiarism is defined as the knowing use of the ideas or words of another without indicating such use fully and accurately.
- 3. It shall be a violation of the Code if a student intentionally fails:
 - a. To cite fully and accurately the source of an idea taken from another;
 - b. To place in quotations material used from a source and to cite fully and accurately such material; or
 - c. To cite fully and accurately material paraphrased from a source.

Law Library

- 1. Every student shall respect the integrity of our library and the University of Guanajuato's library collection and facilities and shall respect the rights of others in their use of the library.
- 2. It shall be a violation of the Code for a student:
 - a. To intentionally damage or destroy library property (including, but not limited to: books, microfilms, equipment or furniture).
 - b. To hide or secrete library materials within the library.
 - c. To violate library rules concerning checkout procedures for library materials with the knowledge that such violations deprive others of those materials.

School Activities

- 1. Every student shall be honest in his/her every action with regard to all Institute activities.
- 2. It shall be a violation of the Code for a student to lie, cheat, steal, be dishonest, or otherwise act contrary to the provisions of this Code while participating in, or preparing for, Institute activities.

Property

- 1. Every student shall respect the property rights of every member of the faculty, staff, student body, Institute, and of the University of Guanajuato and its employees.
- 2. It shall be a violation of the Code for a student:
 - a. To take University property with the intent to permanently deprive the University of the property.

- b. To take property belonging to students or any member of the faculty or staff without the owner's permission with intent to temporarily or permanently deprive the owner of the property.

Honesty

1. Every student shall be honest and candid in his/her every action.
2. It shall be a violation of the Code for a student:
 - a. To lie.
 - b. To represent someone else's work as his/her own.
 - c. To use any unauthorized research materials.
 - d. To intentionally misrepresent material information in applying for financial aid, work-study, relief from academic suspension, or school-related programs, activities and benefits.

Compliance with Code Procedures

1. An effective code depends for its enforcement on the professional responsibility and individual integrity of those functioning under it.
2. It shall be a violation of the Code for a student:
 - a. To witness or know of a Code violation and not to report the offense, the names of the offender(s), and all relevant circumstances of the violation.
 - b. To refuse to appear when requested as a witness at an Honor Board hearing.
 - c. To disclose any fact concerning an Honor Board hearing except as provided by this Code.
3. The specific provisions enumerated above do not preclude disciplinary action for other violations of the spirit of the Code.

Procedure for Reporting an Honor Violation

1. A student who sees or learns of an apparent violation is encouraged to confront the suspected person and ask for an explanation. If an explanation is given that clears up the matter, i.e., the witnessing student is convinced there was no violation, this should end the matter, except as provided for below.
2. If an apparent violation is resolved under the provisions of the preceding paragraph, the witnessing student shall verbally report the incident and its resolution to the Director, without revealing the previously suspected person's name.
3. A student who sees or learns of an apparent violation but prefers not to confront the suspected person, or who has confronted the suspected person, or who has confronted him/her and been given no explanation or an inadequate explanation, shall report the incident to the Co-Director. This report should be made within 48 hours of the incident or as soon as possible.
4. A faculty or staff member who sees or learns of an apparent violation should report the incident to the Co-Director within 48 hours of the incident or as soon as possible.
5. The Co-Director, with the reporting witness, shall write a brief report of the alleged violation. The report shall include the following:
 - a. The nature of the alleged violation;
 - b. The time and date of the alleged violation;
 - c. The name of the accused;
 - d. The name of the reporting witness;

- e. The names of any other witnesses.
6. The Co-Director will investigate the alleged honor code violation and, if appropriate, will impose a sanction appropriate to the Institute. The Co-Director will report all facts to the individual's home school.

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