

BAR EXAM PREP COMPANY SOLICITATION POLICY

University policy limits sales, solicitation, and student fundraising activities in order to (1) preserve its educational mission and focus, (2) provide a secure environment, (3) protect its students and employees from exploitation, (4) respect the aesthetic qualities of the Grounds, and (5) promote fair business practices. In addition, University policy prohibits the use of University facilities and/or property for solicitations by external businesses, individuals, and groups or by individual students representing such enterprises without prior written permission. Solicitation is defined as selling, promoting for the purpose of future sales, commercial advertising, and canvassing.

Solely for the benefit and convenience of its students, the Law School gives specific and limited permission for bar exam prep companies—which, for purposes of this policy, includes their employees, student representatives, and anyone else affiliated with or acting on behalf of the companies—to solicit at the Law School as follows:

1. The Law School maintains a web page that lists the name and contact information of any bar exam prep company that wishes to be listed. Such a web page is not an endorsement by the Law School of any program or product offered by any bar exam prep company.
2. On-Grounds solicitation by a bar exam prep company may take place at the Law School only on designated dates, known as table days. Currently, there are three table days during the fall semester and two during the spring semester. Apart from table days, a bar exam prep company may not solicit at the Law School.
3. During table days, a bar exam prep company may reserve (on a space available basis) one table in Hunton & Williams Hall and/or one classroom in Withers-Brown Hall or Slaughter Hall to promote its bar exam prep products. Normal space usage charges apply.
4. Apart from table days, a bar exam prep company may only reserve space at the Law School (as available) to offer its bar exam prep review courses. Normal space usage charges apply. The bar exam company may not solicit during this time.
5. A bar exam prep company may provide financial or other support for an event at the Law School. However, the bar exam prep company may not solicit at this event or otherwise participate in the event (e.g., by handing out materials, distributing sign-up sheets, or speaking) apart from being recognized as a sponsor.

6. A bar exam prep company may not send e-mails to any student using a Law School/University e-mail address or Law School/University computer systems unless the student has purchased one of that company's products or signed up in writing to receive that company's e-mails. In situations when such an e-mail is permitted (i.e., if either of the two previous conditions is met), the e-mail must include a clear means for unsubscribing from future e-mails.
7. A student representative is not permitted to reserve space at the Law School on behalf of a bar exam prep company. A company employee other than a student representative must make any space reservation by contacting Building Services (David Holsapple: 434-924-4583, deh8j@virginia.edu, office WB320).
8. A bar exam prep company may distribute pamphlets, flyers, or other materials only during table days and only at the company's reserved table and/or classroom. No pamphlets, flyers, or other materials may be posted, placed, or left anywhere else in the Law School at any other time.
9. It is the bar exam prep company's responsibility to read and abide by this policy, which is clearly posted on the Law School's web site. Any breach of this policy may result in the revocation of any or all of a company's privileges at the Law School.
10. Any questions about this policy should be directed to the Dean's Office (Diddy Morris: 434-982-6598, elm7a@virginia.edu, office WB329)
11. The Law School may change this policy at any time.

Last revised: October 24, 2011