The University Of Akron School of Law

2005 – 2006

Student Handbook (Juris Doctor)

Richard L. Aynes
Dean and Professor of Law
SAVE THIS BOOK!

IT CAN ANSWER MANY QUESTIONS!

A copy is on reserve in the Law Library and is available at http://www.uakron.edu/law/stdntHandbook.php

This Handbook has the limited purpose of providing information concerning the programs of The University of Akron School of Law during the 2005-2006 academic year. The Handbook should not be construed as the basis of an offer or contract between the law school and any present or prospective student. The Law School has the right to amend, add, or delete any information in this Handbook, including any course of study, program or regulation. Such changes are announced routinely within the University.

NONDISCRIMINATION POLICY
THE UNIVERSITY OF AKRON SCHOOL OF LAW

- The University of Akron is an Equal Opportunity and Employment Institution. It is the policy of The University of Akron School of Law that there shall be no discrimination against any individual because of race, color, creed, sex, sexual orientation, disability, national origin, age, or religion. The University of Akron School of Law prohibits discrimination on these bases in education, employment, admissions and services to graduates. This nondiscrimination policy applies to all activities and programs and to all faculty, staff, and students.
- This policy shall be posted in the glass display case of the law school and on the web page, and shall be included in appropriate printed materials of the law school.

Adopted and effective February 14, 2002.
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SCHOOL OF LAW AND UNIVERSITY PERSONNEL

Whom to Contact with Administrative Questions

Dean Reilly: Academic Information; Curriculum, Course Schedule, Exam Schedule; Faculty Development; Registration; Speaker Series

Administrative Assistant Misty Franklin

Assistant Dean File: Admissions, Financial Aid, Scholarships, Student Services (e.g., Graduation— Academic Standards/Clearance, Overload/Underload, Summer Study Abroad, Transfer/Transient, Bar Registration, Course W/D and Leaves of Absence)

Student Services Counselor and Law School Registrar Liz Sauders

Financial Aid & Admissions: Admissions Counselor Adam Messner
Student Services Counselor Terri Bisesi
IP Law Student Recruiter Joseph Edminister

Assistant Dean Cannon: Student Life; Disability Accommodations; Calendar; Student Organizations – Leadership, EAF Funds, Event Approval; Graduation (e.g., Ceremony, Exit Interviews, Class Composite Photos); Building; Budget

College Programs Specialist Barbara Rowles

Assistant to the Dean, External Affairs: Meg Andreeff Mateikovic,
Alumni, Public Relations, Publications, Development

Director Morgan: Development

Events Coordinator Connie Koons

Director Levine: Career Counseling, Planning, and Placement

Student Services Counselor Jeanne Kennedy
Additional Dean’s Staff Support

Supervising Faculty Secretary Lori Morris: Booklist, Assignments, Student Research Assistants, Writing Assignment Submission

Secretary Suzanne Staats:

Receptionist Mary Ann Garrett: Short Term Emergency Loan Applications, Room Reservations, Administrative Briefs, Handouts, Inquiries

Law Librarian Paul Richert: Webmaster

Secretary to the Dean Mary Strukel

Secretary to the Intellectual Property Center Maria Denisiak

University of Akron Administrators
(See www.uakron.edu for a complete list)

LUIS M. PROENZA, President of the University, B.S., M.S., Ph.D.

ELIZABETH STROBLE, Senior Vice President and Provost, A.B., M.A., Ph.D.

University of Akron School of Law Faculty and Staff

Law School Faculty located at: http://www.uakron.edu/law/lawfaculty/index.php

Law School Administrators located at: http://www.uakron.edu/law/lawfaculty/admin.php

Law School Staff located at: http://www.uakron.edu/law/lawfaculty/staff.php
ACADEMIC PROGRAM, POLICIES AND STANDARDS

The School of Law structures its academic program to comply with the requirements of both the American Bar Association and the Association of American Law Schools. This Student Handbook should be interpreted so as to comply with those standards.

Curriculum and Courses of Study Information
http://www.uakron.edu/law/curriculum/index.php

The School of Law offers a full-time and a part-time program, both leading to the degree of Juris Doctor (J.D.). The program descriptions are located at:
http://www.uakron.edu/law/curriculum/schedules.php

- **Full-time Day Curriculum**
  http://www.uakron.edu/law/curriculum/day.php
  The curriculum for a full-time (day) student is designed so that the degree may be earned in three academic years consisting of six semesters. Attendance at the summer session is optional. Day students must enroll in all **required courses** in the day program of the School of Law. First year full-time (day) students may not deviate from the required curriculum.

- **Part-time Evening Curriculum**
  http://www.uakron.edu/law/curriculum/evening.php
  The curriculum for a part-time (evening) student is designed so that the degree may be earned in four academic years consisting of eight semesters and one summer. The summer is an integral part of the part-time (evening) program. Evening students must enroll in all **required courses** in the evening program of the School of Law. First and second year part-time (evening) students may not deviate from the required curriculum.

- **Academic Tracks**
The School of Law has four designated scheduling “tracks” that assist students in timing their course selections in particular areas of interest. Courses designated in the same semester of the same level will not conflict with one another.

  - **General/Bar**
    - Full-Time Day [Program Information](http://www.uakron.edu/law/curriculum/day.php)
    - Part-Time Evening [Program Information](http://www.uakron.edu/law/curriculum/evening.php)

  - **Business**
    - Full-Time Day [Program Information](http://www.uakron.edu/law/curriculum/day.php)
    - Part-Time Evening [Program Information](http://www.uakron.edu/law/curriculum/evening.php)

  - **Litigation**
    - Full-Time Day [Program Information](http://www.uakron.edu/law/curriculum/day.php)
    - Part-Time Evening [Program Information](http://www.uakron.edu/law/curriculum/evening.php)

  - **Taxation**
    - Full-Time Day [Program Information](http://www.uakron.edu/law/curriculum/day.php)
    - Part-Time Evening [Program Information](http://www.uakron.edu/law/curriculum/evening.php)
In accordance with the accreditation requirements of the American Bar Association, the faculty has determined that no full-time (day) student shall be eligible to receive the J.D. degree more than five (5) years from the date of first enrollment in the School of Law, and no part-time (evening) student shall be eligible to receive the J.D. degree more than six (6) years from the date of first enrollment in the School of Law, except in unusual cases (effective with the Fall 1985 entering class).

The full-time (day) student is not permitted to take required part-time (evening) classes; likewise, nor is a part-time (evening) student permitted to enroll in required full-time (day) classes. Students may seek written permission of the Associate Dean in rare and exceptional cases. All students registering for required courses, must register in the same section (e.g. 001, 002, 801, etc.) for the spring semester as they were registered in during the fall semester.

A beginning student is admitted to the fall semester only and is subject to the degree requirements in effect upon admission.

The curriculum of the School of Law is designed to provide training for technical competency, professional responsibility and for the practice of law in any common law jurisdiction. Law is studied by the case, problem, seminar and clinical methods.

Eighty-eight (88) credit hours are required for the completion of the credit requirements for the J.D. degree. The course of study includes 44 credit hours of required courses that must be completed in the order offered by the School of Law. This core curriculum establishes the essential framework for subsequent legal study. The first year courses include foundational study of common law origin, public law, research, writing and procedure. If a student fails to complete a required course in the order offered by the law school, the student MUST take the next available offering.

**Course Descriptions**

To view all courses listed in our curriculum and their course descriptions please visit:

**Course Descriptions for Courses Beginning A-E:**
http://www.uakron.edu/law/curriculum/courseAE.php

**Course Descriptions for Courses Beginning F-J:**
http://www.uakron.edu/law/curriculum/courseFJ.php

**Course Descriptions for Courses Beginning L-Z:**
http://www.uakron.edu/law/curriculum/courseLZ.php
The Writing Program
In recognition of the pivotal importance of written and oral communication, the School of Law has developed an intensive writing program. The writing program integrates research and writing in a client-based, problem-solving structure. Students have a law librarian research mentor and a small group professor. Both expository and persuasive writing skills are emphasized. An upperclass course in Legal Drafting is also required.

General Writing Requirement (GWR)
All students must satisfy the General Writing Requirement (GWR) in order to graduate. The GWR 9200:610, is a 0 credit hour paper course which must be fulfilled in conjunction with another elective course. Electives are offered each semester in which the GWR can be satisfied. This will vary from semester to semester. See your schedule for elective classes that are marked as offering the GWR. Students who work to satisfy the GWR in a course without a scheduled GWR section may seek written approval from the professor and be enrolled in GWR Miscellaneous.

A student wishing to satisfy GWR must register for two separate courses:

1. The elective course
   --AND--
2. 9200:610 GWR

If, for example, a student registers for 9200:650 Labor Law and Collective Bargaining and the appropriate 9200:610 GWR, the instructor will assign a letter grade for Labor Law and a credit/non-credit grade for GWR. Both the letter grade and the credit/non-credit grade will appear on the transcript.

FAILURE TO REGISTER FOR BOTH THE ELECTIVE COURSE AND THE APPROPRIATE GENERAL WRITING REQUIREMENT COURSE WILL RESULT IN NOT MEETING THE GRADUATION REQUIREMENT OF 9200:610 GWR.

GWR Deadlines and Due Dates:

1. The student must propose a topic to and receive its approval by the supervising faculty member no later than July 5th of his or her last year in law school if the student is expected graduate in December or October 15th of his or her last year in law school if the student is expected to graduate in May.
2. A student who intends to satisfy the GWR in conjunction with ISR alone, as provided in paragraph (1) above, must enroll in ISR no later than the semester before is or her last semester in law school unless the Associate Dean determines that the unavailability of a course on an appropriate subject resulted from a change in circumstances that was not reasonably foreseeable by the student until it was too late for the student to comply with this requirement.
3. GWR papers must be submitted to the supervising faculty member for grading no later than November 15th if the student intends to graduate in December of the
same year or March 31st if the student intends to graduate in May of the same year.

4. In unusual and compelling circumstances for which the student cannot reasonably be held responsible, the Associate Dean may waive the deadlines specified above.

Unless otherwise specified by the instructor, the GWR paper will be due the Monday of Reading Period in the term in which the course was taken. Since there is no Reading Period for Summer Session classes, the paper will be due on the Monday one week before the Summer class is over.

A student MUST fulfill the General Writing Requirement by one of the following:

1. Participation in Law Review;
2. Participation in Appellate Review, through Clinical Seminar or as a staff member, upon certification by the responsible faculty member that the student has engaged in extensive research and has produced a substantial legal writing;
3. Completion of a law school seminar where a research paper is required, upon certification by the responsible faculty member that the student has engaged in extensive research and has produced a substantial legal writing;
4. Completion of a substantial legal writing, submitted in satisfaction of the requirements of law school credit course (such as Appellate Advocacy 9200:689) and certified by the law faculty member in charge; or
5. Completion of a substantial legal writing submitted in satisfaction of requirements of Individual Studies and Research (9200:698) and certified by the law faculty member serving as advisor to the independent research. This option must be approved in writing, in advance, by the Associate Dean. Applications and information are available on-line (see below).

Information on the General Writing Requirement (GWR) is available at: 
http://www.uakron.edu/law/studentservices/docs/GWR_Packet.pdf

Individual Studies and Research (ISR)
The purpose of this course is to stimulate independent research of a legal issue under faculty supervision. The student will be required to define clearly the problem (thesis) to be developed, and to analyze and critically evaluate legal authority and other reasoning in support of the student’s thesis. The problem must result in a written paper that approaches, in form and quality, a law review article.

The course may be repeated to a total of six (6) credit hours and may be used to satisfy the GWR. This course may be taken only with the permission of the Associate Dean.

Additional information and the application packet for the Individual Studies and Research (ISR) are located at:  http://www.uakron.edu/law/studentservices/docs/ISR_Packet.pdf
CLINICAL TRAINING AND PUBLIC SERVICE

The University of Akron School of Law recognizes the need to prepare students with practical skills and has created a variety of opportunities for clinical experiences. The clinical participant can actively assist in trial and appellate litigation. A student may take a maximum of 12 credit hours toward graduation in the courses Clinical Seminar, Advocacy Teams, and Law Review, unless subject to other restrictions on course load that are triggered by a low grade point average.

Information regarding all clinical programs is available on-line at:
http://www.uakron.edu/law/clinical.php

Pro Bono Opportunities are available and coordinated in the Legal Clinic. Visit http://www.uakron.edu/law/nblc/probono.php for more information.

Clinical Seminar I and II
Students may do for-credit internships through one of the Clinic’s Programs:

   Appellate Review Clinic: http://www.uakron.edu/law/clinical.php#appellate
   Trial Litigation Clinic: http://www.uakron.edu/law/clinical.php#trial
   Civil Litigation Clinic: http://www.uakron.edu/law/clinical.php#jail

External placements in public or not-for-profit agencies are also available. Placements are available with state and federal court judges, prosecutors, public defenders, legal aid attorneys, not-for-profit hospitals, and any other not-for-profit agency where an attorney is available to supervise students. To further complement this practical legal experience, a course component is offered which focuses on issues involving law practice. Students must contact the Legal Clinic before registering for this course to make arrangements for the placement. Each course may be taken for either 2 or 3 credits, but neither course may be repeated.

Standards For New Competition Teams
The existing schedule of competitions for the mock trial and moot court teams provides plentiful opportunities for those wishing to participate in these activities. However, the School of Law recognizes that students and staff may become aware of other competitions in which students may wish to participate. The following guidelines shall apply to the school’s participation in all such new tournaments.

A written request to participate in the tournament must be made to the director of the respective program no later than March 1 of the academic year preceding the competition. The request shall include:

   • The name of the competition and the tournament’s sponsor
   • The dates and locations of the regional and national rounds
• The estimated cost of the school’s participation in the tournament, including, but not limited to the registration fee, hotel costs, travel costs, and meal costs for both the regional and national rounds
• The funding sources for the tournament
• The number of students who will be participating in the tournament
• How the tournament will benefit the participating students’ advocacy skills in ways not already met by existing school-sponsored competitions.

The Trial Team Director or the Moot Court Team Director will evaluate the request in light of available resources, whether participation in the tournament will benefit students in a way which is not already being met by existing teams and the overall best interest of the School of Law. The decision to participate will rest solely with the respective director.

Legal Intern Certificates
Students who are either (1) employed by or associated with a law school clinic, (2) legal aid bureau, (3) public defender’s office, (4) prosecutor’s office, or (5) other legal services organization that provides legal assistance primarily to financially needy individuals or is responsible for handling civil cases or prosecuting criminal misdemeanor cases for the State of Ohio or a municipal corporation, may apply for a Legal Intern Certificate. Legal Intern Certificate applications are available on-line at:
http://www.uakron.edu/law/studentservices/docs/Legal_Internship_Certificate_Application.pdf

In order to be eligible, a student must (1) meet the above described employment/association, (2) be in good academic standing and eligible to continue, and (3) must have completed at least 59 law school credits. Credits are not considered complete until grades have been submitted. The Legal Intern Certificate costs $25.00 (certified check or money order only) and is submitted to Law Student Services with the application form. The normal time to receive the certificate is 10 to 14 days. Students may pick up an application form and the Court Rules from the Law School Student Services Office.

Clinical General Writing Requirement (GWR)
Students employed in the in-house Legal Clinic may receive GWR credit, with prior approval by the Clinic attorneys, for substantial written work.

Certificate Program
The School of Law offers students the opportunity to specialize in either Intellectual Property Law or Litigation and to receive a certificate denoting successful completion of their requirements. Students must be admitted into the program by an advisor and Associate Dean, must maintain a 3.0 average in all certificate courses, and must work closely with a faculty member. Applications and descriptions of the programs are available on-line (see below).

Frequently Asked Questions for Certificate Programs is located at:
http://www.uakron.edu/law/studentservices/docs/Certificate_Programs_FAQs.pdf
Application to the Certificate Program in Intellectual Property is located at:

Application to the Certificate Program in Litigation is located at:

Joint Degree Programs
The School of Law and College of Business Administration offer:
- Juris Doctor/Master in Business Administration (JD/MBA)
- Juris Doctor/Master of Science and Management in Business Administration – Human Resource Management (JD/MSM-HR)
- Juris Doctor/Master of Taxation (JD/MTax)

In order to pursue the JD/MBA, JD/MTax or the JD/MSM-HR programs, the student must apply to and be accepted by the School of Law, the Graduate School, and the College of Business Administration Graduate Program. The College of Business Administration may waive the GMAT upon receipt of the applicant’s LSAT score.

The School of Law and Department of Public Administration offer:
- Juris Doctor/Master in Public Administration (JD/MPA)

Students interested in the JD/MPA degree must apply to and be accepted by the School of Law, the Graduate School, and the Department of Public Administration. The LSAT may be substituted for the GRE.

The School of Law and the Bliss Institute offer:
- a Juris Doctor/Master of Applied Politics (JD/MAP)

Students interested in the JD/MAP degree must apply to and be accepted by the School of Law, the Graduate School, and the Department of Political Science. The LSAT may be substituted for the GRE.

The total amount of time required to complete a joint degree program is less than the time required to complete both programs independently. Courses in one college fulfill course requirements in the other college. Law students may transfer in ten or eleven credits, depending upon the degree, toward the 88 credits required for the JD.

Individuals with baccalaureate degrees in any field of study are eligible to apply for a joint degree program.

Joint Degree Programs information is located at:
http://www.uakron.edu/law/curriculum/joint.php

Information and application packets describing the joint degree programs are available from the School of Law at: http://www.uakron.edu/law/studentservices/
Form to Request Transfer of Joint Degree Graduate Credits to apply toward your JD degree requirements is located at:
http://www.uakron.edu/law/studentservices/docs/Transfer_Credit_Permission_(joint-degree).pdf

The Office of Academic Success Programs

The Office of Academic Success Programs (OASP) was developed to provide support to help students succeed in law school. OASP services are available to all law students. You may use OASP whether you are experiencing difficulty adjusting to the rigorous law school curriculum, are interested in achieving higher grades, or are preparing for the bar exam.

Ways you can use OASP to assist in your law school success are:

1. Attend the August Law Skill Survival Skills Workshop for entering students.
2. Attend group sessions during the semester on specific study topics such as outlining, exam writing, successful study groups, procrastination, time management, and stress management.
3. Schedule an individual appointment to assess your learning style strengths and weaknesses and to match possible strategies for studying.
4. Schedule individual appointments to work on specific problem areas you have: note taking, reading cases, briefing, outlining, exam writing, procrastination, time management, and stress management.
5. Schedule a group session for members of your study group or student organization to discuss specific study concerns and techniques.
6. Check out learning materials from the OASP library including hornbooks, flashcards, explanatory books, and question and answer books.

For more information on the available services, contact Ronnie Shaw, Director of Academic Success Programs, 317 Law Library, (330) 972-8065. Also, the website for OASP is found at http://www3.uakron.edu/law/success2/.
Academic Standards

Good Academic Standing
Students must maintain a minimum grade point average (GPA) of 2.00 to be in good standing and remain enrolled in the School of Law. The faculty has determined that a cumulative grade point average of less than 2.00 demonstrates unsatisfactory work by a student. With respect to letter grades, the faculty has determined the following:

- that a grade of “A” represents excellent work;
- that a grade of “C” represents the minimum level of competency necessary to enter the legal profession;
- that a grade of “F” represents total failure.

A first-year full-time (Day) student must have an accumulative grade point average (A.G.P.A.) of 2.00 or higher by the end of the Spring Semester (May) of the first year in order to enroll in the second year. A first-year part-time (Evening) student must have an A.G.P.A. of 2.00 or higher by the end of the Summer II Session (August) of the first year in order to enroll in the second year. All upper division students (beyond the first year) are required to maintain at least a 2.00 A.G.P.A. during each semester of their law school studies.

Grade Point Average (GPA)
The School of Law uses a grading scale of A to F, with pluses and minuses (there is no A+). Each grade is worth quality points. Each course earns a quality point total calculated by multiplying the credits by the points associated with the grade earned (e.g., a one credit hour A earns 4.0 quality points). Academic averages are computed by dividing the total quality points achieved by the total credits attempted.

How to calculate your GPA

The Grade Point Table is located at: http://www.uakron.edu/registrar/GPA.php

Marks Legend

I “Incomplete” indicates that the student has done passing work in the course but that some part of the work is, for a good and acceptable reason, not complete at the end of the term. Failure to make up the omitted work satisfactorily by the end of the following term, not including summer sessions, converts the “I” to an “F”. When the work is satisfactorily completed within the allotted time, the “I” is converted to the grade the student has earned.

IP “In Progress” indicates that the student has not completed the scheduled work during the term because the nature of the course does not permit completion within a single term.
PI  “Permanent Incomplete” indicates that the student’s instructor and the Associate Dean or Assistant Dean of Student Services have for special reason authorized the change of an “I” to a “PI”. The designation “PI” means that the student is not permitted to complete the work in the course.

NGR “No Grade Reported” indicates that, at the time grades were processed for the present issue of the transcript, no grade had been reported by the instructor.

WD  “Withdrawal” indicates that the student registered for the course but withdrew officially sometime after the second week of the term.

Credit Hour Classification Table

<table>
<thead>
<tr>
<th>DAY 1</th>
<th>DAY 2</th>
<th>DAY 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 – 29 credits</td>
<td>30 – 58 credits</td>
<td>59 or more credits</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>EVE 1</th>
<th>EVE 2</th>
<th>EVE 3</th>
<th>EVE 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 – 22 credits</td>
<td>23 – 44 credits</td>
<td>45 – 66 credits</td>
<td>67 or more</td>
</tr>
</tbody>
</table>

Degree Requirements
The following required courses must be successfully completed before graduation:
9200:601  Civil Procedure I
9200:602  Civil Procedure II
9200:603  Constitutional Law I
9200:604  Constitutional Law II
9200:605  Contracts I
9200:606  Contracts II
9200:607  Criminal Law
9200:608  Evidence
9200:609  Intro. to Law & Legal Systems
9200:610  General Writing Requirement
9200:612  Professional Responsibility
9200:614  Property I
9200:615  Property II
9200:616  Torts I
9200:617  Torts II
9200:618  Advanced Legal Research
9200:619  LARW I
9200:620  LARW II
9200:688  Legal Drafting
Graduation Audit Checklist

Students must complete ALL required courses and must have 88 total credits to graduate. Students must have attained at least a 2.00 cumulative grade point average for all courses taken and additionally, at least a 2.00 grade point average for the last 28 law semester credit hours of instruction of the required 88 semester credit hours. The Graduation Audit Checklist located at

http://www.uakron.edu/law/studentservices/docs/Preliminary_Unofficial_Graduation_Audit_Request_Form.pdf will enable each student to record the courses and credit hours taken. Each student should complete the forms at the end of each semester to monitor progress toward the successful completion of the Juris Doctor degree.

Early Graduation Standards

In some instances, a student may elect to graduate one semester early provided that the student has met all of the degree requirements, and has achieved at least a 2.70 accumulative grade point average. Failure to achieve the 2.70 accumulative grade point average will defer graduation to the following May, and in some states, eligibility to take the February Bar Exam. However, the student will not be required to take a full load for the spring semester if all credit hour requirements are met by the end of the fall Semester. That student will be required to take at least 3 credit hours in the spring semester.

Those students wishing to complete one semester early must comply with the rules for early completion as approved by the Law Faculty. An Early Completion Request Form, located on-line at http://www.uakron.edu/law/studentservices/docs/Early_Out_Request_Form.pdf must be filed with the Law Student Services office.

♦ FULL-TIME (DAY) STUDENTS – Must complete five (5) consecutive semesters of twelve (12) or more credits each AND two (2) summer sessions of at least six (6) credit hours each.
♦ PART-TIME (EVENING) STUDENTS – Must complete seven (7) consecutive semesters of eight (8) or more credits AND two (2) summer sessions of at least five (5) credit hours each, and one (1) summer of at least three (3) credit hours.

Taking a heavy load in one semester and a light load in another semester does NOT fulfill this requirement. Averaging is not permitted. A student must have the permission of the Associate Dean or Assistant Dean of Student Services for an overload. The Associate Dean or Assistant Dean of Student Services is extremely unlikely to grant more than a one-course overload. Credit loads in excess of 18 hours are prohibited by ABA standard. Intersession courses must be allocated to surrounding semesters.
Early Graduation Standards (continued)

♦ **Full-time (day) students**
  2.70 AGPA by end of Spring Semester of 2\textsuperscript{nd} year of Law School
  OR
  2.70 AGPA by end of last semester of Law School

♦ **Part-time (evening) students**
  2.70 AGPA by end of Spring Semester of 3\textsuperscript{rd} year of Law School
  OR
  2.70 AGPA by end of last semester of Law School

**Law Accumulative Grade Point Average (AGPA) Rounded to Nearest Hundredth**

On Thursday, March 11, 2004, the law faculty passed the motion to calculate student AGPA to the nearest hundredth by majority vote. This rounding is effective for every semester during the student’s law school career and through law commencement. This AGPA will be used for class rankings and graduation with honors.

**Graduation with Honors**

Students who have earned an accumulative grade point average (AGPA) of 3.20 or higher out of a possible 4.0 for all work taken in the School of Law are honored with a designation as follows (effective with the awarding of degrees in January, 1987):

♦ Summa Cum Laude – 3.60 to 4.00, inclusive;

♦ Magna Cum Laude – 3.40 – 3.59, inclusive; and

♦ Cum Laude – 3.20 to 3.39, inclusive.

**Final Class Rankings**

Day and evening December and May graduates are ranked together to produce each student’s final official class rank (e.g., December 2005 and May 2006 graduates are a single class).

**Dean’s List**

The Dean’s List is posted at the end of the Fall and Spring semesters. The criteria for inclusion on the Dean’s List is:

  FULL-TIME (DAY) STUDENTS: Must have completed at least 12 law credit hours and achieved at least a 3.3 grade point average or better for said semester – OR – if a joint degree student must have taken at least 9 law credit hours and achieved at least a 3.3 grade point average or better for said semester AND achieved at least a 3.3 grade point average for courses taken outside the School of Law.
PART-TIME (EVENING) STUDENTS: Must have taken at least 8 law credit hours and achieved at least a 3.3 grade point average or better for said semester – OR – if a joint degree student must have taken at least 6 law credit hours and achieved at least a 3.3 grade point average or better for said semester AND achieved at least a 3.3 grade point average for courses taken outside the School of Law.

Class Rankings
Class rankings are anonymously posted on the secure Law Class Rankings website located at http://www.uakron.edu/law/studentservices/ and on the student lounge bulletin board (north wall) twice per year, normally within 5 to 6 weeks after the Fall and Spring semesters. Students are ranked within their division (D1, E1, etc.). Students who officially change their classification status between day and evening will be ranked with the division in which they were enrolled for the semester reflecting the class rankings. Division is determined by the number of credit hours a student has successfully completed (see below), not the number of years he/she has attended.

Law School Credit Hour Classification Table

<table>
<thead>
<tr>
<th>DAY 1</th>
<th>DAY 2</th>
<th>DAY 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 – 29 credits</td>
<td>30 – 58 credits</td>
<td>59 or more credits</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>EVE 1</th>
<th>EVE 2</th>
<th>EVE 3</th>
<th>EVE 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 – 22 credits</td>
<td>23 – 44 credits</td>
<td>45 – 66 credits</td>
<td>67 or more credits</td>
</tr>
</tbody>
</table>

Grade Posting
Students may access their grades and unofficial transcripts on-line via Zipline as https://zipline.uakron.edu/psp/portprod/EMPLOYEE/EMPL/h/?tab=PAPP_GUEST soon as grades are officially posted by the University Registrar’s Office. The School of Law submits grades based on the following schedule:

<table>
<thead>
<tr>
<th>Semester</th>
<th>Grades Entered into Zipline as soon as grade rosters are available from the University Registrar</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall</td>
<td>3 weeks after last exam</td>
</tr>
<tr>
<td>Spring</td>
<td>2 - 4 weeks after last exam date</td>
</tr>
<tr>
<td>Summer I 5-week &amp; 10-week</td>
<td>2 - 4 weeks after last exam date</td>
</tr>
<tr>
<td>Summer II 5-week</td>
<td>2 - 4 weeks after last exam date</td>
</tr>
</tbody>
</table>

Grade Change Forms
Students who have grades that need to be changed on their permanent academic record need a grade change form. The professor of record must initiate the change. No grade can be changed without written approval of the Associate Dean or Assistant Dean of Student Services. The University Registrar’s Office processes grade changes, which takes
approximately two weeks. The student will be able to view their grade changes on-line via once processing is completed.

**Letter Graded or Credit/Non-Credit**
Law classes may not be completed for credit/non-credit grade unless the course specifically offers this grading option in the course description.

**Maximum Credits Earned in Non-Graded Courses**
A student may take a maximum combined 12 credit hours toward graduation in the courses Clinical Seminar, Advocacy Teams, and Law Review, unless subject to other course restrictions that are triggered by a low grade point average.

**Grades of “F” and Repeating a Class**
Students may not repeat a course to improve a grade. If a student earns an “F” in a required course, that course must be repeated and earn a passing grade. Repeating the course does not remove the previous grade of “F” from the student’s official transcript or from the calculation of the cumulative grade point average. **Elective courses cannot be repeated for a change of grade.**

**Grade Appeal Procedure**
A student has the right to appeal only a grade of “F”. Appeals must be submitted to the Academic Committee, addressed to the Chair of the Academic Committee. The committee delegates responsibility for hearing the appeal to a subcommittee consisting of at least three faculty members. **A student must file a grade appeal within six (6) months after the grade was available from the University.**

Prior to filing an appeal, the student must review the exam with the instructor. If this informal conference fails either to persuade the student that the appeal is not merited or to convince the instructor that the grade is erroneous, then the student may appeal to the Academic Committee. The appeal must be in writing and must specify the basis for the appeal. After the meeting between the instructor and student, the procedure may take a variety of forms, depending upon the specific situation.

The standard of review will be the following: In order to overturn a failing grade, the Academic Committee must find that the decision of the instructor was clearly erroneous. There are no limitations or time requirements once the appeals process begins. The Academic Committee will reach a resolution of the grade appeal and will inform the student and the instructor of the decision in writing. The decision of the Academic Committee shall be final, and no further appeal of its decision shall be heard. **(Effective 03/02/89 by action of the Academic Committee).**
Course Restrictions Based on Law Grade Point Average

A student with an accumulative law grade point average of 2.30 or below at the end of the first year of law studies or any subsequent term is subject to the following requirements regarding elective courses:

1. The student may take a maximum of 12 credit hours of non-exam elective courses (not including Clinical Seminar, Trial Advocacy, or other professional skills courses as determined by the Associate Dean) during their entire academic career;

2. The student must take a minimum of 18 credit hours of elective bar subject courses from the Bar & Required Track (See Appendix A).

Any student whose accumulative law grade point average falls to 2.30 or below after the first year shall also be subject to the above-stated requirements except under rare and compelling circumstances that the Associate Dean or Assistant Dean of Student Services determines compliance to be impracticable.

The above-stated restrictions shall end if the student achieves an accumulative law GPA of 2.7 or higher.
Academic Dismissal, Probation, Reinstatement Eligibility

Students with accumulative grade point averages (AGPAs) below 2.00 are dismissed from the School of Law. Students whose AGPA is 1.80 or higher are eligible to petition for reinstatement.

First-Year Students

A first-year full-time (Day) student must have an accumulative grade point average (A.G.P.A.) of 2.00 or higher by the end of the Spring Semester (May) of the first year in order to enroll in the second year. A first-year part-time (Evening) student must have an A.G.P.A. of 2.00 or higher by the end of the Summer II Session (August) of the first year in order to enroll in the second year. First-year dismissals are based on the appropriate academic year (end of Spring Semester for Day students, end of Summer Session II for Evening students), not the number of required courses completed. Dropping a course does not exempt first-year students from dismissal for academic deficiency. An “Incomplete” or “In Progress” will not alter this process. The A.G.P.A. calculated without that class will be the A.G.P.A. acted upon. Therefore, students who receive an “Incomplete” or “In Progress” do so at their own risk.

No classes subsequent to the Spring Semester for Day students or Summer II for Evening students, including Intersession classes, will be included in the calculations for dismissal or considered with a petition for reinstatement. Enrolling in, beginning, or completing any classes after the end of the Spring Semester (for Day students) or Summer II (for Evening students) are at the student’s own risk.

Upon dismissal, a student whose A.G.P.A. is between 1.80 and 1.99 is eligible to petition for reinstatement. The procedure for seeking reinstatement follows. Any student who is reinstated will be permitted to take only those required and Ohio Bar courses approved by the Associate Dean or Assistant Dean of Student Services and will be subject to conditions of probation established by the Academic Committee.

Upper Division Students

All upper division students (beyond the first year) are required to maintain at least a 2.00 A.G.P.A. during each semester of their law school studies. A law student whose A.G.P.A. is below 2.00 will be dismissed for academic deficiency. An “Incomplete” or “In Progress” will not alter this process. The A.G.P.A. calculated without that class will be the A.G.P.A. acted upon. Therefore, students who receive an “Incomplete” or “In Progress” do so at their own risk. Students wishing to petition for reinstatement must have a minimum A.G.P.A. of 1.80 (see procedure below). Any student who is reinstated will be allowed to take only those required and Ohio Bar courses approved by the Associate Dean or Assistant Dean of Student Services and will be subject to conditions of probation established by the Academic Committee.
Reinstatement after Academic Dismissal

1. Procedure for seeking Reinstatement upon dismissal for academic deficiency.

1.1 Petition for Reinstatement: A qualified student who has been dismissed from the School of Law for failure to maintain the required grade-point average may petition the Academic Committee in writing for readmission and may appear personally before the Committee to make an oral statement and/or respond to any questions Committee members may ask. A student appearing personally before the Committee is encouraged not to repeat at length information that already has been presented to the committee in the written petition. The Committee shall grant such petition for readmission only if, in the judgment of the Committee, the evidence indicates a substantial likelihood of academic success.

1.2 Reconsideration of Denial of Petition for Reinstatement: Any student who has been dismissed from the School of Law for failure to maintain the required grade-point average and whose subsequent petition for readmission was denied by the Academic Committee may submit a written petition requesting reconsideration of the Committee’s decision to deny readmission, but such student has no right to appear personally before the Committee. The Committee shall proceed to reconsider its previous decision only if either (1) the petition presents important new evidence that did not exist or was otherwise unavailable at the time of the Committee’s previous decision, or (2) upon reading the petition and reviewing the relevant records the Committee concludes that its previous decision was clearly erroneous.

2. Procedure for seeking reinstatement upon second dismissal for academic deficiency: Any student who has once been dismissed from the School of Law for failure to meet the conditions upon which readmission was previously granted may petition the Academic Committee again for readmission, but such student has no right to appear personally before the Committee. Petitions for second readmission shall be granted only in extraordinary circumstances strongly indicating a substantial likelihood of academic success notwithstanding previous academic deficiencies. No student whose petition for second readmission has been denied may petition the Academic Committee for reconsideration of that decision.

3. No student who has twice been dismissed from the School of Law for failure to meet the conditions upon which readmission was previously granted may petition the Academic Committee again for reinstatement.

Ratified by Law Faculty, 4-9-92

WHAT TO PUT IN YOUR PETITION

The law faculty previously passed the following statement regarding the form and content of petition:

“Any student eligible for consideration shall file a written petition for reinstatement to the School of Law, which petition should be addressed to the Dean (Associate Dean) of the School of Law.

The Petition should contain a statement of any circumstances that contributed to the dismissal for academic deficiency and whether these circumstances still exist. The petition may include any matter that supports an assessment of an acceptable performance in the continued study of law. The petition should consider whether the extant grade point deficit can be removed in a reasonable period of time.”

Reapplication after Dismissal from Law School
An applicant who previously has been dismissed for academic deficiency is ineligible for readmission for two years after the dismissal. The applicant may submit his or her reapplication materials during the second year after dismissal for readmission consideration. An applicant reapplying to the School of Law shall be considered a new student and must submit a complete application. The applicant must demonstrate a substantial likelihood of success if admitted. In making its decision the Admissions Committee shall consider the applicant’s past law school record, but will also consider new information such as a new LSAT and academic work completed since last enrolled in law school.

Honor Code
The University of Akron School of Law has an Honor Code, and operates on the honor system. The Honor Code is an important part of the professional and ethical environment of the law school. All students are expected to adhere to its requirements in their academic work. In addition, the disciplinary code adopts standards of professional and ethical conduct by which students are expected to govern their behavior both in and out of class.

“I did not give, witness, or receive unpermitted aid.”

This is the Honor Code pledge that all students are required to transcribe on each assignment, paper, or examination submitted to their professors or instructors. After transcribing the Honor Code pledge, each student must sign the pledge by using his or her student identification number in lieu of the student’s name. This protects the student’s anonymity during the performance assessment process.

If a student believes that he or she has witnessed a violation of the Honor Code during an exam, the student should not sign the pledge. The failure to sign the pledge will signal to the faculty member that the student may have knowledge of an Honor Code violation. The faculty member will contact the student for further information. Students witnessing a violation should inform a faculty member, the Associate Dean or Assistant Dean of Student Services or the Chair of the Academic Committee. If a potential Honor Code violation has occurred, the faculty member will contact the chair of the Student Disciplinary Committee, who will arrange for a confidential investigation of the alleged violation.
Please note that the failure to report a violation of the Honor Code is itself a ground for disciplinary action.
Examinations - located on line at: Exam Schedules

Schedule
The schedule for final examination is published approximately eight weeks into the semester. This permits class lists to be finalized, so the Associate Dean can schedule examinations with a minimum of conflicts for students. An examination conflict consists of two examinations scheduled at the same time or three examinations scheduled within 24 hours. Evening students who have examinations on both the first Wednesday and the first Friday of exam period, and day students who have three examinations between the first Wednesday and Sunday of the exam period are also granted relief, at their option.

Conflicts
Students who are ill may contact the professor to reschedule an examination BEFORE the time of the examination. Once a student sits for an examination, the student must complete that examination and receive that grade. Examinations that are rescheduled due to conflict or illness must be rescheduled within exam period to the earliest available time. If illness prevents rescheduling during exam period, the examination must be scheduled no later than the start of the next semester. Students who cannot reschedule an examination before the next semester should consult with the Associate Dean or Assistant Dean of Student Services about a leave.

Testing with Accommodations
To read the entire Policy on Accommodations Here
If you have a one time need for accommodations (i.e., broken arm), you must be registered with the Assistant Dean for Finance. It is the student’s responsibility to register in a timely fashion as soon as the exam schedule becomes available by notifying Assistant Dean Cannon in the Law School Dean’s Complex.

ExamSoft for Laptop Examinations
Effective with the Fall 2004 semester, selected School of Law examinations are taken using ExamSoft software.

Attendance Policy
In accordance with the policies of the School of Law and the American Bar Association, regular and punctual class attendance is necessary to satisfy credit hour requirements.

Outside Employment Policy
The faculty and administration of The University of Akron School of Law believe that the study of law is a rigorous, full-time pursuit. Therefore, consistent with the American Bar Association accreditation standards, first-year day students are not permitted to engage in outside employment. Second and third-year day students and part-time students attending more than 12 credit hours in any week also may be employed for a maximum of 20 hours per week.
During any week in either semester or during the summer when a student is in class for more than twelve hours (i.e. during intersession and during regular sessions when the student has an intensive weekend course), a student may not work more than 20 hours in that week. **This is an ABA restriction that cannot be waived.**
STUDENT SERVICES

STUDENT INFORMATION

Current & Name Address Reporting Responsibility

It is imperative that The University of Akron School of Law have current name and address data for all students. The School of Law also requires a local telephone number (and preferably also a cell phone number) for each student. Name, address and telephone data are centrally coordinated by the university. The School of Law can not accept or process name change requests. A student must submit a request to change his or her name along with a copy of the legal documentation that verifies the name change in person at the Office of the University Registrar in Simmons Hall.

Students may change their address and telephone number on-line via Zipline located at the lower right corner of the UA homepage: https://zipline.uakron.edu/psp/portprod/EMPLOYEE/EMPL/h/?tab=PAPP_GUEST by changing their personal profile or by completing an address change at Student Services located at Hezzelton E. Simmons Hall. The School of Law does not process address changes.

Student Mailboxes

All law students are assigned a mailbox sometime during the first two weeks of school. A revised posting of names and mailbox numbers, which includes the entering class, will be posted during the first two weeks of the fall semester. Mailbox numbers are randomly assigned by Student Services and cannot be reassigned.

UANet ID

The School of Law uses UANet Ids and email addresses to send all email correspondence. You are responsible for checking your UAnet account (or for forwarding your UANet email to an account you use more regularly) so that you receive all official correspondence.

To access your grades, address change, class schedule or to change your Directory Information, you must have a UANet ID and password. You must be a currently registered student before you can request a UANet ID and password. To request your UANet ID and password, go to https://gozips.uakron.edu/zid/user.html OR contact the Help Desk at 330-972-6888 to request a UANet ID.

Photo ID Card

Student ID Cards may be obtained by going to the Zip Card Office located in the Student Union. To receive a card, please take your class schedule and either a picture ID with your social security number on it (i.e. valid state ID, valid Driver’s License) OR Birth Certificate and Social Security Card.
Maintenance of Your Student File

It is the responsibility of the student to ensure that all documents requested by the School of Law are promptly obtained and turned in to the Law School Records Office. During the fall semester, a note is sent to all 1st year students telling them the status of their file at the School of Law. If a student’s file is complete, no other documentation is needed. If a student’s file is incomplete, the student will have until approximately the beginning of the spring semester to obtain the proper documents and complete their file. Any student who has not completed their file by mid-January will be placed on Academic Hold. Academic Hold prevents registration for subsequent semesters until a student’s file is complete.

All documentation in a student’s law file becomes the property of The University of Akron School of Law. No copies will be made of a student’s official undergraduate transcripts. If copies of undergraduate transcripts are needed, a student MUST request them from the college or university where the credit was received.
Disability Accommodations

POLICY ON ACCOMMODATIONS TO HANDICAPPED STUDENTS
THE UNIVERSITY OF AKRON SCHOOL OF LAW

1. With respect to disabilities existing at the time of entering the School of Law:

   a.) Any student who has a disability that currently substantially limits learning in a higher education setting may contact The University of Akron Office of Accessibility for information regarding eligibility for reasonable accommodations. It is the student’s responsibility to provide appropriate documentation of the disability according to the guidelines established by the Office of Accessibility. After a disability specialist has reviewed your documentation, you will be asked to meet with one of them to discuss your eligibility status and appropriate accommodations if applicable. Once this process is complete, you will receive a letter describing your accommodations that you may present to the law school.

   b.) When a student with a disability has registered for a course, the Dean’s office shall notify the faculty member instructing the course of the accommodation[s] the student will require. A faculty member having concern about the accommodation[s] is invited to share these concerns with the Dean’s Office by a specified date. Faculty will be strongly encouraged to convey any such concerns to the Dean’s Office as soon as possible so that these concerns can be quickly resolved between the faculty member and the Office of Accessibility.

   c.) The Dean’s Office will attempt to accommodate the student’s needs through the use of the School of Law, and when necessary or appropriate, university resources. If a student desires accommodation[s] beyond those reasonably available through these sources, it will be the student’s responsibility to implement those accommodation[s] sought.

2. With respect to disabilities arising or diagnosed during the course of enrollment at the School of Law:

   a.) Once a student has become aware of a disability and the need for accommodation the student should promptly inform the Office of Accessibility of the same. The Office of Accessibility will then proceed, to the extent possible, in accordance with the policy stated above in Section 1.
Overloads/Underloads

First year full-time (day) and part-time (evening) and second year part-time (evening) students must adhere to the required curriculum. Courses must be taken in the division in which the student is enrolled. First year students may not enroll in additional coursework beyond the required law curriculum. Second year evening students may not take additional coursework beyond the 9 hours of required curriculum except with permission of the Associate or Assistant Dean under rare and compelling circumstances.

During the fall and spring semesters, second and third year full-time students are required to enroll in at least 12 credit hours but not more than 16 credit hours. Third and fourth year part-time students are required to enroll in at least 8 credit hours but not more than 10 credit hours.

Any deviation from these credit hour guidelines is an underload or an overload, and MUST be approved in writing by the Associate Dean or Assistant Dean of Student Services before the beginning of the semester in which the underload or overload will occur.

ABA standards limit the maximum number of credits that can be earned in any single semester to 18 credits. The credit calculation includes all graduate courses approved for law school credit, including those taken with a joint degree.

Students should report all planned graduate work prior to the term of enrollment. All graduate work taken during a given semester (including credits that will not be applied toward the JD degree) will be considered with law credits when making determination for overload permission.

To seek approval, please submit the Overload/Underload Permission Request Form located at: http://www.uakron.edu/law/studentservices/docs/Overload_Underload_Permission_Request_Form.pdf to the Associate Dean or Assistant Dean of Student Services for approval. Considerations for approval include grade point average, grade trends, work hours, and courses being taken.

During the summer, the absolute maximum load for any combination of sessions and courses during the summer is 9 credits. More than 3 credits at any one time during the summer is an overload. Any combination of sessions that causes an overlap of 4 or more credits is an overload. Overload must be approved by the Associate or Assistant Dean in advance, just as in the academic year.

Any deviations from the above-listed requirements (i.e. underload or overload) MUST be approved before the beginning of the semester in which the underload or overload will occur. Please submit the Overload/Underload Permission Request Form located at: http://www.uakron.edu/law/studentservices/docs/Overload_Underload_Permission_Request_Form.pdf.
Form.pdf to the Associate Dean or Assistant Dean of Student Services for approval. Failure to receive permission could result in non credit of coursework.

Change of Classification
A student may request a change of classification from full to part time or vice versa once during his or her law career. The student must complete the Change of Classification Request, which may be obtained on-line at: http://www.uakron.edu/law/studentservices/docs/Classification_Change_Request_Form.pdf Once the form is completed, submit it for approval. Requests are not automatically approved. If approved, the University Registrar’s office will enter an official change in the student’s classification. NOTE: a change of classification is permanent. Therefore, students may not change classifications more than once.

Enrollment in Graduate Courses in Other Colleges at The University of Akron
Per ABA Rules, full-time day students must complete their first year of studies and part-time evening students must complete their first two years of studies in order to transfer credits from another college unit. A maximum of six credits of letter-graded, graduate level courses earned outside of the law school at The University of Akron may be applied toward the requirements for the Juris Doctor degree. Students must earn passing credit for any course they wish to transfer in for credit(s) to be applied to the law degree. Courses taken prior to law school attendance are not transferable.

Approval to pursue such courses must be secured in writing from the Associate Dean or Assistant Dean of Student Services before taking the courses. For University of Akron law students who are not in a joint degree program who wish to transfer graduate-level credits toward their JD, the student must complete an “Application for Law Student to Take Graduate Courses” available from the Law Dean’s office or online at: http://www.uakron.edu/law/studentservices/docs/Transfer_Credit_Permission_(not_joint-degree).pdf.

The student must complete processing of this form after receiving the signature from the Associate Dean or Assistant Dean of Student Services, by gaining appropriate Dean’s approvals/signatures from the Graduate School located in the Polsky Building. Students must then register for the approved course(s) via Zipline. For controlled graduate courses, the student must register in person with the signed form at Student Services located at Hezzelton E. Simmons Hall.

The student will receive credit only for courses with a passing grade. Courses will transfer to The University of Akron School of Law as grades of credit and will not be included in law grade point average (LGPA). Credit hours transferred are counted toward the 88 credit hours that are required for the JD degree, but the grades for such courses will not be computed into the student’s grade point average. The grades for such courses will not physically move from the graduate career totals into the law career totals. The transferred graduate credit hours are monitored by the law school registrar. Once a student applies for graduation, the graduate credits will be reflected on the degree clearance audit as completed JD credits.
Enrollment in Courses at Other ABA Accredited Law Schools – Transient Student Status

A student may request transient status to enroll for coursework in another ABA accredited law school. Transient status requires compelling circumstances. To receive transient status, a student must meet with student services counselor Liz Sauders and submit a request in writing to the Associate Dean or Assistant Dean of Student Services prior to taking any course(s). The student should provide information as to why the request is being made, the time period for transient status, the courses to be taken, the credit hours (semester or quarter) per course, and a description of the courses as appears in the school’s catalog.

Visiting Student (single course)

The student should provide information as to why the request is being made, the time period for transient status, the course to be taken, the credit hours (semester or quarter) per course, and a description of the course as appears in the school’s catalog.

Transient Student Status (entire semester)

To receive transient status for a full semester, a student must have completed all required courses, unless the Associate Dean or Assistant Dean of Student Services waives for rare and compelling circumstances. The student will be notified in writing of the decision by the Associate Dean or Assistant Dean of Student Services.

If the request for transient status is granted, the student will receive credit only for courses with a passing grade. The course will be entered on the student’s transcript as “credit.” Courses will transfer to The University of Akron School of Law as grades of credit and will not be included in law grade point average (LGPA). Credit hours transferred are counted toward the 88 credit hours that are required for the JD degree, but the grades for such courses will not be computed into the student’s grade point average.

Up to six (6) semester credits of approved coursework for summer OR up to 15 semester credits of approved coursework for a fall or spring semester may be approved for transfer to be applied toward the Juris Doctor degree at The University of Akron School of Law providing that these courses are:

- Letter graded (no grade below D-)
- Not similar to courses taken at The University of Akron
- Not clinical, internship, or externship experiences
- Not independent research projects

Course grades will transfer to The University of Akron School of Law as grades of credit, and will not be included in your law grade point average (LGPA).

Please submit the Visiting (Transient) Permission Request Form located at: http://www.uakron.edu/law/studentservices to the Assistant Dean of Student Services.
Students are responsible for coordinating their financial aid loan agreements by working with both the host school’s financial aid office and The University of Akron Office of Student Financial Aid located in Hezzelton E. Simmons Hall.

**Study Abroad**

Students who receive authorization to attend study abroad through an ABA accredited law school must make a written request by completing the application located at [http://www.uakron.edu/law/studentservices/docs/Visiting_(Transient)_Permission_Request_Form.pdf](http://www.uakron.edu/law/studentservices/docs/Visiting_(Transient)_Permission_Request_Form.pdf) and return it to Law Student Services. Indicate where you wish to attend, why you wish to enroll in the courses, which courses you wish to take and have applied toward your JD (include course descriptions from the schools catalog, and where you need the letter authorizing visiting status to be mailed (name, address, and contact person at the ABA approved law school offering this program)

Once this has been received, the Associate of Assistant Dean of Law Student Services will then consider your request. If approved, a letter will be prepared and mailed to the host law school. A copy will be provided to you.

You are permitted up to 6 credits of study abroad coursework to transfer to be applied toward your Juris Doctor degree at The University of Akron School of Law providing that these courses are letter graded (no grade below D-) and not similar to courses taken at The University of Akron. Special permission may be granted for clinical, internship, or externship experience. See below for details. Credit will not be authorized for independent research projects.

**Final Year of Law Studies**

A student may request transient status during his/her last year of law studies. To be eligible for transient status a student must have completed a minimum of 59 credit hours at The University of Akron School of Law and be granted a waiver by the Dean of Student Services of the degree requirement that the student complete the last year of studies in residence at The University of Akron School of Law. The student must also have completed ALL required courses, including the General Writing Requirement. The Associate Dean or Assistant Dean of Student Services must approve all courses taken as a transient before the student takes the course(s). Therefore, the student must submit all of the information detailed in the previous section to the Associate Dean or Assistant Dean of Student Services. The student will be notified in writing of the decision shortly thereafter.

**Clinical Externships and Internships through Other ABA Accredited Law Schools**

Students interested in enrolling in clinical externships and internships through other ABA-accredited law schools can be approved by seeking prior written permission of the Associate Dean or Assistant Dean of Law Student Services. The clinical experience may be at the ABA-accredited law school or via that school’s study abroad program. The student must provide a written description of the proposed experience.
To be approved the experience must be:

1) offered through an ABA-accredited program elsewhere,

2) have a classroom component or a similar way of having faculty input and supervision and student reflection upon the clinical experience as a broader learning experience,

3) be supervised by a faculty member who is available to students during the experience, and

4) if an externship, the externship field placement must be regularly reviewed and assessed by a faculty member as to its value and the type of learning and feedback experiences students receive in the placement.

(approved by the School of Law Faculty October 20, 2005).

Grade Processing/Graduation Clearance for Transient Students

The student is responsible for requesting that an official transcript from the visiting school be sent to The University of Akron School of Law to allow the grades to be processed at Akron. The student must check the grading schedule at the visiting school. If the visiting school cannot get the grades to the School of Law by our graduation-processing deadline, the student’s graduation and in most states eligibility to take the bar examination will be delayed. Students should determine if problems exist before assuming transient status.

Grades

Students may access their grades and unofficial transcripts on-line via Zipline as soon as grades are officially posted by the University Registrar’s Office. The School of Law submits grades based on the following schedule:

<table>
<thead>
<tr>
<th>Semester</th>
<th>Grades Entered into Zipline as soon as grade rosters are available from the University Registrar</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall</td>
<td>3 weeks after last exam</td>
</tr>
<tr>
<td>Spring</td>
<td>2 - 4 weeks after last exam date</td>
</tr>
<tr>
<td>Summer I 5-week &amp; 10-week</td>
<td>2 - 4 weeks after last exam date</td>
</tr>
<tr>
<td>Summer II 5-week</td>
<td>2 - 4 weeks after last exam date</td>
</tr>
</tbody>
</table>

Grade Change Forms

Students who have grades that need to be changed on their permanent academic record need a grade change form. The professor of record must initiate the change. No grade can be changed without written approval of the Associate Dean or Assistant Dean of Student Services. The University Registrar’s Office processes grade changes, which takes approximately two weeks. The student will be able to view their grade changes on-line via Zipline once processing is completed.
Leave of Absence
A leave of absence must be approved by the Associate Dean or Assistant Dean of Student Services, after meeting with the student. Compelling circumstances (health, family e.g.) are required.

Withdrawing from Law School
A student wishing to totally withdraw from the School of Law must put his/her request (including the reason(s) for the request) in writing to the Associate Dean or Assistant Dean of Student Services. Students are asked to complete the Exit Survey Form found on-line at http://www.uakron.edu/law/studentservices/. The Assistant Dean of Student Services may wish to meet with the student before granting the authorization. Depending upon the individual circumstances surrounding the withdrawal, it may be the responsibility of the student to withdraw from his/her scheduled classes by processing the approved withdrawal form through the Registration Office in Hezzelton E. Simmons Hall. Any refunds will depend on the date of the withdrawal.
SCHEDULING AND REGISTRATION

Registration Procedures
The School of Law participates in the University’s priority Web registration and schedule change system. Registration can be accessed using Zipline located at the lower right side of the UA homepage: https://zipline.uakron.edu/psp/portprod/EMPLOYEE/EMPL/h/?tab=PAPP_GUEST

Law students register for classes according to their classification (i.e D1, D2, E3, etc.) The number of credit hours completed (i.e., grades entered on the transcript) by the time registration begins determines classification.

Law School Credit Hour Classification Table

<table>
<thead>
<tr>
<th>DAY 1</th>
<th>DAY 2</th>
<th>DAY 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 – 29 credits</td>
<td>30 – 58 credits</td>
<td>59 or more credits</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>EVE 1</th>
<th>EVE 2</th>
<th>EVE 3</th>
<th>EVE 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 – 22 credits</td>
<td>23 – 44 credits</td>
<td>45 – 66 credits</td>
<td>67 or more</td>
</tr>
</tbody>
</table>

The School of Law registers ALL first year students for the first fall semester ONLY. For each semester thereafter, the student is responsible for his/her own registration, completion of any forms required, and payment of appropriate fees. First year full-time (day) and part-time (evening) and second year part-time (evening) students must successfully complete part I of a two-part course before enrolling in part II.

Detailed information and instructions will be distributed to students mid-fall for spring registration and mid-spring semester for summer and fall registration. Strict adherence by the student to registration deadlines must be followed in order to avoid delayed or late fee assessments.

Joint degree students need to have LAW listed as their primary degree in order to access priority registration. To check your status, go to your Zipline, choose Academics, and check your enrollment appointment and career. Contact the University Registrar’s Office at 330-972-8300 if your priority registration is not listing LAW or the appropriate registration date.
Scheduling Information
Registration Information can be accessed by clicking on Zipline from any of the University of Akron webpages.

A tutorial showing how to use the Student Self Service modules of Zipline is available by visiting: http://www.uakron.edu/its/learning/training/StudentSelfService.php.

Adding an Open Course

- FALL & SPRING SEMESTERS

PRE-SEMESTER AND FIRST WEEK PROCEDURES: Students may add courses with openings by processing the change via the web using Zipline or in person registration.

SECOND WEEK PROCEDURES: Students may add courses with openings with the written approval of each professor in whose course the student would like to enroll and with the approval of the Associate Dean or Assistant Dean of Student Services. To obtain such approval, students must submit a blue Registration/Schedule Adjustment form to each professor for his or her signature. (The forms are available online at http://www.uakron.edu/law/studentservices/.) After obtaining the requisite signatures, the student must submit the form to the Associate Dean or Assistant Dean of Student Services for written approval. After receiving such approval, the student must take the Registration/Schedule Adjustment form to Student Services located at Hezzelton E. Simmons Hall for processing and payment of all required fees.

Students may NOT add courses after 5:00 p.m. on the 14th day of the semester. Students who fail to register will not be permitted to attend classes for which they are not registered or to add courses retroactively after the semester has ended. The Dean’s Office will deviate from this policy ONLY under rare and compelling circumstances.

- SUMMER SEMESTER

WITHIN THE FIRST TWO-DAYS OF COURSE REGISTRATION PROCEDURES: Students may add courses with openings without signatures or add closed (full) courses with signatures of both the professor and the Associate Dean or Assistant Dean of Student Services.

THIRD DAY THRU SECOND WEEK OF COURSE REGISTRATION PROCEDURES: Students must obtain signatures from the instructor and the Associate Dean or Assistant Dean of Student Services.

Many summer courses require attendance at every session in order to receive credit. Students may not add courses after the second week of the summer semester. Permission to add is rarely granted to students who have not regularly attended the classes. Students who fail to register will not be permitted to attend classes for which they are not registered or to add courses retroactively after the semester has ended. The Dean’s Office will deviate from this policy ONLY under rare and compelling circumstances.
Adding a Closed Course

Students may add a closed (full) course only with the written permission of the instructor and the Associate Dean or Assistant Dean of Student Services. Students must follow the procedure stated above for adding courses. Students are rarely permitted to register in full courses.

Dropping a Course

Students may drop courses using Zipline through the 14th day of the fall or spring term. A withdrawal notation of “WD” will not appear on the academic record if the drop is done prior to the 15th day of the term.

Withdrawing from a Course

REQUIRED COURSES: A student may not withdraw at any time from a required course except in rare and compelling circumstances with WRITTEN permission from the Associate Dean or Assistant Dean of Student Services.

ELECTIVE COURSES: Students desiring to cancel their course registration beginning with the 15th class day of the fall or spring semesters, will need to WITHDRAW from a course(s) using the Registration/Schedule Adjustment Form. Forms are available on-line at: http://www.uakron.edu/registrar/docs/RegSchedAdjForm.pdf.

A withdrawal means that the student’s course registration has been cancelled and a notation of WD will appear on the student’s academic record. A student may withdraw from an elective course through the mid-point of a semester (or summer session), but only with the signatures of the instructor and the Associate Dean or Assistant Dean of Student Services.

After the mid-point of the semester or a summer session, School of Law policy forbids withdrawal. If a student has a rare and compelling circumstance, he/she must put the withdrawal request in writing and submit it to the Associate Dean or Assistant Dean of Student Services for possible approval. An approved withdrawal will be indicated by a “WD” on The University of Akron official academic record. A student who leaves a course without completing the withdrawal procedure will be given an “F” in the course.

Course Auditing Procedure

Current law students are permitted to audit elective courses only with prior written permission from the Associate Dean or Assistant Dean of Student Services and only if the professor of the course permits it. An audited class does NOT count towards graduation and full tuition/fees must be paid to allow a student to “sit in” on a class.
A member of the bar or a law school graduate who is not yet a member of the bar may, with
the written permission of the Associate Dean or Assistant Dean of Student Services, enroll
for a course without credit.

The auditor is required to do all of the work prescribed for the regular student enrolled for
credit except taking examinations. The fee for the auditor is the same as for a regular
student. Students may NOT register for audited courses via web registration. They must
complete the Schedule Change Request form in the Law Dean’s office and obtain the proper
signatures. The auditor must deliver the request form to the University’s Registrar’s office
for processing and fee payment.

**GRADUATION APPLICATION AND CLEARANCE**

**Graduation Application**
At approximately the midpoint in the student’s law studies (May 15 for December graduates;
September 15 for May graduates) each law student is responsible for making formal
application for graduation.

The application for graduation is available on-line at:
http://www.uakron.edu/law/studentservices/docs/Graduation_Application_Law.pdf. As a
courtesy, the Law Student Services office reminds students periodically via e-mail to apply
for graduation and advises students of upcoming deadlines. Submit completed graduation
applications to the Office of the University Registrar in Simmons Hall or by fax at (330) 972-
8632. Do not return graduation applications to the law school. Joint degree students must file
a separate graduation application for the second degree by contacting the other college for the
appropriate graduation form.

ALL STUDENTS MUST APPLY FOR GRADUATION regardless of whether the student
plans to participate in the graduation ceremony. Failure to apply for graduation by the stated
University deadline (May 15 for December; September 15 for May) will result in delayed
receipt of the Degree Clearance Form and could result in delayed graduation and eligibility to
take the bar examination in some states. A one hundred dollar ($100) late graduation fee will
apply.

**Graduation Clearance Procedure**
Prior to the beginning of the student’s final semester (in most cases), a degree candidate will
receive a Degree Audit and Degree Clearance Form listing any deficiencies (i.e. Incomplete
and In Progress grades, credit hour and missing required courses) that the student must
successfully complete before the expected graduation date.
**Graduation with Distinction**

Students who have earned a quality point ratio of 3.20 or higher out of a possible 4.0 for all work taken in the School of Law are honored with a designation as follows (effective with the awarding of degrees in January, 1987):

- ♦ **Summa Cum Laude** – 3.60 to 4.00, inclusive;
- ♦ **Magna Cum Laude** – 3.40 – 3.59, inclusive; and
- ♦ **Cum Laude** – 3.20 to 3.39, inclusive.

**Graduation Packets, Surveys and Exit Interviews**

ALL degree candidates must schedule an Exit Interview with the Director of Career Planning and Placement. Students who have applied for graduation will receive a Graduation Packet during their final semester requesting information pertaining to ceremony intentions, bar exam intentions, phonetic name pronunciation, etc. Students will also participate in a mandatory Exit Interview Questionnaire during the final semester of law school from the Law School’s Office of Career Planning and Placement.

**Bar Registration**

All Registration information for the Ohio Bar procedures are available by visiting The Supreme Court of Ohio Bar Admissions Office web site at: [http://www.sconet.state.oh.us/Admissions/](http://www.sconet.state.oh.us/Admissions/). Registration information for all other state’s bar procedures and deadlines is available on-line by doing a search for the states bar examination website.

The Bar Admission Workshop delivered by Bar Admission Counsel Lee Ann Ward from The Supreme Court of Ohio on September 22, 2005 is available. You may view Ms. Ward’s presentation online. A digital video may be found on law school’s video server located at [http://130.101.200.15:8129/security.cgi?mode=loginform&target=%2Fshows.cgi%3Fmode%3Dlist](http://130.101.200.15:8129/security.cgi?mode=loginform&target=%2Fshows.cgi%3Fmode%3Dlist). Enter the user name: law; Enter the password: ualaw; Click on the “Admission & Student Services” tab.
OHIO BAR EXAMINATION: Deadlines are noted below. Please refer to the Supreme Court of Ohio Bar Admissions Office Website to verify deadlines in the event the court amends their calendar.

Preliminary Bar Application - Application to Register as a Candidate for Admission

DEADLINES for The Supreme Court of Ohio:

November 15: By all SECOND YEAR DAY and EVENING students – This Is Based On The Second Fall Semester After Original Matriculation Date. ($60 fee)

The “Preliminary Bar Examination Application” is due by November 15 of the applicant’s second year of law school. However, students may register during their first year of law school. The Certificate of Dean is required with the application that is due by November 15 of the second year.

An applicant who does not register by November 15 of their second year would have until August 15 to register as a candidate for a February exam; January 15 to register as a candidate for a July exam.

January 15: DROP DEAD DEADLINE for July bar exam takers ($150 late fee)

August 15: DROP DEAD DEADLINE for February bar exam takers ($150 late fee)

WARNING: Waiting until the drop-dead dates to file an application places you at risk of not getting to take the bar exam right after graduation.

Application to Take the Bar Examination - The application to take the Ohio Bar Examination is due

November 1 for a February exam
April 1 for a July exam

Final Law School Certificates which includes the one-hour of instruction on substance abuse is due not less than 30 days prior to the exam.

Disciplinary Standards

The responsibility of honorable conduct is placed upon the individual student, a practice consistent with the purpose of the law school. A committee composed of faculty and students administers the honor system. The Student Disciplinary Code is set forth as follows:

STUDENT DISCIPLINARY CODE
THE UNIVERSITY OF AKRON SCHOOL OF LAW

Purpose

The purpose of this Student Disciplinary Code is to establish rules by which the students of the School of Law shall govern their conduct with respect to academic and other matters affecting the School of Law. This Code does not completely supersede The University of Akron Board of Trustees’ Resolution No. 3359-41-02, which prohibits certain student misconduct, prescribes sanctions for such misconduct, and established enforcement procedures. Students are hereby advised that misconduct not proscribed by this Code may violate Resolution 3359-41-02 and may result in disciplinary proceedings as provided in that
Resolution. Misconduct that violates both this Code and Resolution No. 3359-41-02 will be subject to proceedings under the provisions of this Code. Students are responsible for familiarizing themselves with the provisions of both this Code and Resolution No. 3359-41-02.

1. Violations

A student violates this Code if he or she engages in conduct that is dishonest, deceitful, unfair, or otherwise inconsistent with high ethical standards of academic and professional responsibility.

Moreover, a student violates this Code if he or she knows of conduct that he or she believes to be in violation of this Code and fails to give a full and timely report of such conduct to a member of the administration or the faculty of the School of Law or to the Chair of the Student Disciplinary Committee.

The following examples provide illustration of a few types of conduct violating this Code, but in no way exhaust or limit types of violations.

A student violates this Code if:

a. In an examination, he or she uses material not authorized by the instructor.

b. In a paper or other coursework, he or she uses material inconsistent with the instructor’s instructions.

c. In any work, he or she fails to adequately identify the extent of reliance on the work of another person.

   (A student should identify by citation, and if appropriate, quotes, each work used and show the extent of use. A single citation which fails to indicate clearly the large portions of the work are used verbatim or even in modified form does not discharge the student’s responsibility.)

d. In any coursework, competition, or other matter related to the School or legal profession, he or she seeks to obtain an unfair advantage, for himself or herself or another.

   (This may include, for example, such conduct as misrepresenting completion time of an assignment, copying another’s work, obtaining unfair advance information regarding an exam, unfairly altering one’s own or another’s work or submitting work for credit that has been or is being used for another course, law review, one’s employment, or another person without full disclosure to and authorization from the instructor.)

e. He or she misuses or steals equipment, materials, or the property of the School, library, or another.

   (For example, a student may not hide, damage, or steal library books or school supplies or use equipment or property without appropriate authority. Stealing a book, mail, or property of a student may also be a violation.)

f. He or she makes a false representation to any University authority.
(For example, it is a violation to give misleading information on an application to the School, on a registration or scholarship form, in any presentation to a faculty member regarding class or exam attendance or absence or completion of work or to participate in passing off of one person’s work for another’s on an exam, paper, or any other work.)

2. Student Disciplinary Committee

Membership: The Student Disciplinary Committee shall consist of all members of the Academic Committee of the Faculty with the exception of the person who will be appointed as investigator on the particular case before the Committee and will be ineligible to participate in the adjudication of that case, and three students appointed by the Student Bar Association. The student representatives to the Committee shall be appointed by the Executive Committee of the Student Bar Association, subject to the approval of a majority of the voting members of the Student Bar Association. The term of office shall run from the last day of the spring semester through the last day of the spring semester the following year. The Committee shall be chaired by the Chairperson of the Academic Committee of the Faculty or, in his or her absence, a member of the Academic Committee designated by the Chairperson of the Academic Committee.

Responsibilities: It is the responsibility of the Student Disciplinary Committee to determine whether a violation of the Code has occurred and, if so, to recommend to the Dean an appropriate sanction.

Participation in Adjudicatory Proceedings: A member of the Committee shall be ineligible to participate as a member of the Committee in an adjudicatory proceeding if he or she reported the alleged violation or will be a witness in the adjudicatory proceeding. A member of the Committee shall recuse himself or herself in the event of bias or prejudice preventing a fair adjudication of the matter.

Quorum: Sixty percent (60%) of the eligible members of the Committee shall constitute a quorum for purposes of that decision.

Number of Votes Required for Adjudicatory Decision: A finding of a violation requires an affirmative vote of sixty percent (60%) of the participating members. A recommendation as to the appropriate sanction requires a simple majority of the participating members.

Rulemaking Authority: Subject to the requirements stated herein, the Student Disciplinary Committee shall have the authority to promulgate rules governing its procedures for making adjudicatory decisions. A simple majority vote shall be necessary to promulgate such rules.

3. Investigation of Violations

Upon receiving a report of a suspected violation, the Chairperson of the Student Disciplinary Committee shall determine whether there is reasonable suspicion of a violation justifying further investigation. If the Chairperson determines that a reasonable suspicion exists, he or she shall appoint a faculty member of the Academic Committee to conduct a thorough investigation of the suspected violation. The Chairperson shall rotate appointments as investigators among the faculty members of the Committee.
If the identity of the suspected violator is known at the time that the investigation is commenced, he or she shall be notified of the investigation and the nature of the suspected violation at that time.

The investigation shall be kept confidential except to the extent that disclosure of information may be necessary to complete the investigation successfully.

If the Chairperson finds reasonable suspicion of conduct that does not violate this Code but that may violate Resolution No. 3359-41-02, he or she shall report the matter to the Associate Provost and Dean of Student Services in accordance with that Resolution.

4. Notice

Upon completion of the investigation, the Chairperson of the Student Disciplinary Committee shall determine whether there is probable cause to believe that a violation was committed.

It is anticipated that the investigation will be completed within twenty (20) business days of the date of notice to the suspected violator that an investigation is being initiated; or, if the identity of the suspected violator was unknown, then within twenty (20) business days of that date of appointment of the investigator. If the investigation is not completed by the twentieth (20th) business day, the Chairperson shall at that time notify the suspected violator (if identity is known) of the need for further investigation and that it is anticipated it will be completed by a specified date.

If the Chairperson determines that such probable cause does not exist, he or she shall so notify the student(s) who had been notified of the investigation pursuant to the previous paragraph. If the Chairperson determines that such probable cause does exist, he or she shall provide the student(s) suspected of violating the Code with written notice specifying in detail the nature of the suspected violation(s) and the date, time, and location of the Hearing. The Hearing shall be scheduled not earlier than one week nor more than four weeks following the date of the notice, unless there are compelling reasons for doing otherwise. A copy of this Code should accompany the notice.

On a request by the suspected violator, the Chairperson shall promptly provide the suspected violator with the following: the identity of any witnesses, the identity of any persons known to possess exculpating information, and an opportunity to examine all evidence available to the Committee. All persons so identified by this disclosure shall be promptly notified that disclosure of their identity has been made to the suspected violator. The Chairperson has a continuing duty to disclose requested information.

5. Hearing

The investigator shall present the case to the Committee.

The student suspected of violating this Code has the right to be present at the Hearing, the right to be accompanied by and to consult any person of his or her choosing, the right to hear the evidence against him or her, the right to confront and cross-examine adverse witnesses, and the right to call witnesses and present evidence on his or her own behalf respecting whether a violation occurred or in mitigation of punishment. The Hearing shall be held in private unless the suspected violator requests that it be held in public, and shall
be recorded either electronically or stenographically. All deliberations of the Committee shall be conducted in private and shall not be recorded.

A finding of a violation shall be based only on clear and convincing evidence. The Committee is to make findings of fact and conclusions of law respecting the violation charged. The findings, conclusions, and recommendations of the Committee shall be stated in writing to the suspected violator and to the Dean. The findings and recommendations also shall be announced in writing to the Student Body and to the Faculty in an appropriate form, but the announcement shall not specify the identity of the student.

If the Committee finds that a violation has occurred, it shall recommend a sanction to the Dean. If the student violator has not previously provided the Committee with information respecting the appropriateness of mitigation of punishment, the student violator is entitled to supplement the record with such information within ten (10) business days of notice of the findings and recommendation of the Committee. The investigator shall have an opportunity to respond to such information by further supplementation of the record within ten (10) business days of any supplementation provided by the student violator. For purposes of the deadlines specified in this paragraph, business days include all weekdays regardless of whether the University is in session except days designated by the Board of Trustees as University holidays.

If the Committee finds that no violation occurred, the Committee may identify concerns it may possess respecting the incident and may recommend to the Dean that the Dean privately advise the student of these Committee concerns. No reference shall be made in the student’s record that such advice was either recommended or given.

6. Review and Sanctions

The Committee may recommend any sanction within the power of the Dean to impose, ranging from a private reprimand to expulsion. The student may appeal the finding of a violation or recommendation of a sanction to the Dean.

If an appeal is brought, the Dean’s responsibility is to determine whether to affirm the finding of a violation, whether to impose the sanction recommended by the Committee, or to reverse the finding of a violation or to impose a different sanction. The Dean shall give substantial deference to the findings, conclusions, and recommendations of the Committee.

If there is no appeal, the Dean may impose the sanction recommended by the Committee or such other sanction, as the Dean considers appropriate.

Regardless of whether there is an appeal, the Dean shall specify in writing the reasons for the decision.

If an appeal is brought, the student shall file a notice of appeal from the Student Disciplinary Committee within five (5) business days of the notice to him or her of the Committee’s action. The Dean shall provide the student and/or his or her counsel with adequate access to the record below to perfect the appeal. A written brief may be filed no later than ten (10) business days after the notice of appeal. The investigator who presented the case to the Student Disciplinary Committee may respond with a written brief filed no later than five (5) business days following the filing of the student’s brief. The Dean may grant extensions of time to file briefs on good cause shown. The Dean shall render his or her decision within twenty (20) business days after the briefs have been filed. The Dean
shall notify the student, the investigator, the Chairperson of the Student Disciplinary Committee, the Faculty, and the Provost or his or her designee, of his or her decision. The Dean’s decision also shall be announced in writing to the study body in appropriate form, but the announcement shall not specify the identity of the student. For purposes of the deadlines specified in this paragraph, business days include all weekdays regardless of whether the University is in session except days designated by the Board of Trustees as University holidays.

The procedures identified herein are the only procedures available respecting review or modification of actions undertaken pursuant to this Student Disciplinary Code.

**Effective Date**

This Code shall take effect on November 1, 1991, and shall apply to all alleged violations occurring on that date or thereafter. Any student suspected of a violation that occurred before November 1, 1991, may, at his or her option, elect to proceed under this Student Disciplinary Code rather than under the previous Code.

- October 10, 1991 Adopted by Academic Committee and Ratified by Faculty, School of Law

- Effective November 1, 1991, superseding Student Disciplinary Code in effect 06/05/89 through 10/31/91
CAREER PLANNING & PLACEMENT

Office Services
The School of Law Office of Career Planning & Placement is dedicated to assisting individuals in achieving their career goals and employers in reaching their recruitment and retention needs. Please visit their website at: http://www.uakron.edu/law/career/.

The University of Akron School of Law is an active member of:
- The National Association for Law Placement (NALP)
- Ohio Law Placement Consortium
- Akron Bar Association

Programs
The Career Planning & Placement Office coordinates the On-Campus Interview Program. Job fairs provide students the opportunity to interview for employment in various areas of general practice. The School of Law also participates in public interest law recruiting fairs held nationally; minority job fairs in Cleveland, Chicago, and across the country; and the Patent Law Interview Program held annually in Chicago. We provide the following programs and services:

- résumé/cover letter writing
- interviewing skills
- job search strategies
- practice interview program
- judicial clerkship opportunities
- alternative career options
- career roundtable presentations
- career fairs
- career planning newsletter
- monthly graduate opportunities newsletter
- alumni advisory network
- extensive career planning library
- participation in off-campus job fairs
- reciprocal career service agreements with other law schools
- externships through our legal clinic
- job search databases
- job searching on the internet

Employment Data
The University of Akron School of Law, as any other law school, cannot guarantee the employment of an individual student upon graduation. Employment opportunities are related to the individual’s skills, interest, academic credentials, law clerk and/or internship experience, market forces, interviewing style, etc. Experience suggests that if a student is geographically flexible and pursues an active career planning/job search campaign, that
student will more readily find a satisfying position. We are proud to report that the employment rate of our graduates has been competitive with the national average.

The Career Planning Office Anti-Discrimination Policy is set forth as follows:

**CAREER PLANNING OFFICE ANTI-DISCRIMINATION POLICY AND COMPLAINT PROCEDURES**

**THE UNIVERSITY OF AKRON SCHOOL OF LAW**

**Anti-Discrimination Policy:**

“The University of Akron School of Law/Law Career Planning Office is dedicated to providing equal opportunity for recruitment and employment of all who utilize its services. Therefore, the Law Career Planning Office facilities and services are available only to organizations or individuals that maintain an affirmative action program for equal employment opportunities and do not discriminate in recruitment or employment against any person because of race, age, handicap or disability, color, creed, sex, religion, national origin, or sexual orientation.1**

Employers are required to sign a statement of compliance with this policy before participating in any on-campus interviewing program, all those employers who list a position with the Law Career Planning Office are informed annually by letter that their compliance is presumed, the policy is published in the National Association of Law Placement Directory of Law Schools, and the policy is posted on the job board in the law school. The University of Akron School of Law takes very seriously compliance with its anti-discrimination policy and will fully investigate student complaints in order to enforce the policy.

**Complaint Procedures:**

A student who believes that he or she has encountered a violation of the law school’s Anti-Discrimination Policy during the recruitment or hiring process is encouraged to notify the Director of Career Planning and Placement (“Director”) as soon as possible after the incident.

1. **Oral Complaint:** A student may make an oral complaint to the Director. The Director may, if appropriate, contact the employer to discuss the complaint and to clarify the employer’s or the law school’s policies and/or practices. The Director shall promptly inform the student who submitted the complaint of the nature and results of any such discussion. The student’s identity shall be kept confidential if he or she desires.

2. **Written Complaint:**

   a. **Submission of Complaint to Director:** A student who wishes to have his or her complaint recorded and pursued may fill out the “Student Complaint Against Employer Form” (which can be obtained in the Law Career Planning Office) and submit the form to the Director. As indicated on the form, the complaint shall specify the date of the occurrence, the name and address of the employer, the name of the representative of the employer involved in the occurrence, the employer’s statements and/or practices upon which the complaint is based, and the specific manner in which the employer’s statements or practices are alleged to

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1 Except as is otherwise required by Ohio law.
violate the Anti-Discrimination Policy. The written complaint also may set forth any other facts that the student deems relevant. The Director shall have the authority to use the contents of the complaint according to his or her discretion as needed to fully investigate the alleged violation.

b. Consideration of Complaint by Director:

(1) The Director shall review the complaint and determine whether the allegations (if taken as true) provide a clear showing of a violation of the law school’s Anti-Discrimination Policy.

(2) If the Director determines that, on its face, the complaint does not demonstrate a clear showing of a violation of the law school’s Anti-Discrimination Policy, the Director will promptly inform the student who submitted the complaint of that determination and will take no further action.

(3) If the Director determines that the complaint does appear to demonstrate a clear showing of a violation of the law school’s Anti-Discrimination Policy, the Director shall:

(a) promptly inform the employer of the complaint;

(b) seek the employer’s response to the complaint;

(c) conduct any other necessary investigation; and

(d) make a written determination as to whether the law school’s Anti-Discrimination Policy has been violated, which includes, if appropriate, the recommended sanctions to be imposed against the employer.

(Such sanctions may include, but are not limited to, a letter of reprimand to the employer, publicizing the discriminatory conduct in connection with the employer’s use of the Law Career Planning & Placement Office facilities or services, or barring the employer from further use of the Law Career Planning & Placement Office facilities or services for a specified period of time.)

(4) The Director, in his or her discretion, may refer the complaint to the Associate Dean for consideration at any point before or during the above-mentioned process.

c. Consideration of Complaint by Associate Dean:

(1) The Associate Dean shall consider the complaint if:

(a) the Director refers the complaint to the Associate Dean; or

(b) after a full review of the matter (under 2.b.(3)), the Director recommends that sanctions be imposed against the employer; or
(c) the student/complainant requests in writing that the Associate Dean review the complaint or the resolution of the matter by the Director.

(2) In considering the complaint, the Associate Dean shall:

(a) immediately inform the employer orally and in writing that the Associate Dean will be reviewing this matter and invite any response from the employer;

(b) review the complaint, the employer’s response(s), the Director’s written determination (if any), and any other available relevant information;

(c) make a written determination as to whether the law school’s Anti-Discrimination Policy has been violated; and

(d) if he or she has determined that there has been a violation, include in such written determination a description of the sanction(s) that should be imposed against the employer.

(3) If the Associate Dean determines that sanctions should be imposed against the employer, the Associate Dean shall:

(a) forward to the employer and to the student/complainant copies of his or her written determination that a violation of the Anti-Discrimination Policy has occurred and what sanctions are recommended;

(b) inform the employer that it has a right to request review of his or her determination in the form of a hearing before the Ad Hoc Career Planning & Placement Committee (“Committee”);

(c) inform the employer that if it requests a hearing before the Committee it may submit to the Committee data concerning its interviewing and hiring practices and any other relevant information, and that it may present oral testimony to the Committee; and

(d) inform the student/complainant that if the employer requests a hearing before the Committee, the student/complainant may testify at the hearing and may present any other relevant information to the Committee.

d. Consideration of Complaint by Ad Hoc Career Planning & Placement Committee

(1) If the employer so requests, the Ad Hoc Career Planning & Placement Committee (“Committee”) shall hold a hearing on the allegations contained in the complaint, at which time the employer may present witnesses and the student/complainant may testify. (The Director will not be present at such a hearing or participate in the decision-making process.)

(2) After considering the complaint, the testimony at the hearing, any written submissions from the employer and the student/complainant, the written determination of the Director (if applicable) and the written determination
of the Associate Dean, and any other relevant information, the Committee shall make a written determination as to whether the law school’s Anti-Discrimination Policy has been violated, and what sanctions, if any, should be imposed against the employer.

(3) The Committee’s determination will be final, and will be communicated promptly to the employer and to the student/complainant.

3. Retention of Records:
   a. The Director shall maintain confidential records of all written complaints (and all related materials) for not less than three (3) years.
   b. Each year the Director shall submit to the faculty a brief, written, annual report describing the disposition of matters arising under this procedure in time for its review at the May faculty meeting. The names of the parties concerned will not be included.

Unanimously Adopted by Law Faculty, November 11, 1993.
Honors and Awards

Private individuals and corporations, as well as legal publishers, offer a variety of annual awards to students whose academic performance is superior, as determined by the Dean of the Law School.

The American Law Institute – American Bar Association Scholarship & Leadership Award was created in 2004. This award is presented to a graduating student who best represents the combination of scholarship and leadership.

The American Academy of Matrimonial Lawyers Award of $1,000 is awarded annually to the student who displays outstanding academic achievement and/or service in the area of family law.

American Bankruptcy Institute Medal of Excellence. A medal, certificate and a complimentary on-year membership in the American Bankruptcy Institute is presented to the top student in Bankruptcy.

American Bankruptcy Law Journal Prize. A subscription to the American Bankruptcy Law Journal and a certificate go to the top student in Bankruptcy.


CALI (Center for Computer-Assisted Legal Instruction) Excellence for the Future Awards. CALI issues award certificates, each semester, to the students achieving the highest grade in each law school class.

Professor Dana Castle Award. Established in 1991 as an annual award by Sarah F. Castle Rossi (’91) and Gregory T. Rossi (’90), this award is presented to the top student in Contracts I and with the highest overall grade point average.

Dean’s Academic Achievement Award. Established in 1993, this award is to promote scholarship and is awarded to the continuing students who achieved the highest grade point average during the previous academic year. There are two awards: one to the first year classes (D1 and E1) and one to the middle year classes (D2, E2, and E3).

Dean’s List The Dean’s List is posted at the end of the Fall and Spring semesters. The criteria for inclusion on the Dean’s List is:

FULL-TIME (DAY) STUDENTS: Must have completed at least 12 law credit hours and achieved at least a 3.3 grade point average or better for said semester – OR – if a joint degree student must have taken at least 9 law credit hours and achieved at least a 3.3 grade point average or better for said semester AND achieved at least a 3.3 grade point average for courses taken outside the School of Law.
PART-TIME (EVENING) STUDENTS: Must have taken at least 8 law credit hours and achieved at least a 3.3 grade point average or better for said semester – OR – if a joint degree student must have taken at least 6 law credit hours and achieved at least a 3.3 grade point average or better for said semester AND achieved at least a 3.3 grade point average for courses taken outside the School of Law.

**Federal Bar Association Constitutional Law Award.** Established in 1986, the Federal Bar Association, Cleveland Chapter, has agreed to award $1,000 to the students excelling in Constitutional Law classes. The $1,000 cash award will be divided equally among the students receiving the highest grade in each section of Constitutional Law I.

**The John P. Finan Memorial Award.** Established in 1999 by Kim C. Sethna and Farhad Sethna (’90) this $250.00 award is presented at the discretion of the Remedies professor to a student who has demonstrated hard work and marked academic improvement.

**The Honorable Arthur J. Goldberg Memorial Prize in Constitutional Law.** The endowed prize, established by Ann Amer Brennan (’82), recognizes the late Justice Arthur Goldberg’s continued interest in women’s rights and support for the intellectual development of women lawyers. This $1,000 prize is awarded annually to a graduating senior woman, as determined by the Dean, with consideration to active interest and excellence in Constitutional Law and leadership in the School of Law, the community, or the legal profession.

**The Donald M. Jenkins Award for Highest Scholastic Achievement.** Established at the 1987 Commencement by a long-time friend and supporter of the School of Law, this annual prize recognizes the graduate with the highest cumulative average for work on this campus culminating in the J.D. degree. The award honors Dean Emeritus Donald M. Jenkins (’64) for his dedicated leadership toward academic excellence.

**Ernest Karam Awards for Academic Excellence.** Established in 1992, a Black’s Law Dictionary Deluxe Edition is awarded to the two first year full-time (day) and two first year part-time (evening) students with the highest grade point averages and to the student in each section who excelled in legal research.

**The Sanders J. Mestel Trial Advocacy Award** was established in 1985 by Harry and Anne Mestel in memory of their son, Sanders J. Mestel. An award of $500 is made annually to a student from the School of Law who was the most outstanding student in the area of trial advocacy.

**National Association of Women Lawyers.** Established in 1986, the National Association of Women Lawyers presents an annual award to the outstanding woman law graduate of each American Bar Association approved law school. Criteria for selection includes academic achievement, motivation, contribution to a better society, and presentation of a personable and professional image. The award consists of an honorary membership in the National Association of Women Lawyers.
Extracurricular Programs

Advocacy Program’s Competition Teams is located at:
http://www.uakron.edu/law/lawteams/index.php

Standards for New Competition Teams

The existing schedule of competitions for the mock trial and moot court teams provides plentiful opportunities for those wishing to participate in these activities. However, the School of Law recognizes that students and staff may become aware of other competitions in which students may wish to participate. The following guidelines shall apply to the school’s participation in all such new tournaments.

A written request to participate in the tournament must be made to the director of the respective program no later than March 1 of the academic year preceding the competition. The request shall include:

- The name of the competition and the tournament’s sponsor
- The dates and locations of the regional and national rounds
- The estimated cost of the school’s participation in the tournament, including, but not limited to the registration fee, hotel costs, travel costs, and meal costs for both the regional and national rounds
- The funding sources for the tournament
- The number of students who will be participating in the tournament
- How the tournament will benefit the participating students’ advocacy skills in ways not already met by existing school-sponsored competitions.

The Trial Team Director or the Moot Court Team Director will evaluate the request in light of available resources, whether participation in the tournament will benefit students in a way which is not already being met by existing teams and the overall best interest of the School of Law. The decision to participate will rest solely with the respective director.

Student Organizations is located at:
http://www.uakron.edu/law/studorgs.php

University policy requires all student organizations to limit membership to students who are in good academic standing. Officers for all listed student organizations can be obtained from the Office of Internal Functions in the Dean’s Office of the Law School.
STUDENT LIFE

Policy Against Discrimination and Sexual Harassment
The University of Akron has a policy prohibiting discrimination upon a variety of factors. The policy provides:

“The University of Akron is an Equal Opportunity and Employment Institution. It is the policy of The University of Akron School of Law that there shall be no discrimination against any individual because of race, color, creed, sex, sexual orientation, disability, national origin, age, or religion. The University of Akron School of Law prohibits discrimination on these bases in education, employment, admissions and services to graduates. This nondiscrimination policy applies to all activities and programs and to all faculty, staff, and students. The University of Akron will not tolerate sexual harassment of any form in its programs and activities.

This non-discrimination policy applies to all students, faculty, staff, employees, and applicants.”

Anyone subject to discrimination or harassment in violation of these policies has a variety of remedies. The victim has the option of reporting complaints about such matters to any supervisor, including the Dean and members of the Dean’s staff (see Appendix D Section E). The Director, Affirmative Action/Equal Employment Opportunity, 277 Broadway, Rm. 210, serves in that capacity for the whole University. The Procedure for Law Student Claims of Discrimination and/or Harassment by Law Faculty, Administration, or Staff is Sexual Harassment Policy is set forth as follows:

Procedure For Law Student Claims Of Discrimination And/Or Harassment By Law Faculty, Administration, Or Staff

THE UNIVERSITY OF AKRON SCHOOL OF LAW

If a law student is concerned that he or she has been subjected to discrimination or harassment on the basis of race, creed, sex, religion, national origin, marital status, age, sexual orientation, or handicap, by a member of the School of Law faculty, administration, or its staff, the student is invited to discuss this matter with the Dean, an Associate Dean, an Assistant Dean, an Assistant to the Dean, an ombudsman designated for this purpose, with their faculty advisor, or with any other faculty member with whom he or she feels comfortable.

If a law student concludes that a formal complaint of discrimination or harassment should be filed, the following procedure is to be followed.

A law student complaining of discrimination or harassment by a member of the faculty, administration, or staff of the School of Law shall submit a written complaint to the Associate Dean. In the event that a complaint is brought against the Associate Dean, the law student shall submit the complaint to the Dean, who will perform the duties of the Associate Dean regarding the complaint.
The Associate Dean shall investigate any complaints, and may appoint an ad hoc committee of faculty and/or contract professionals to assist in or conduct that investigation. If formed, the ad hoc committee shall seek to maintain the confidentiality of its investigation to the extent feasible under the circumstances. Any ad hoc committee formed shall report the findings of its investigation to the Associate Dean. The Associate Dean may ask the committee to make its report in writing. The findings of such a committee are not binding upon the Associate Dean, but are merely advisory. The Associate Dean may seek from the ad hoc committee its non-binding recommendation for action.

The Associate Dean shall respond either in writing or in a personal interview to any written complaints alleging discrimination or harassment, and may order such relief, as the Associate Dean deems appropriate within the power of that office. The Associate Dean shall endeavor to complete the investigation and respond in writing or contact the law student to schedule a personal interview within thirty (30) business days of the Associate Dean’s receipt of the complaint.

This provision only creates a procedure as to which complaints of discrimination are to be made and investigated, and does not create any substantive rights and does not grant new powers (disciplinary, or otherwise) to the Dean or Associate Dean, or any ad hoc committee that may be formed.

Adopted by the Law Faculty, February 9, 1995.

Sexual Harassment Policy And Procedures

Sexual Harassment Policy and Procedures is also available on the University of Akron Office of General Counsel at [http://www.uakron.edu/ogc/docs/11-13.pdf](http://www.uakron.edu/ogc/docs/11-13.pdf)

May 13, 1998

A) Statement of Policy

1) The University of Akron reaffirms its commitment to an academic, work, and student environment free of inappropriate and disrespectful conduct and communication in any form. All students, faculty, and staff shall be protected under the guidelines of this policy.

2) A copy of this policy shall be incorporated into all employee handbooks. It shall also be included in student orientation materials, including those distributed to students in professional schools. It shall also be published in scheduling materials each semester. Copies of this policy shall be available at appropriate university offices, including the office of the deans of each college, the university library, associate vice president for student affairs, the affirmative action office, the department of human resources, all other administrative offices, and other places specified by the executive director of human resources.

3) It shall be the policy of the University of Akron to prohibit any and all forms of sexual harassment. All students, faculty, and staff have a responsibility to assist in the enforcement of this policy, be aware of its contents, and to abide by its terms. All supervisory personnel shall
insure that those who are under their supervision are aware of the policy, receive a copy of it, and shall from time to time reinforce the university’s commitment to the policy. From time to time, the affirmative action office shall disseminate materials throughout the university concerning the effective prevention of sexual harassment.

4) By this policy, the university is providing notice that sexual harassment in any form will not be tolerated and that the procedures specified below shall be utilized to inform the university of incidents of harassment and to allow all students, faculty, and staff to prevent, report, and to eliminate sexual harassment from this campus.

B) Definitions

Sexual harassment is a form of sex discrimination which violates state and federal laws respecting both employees and students. The definitions used in this policy shall be interpreted consistent with such laws.

1) It consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct, or other verbal or physical conduct or communication of a sexual nature when:

a) Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment, of obtaining an education, or of obtaining educational benefits or opportunities; or

b) Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual’s employment, education, educational benefits or opportunities; or

c) Such conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual’s employment, education, education benefits or opportunities, or creating an intimidating, hostile or offensive employment or education environment. Any sexual harassment as defined herein is limited to conduct or communication by someone in authority, but also includes any sexual harassment as defined herein when perpetrated on any student or employee by any other student or employee.

2) Sexual harassment is sexual conduct that is “unwelcome.” It may include, but is not limited to:

a) Uninvited verbal harassment or abuse such as sexual name calling, jokes, spreading sexual rumors, leers, or overly personal conversations of a sexual nature;

b) Subtle pressure for sexual activity;
c) Inappropriate patting, pinching or fondling, pulling at clothes, or intentional brushing against a student’s or an employee’s body;

d) Demanding sexual favors accompanied by implied or overt treats concerning an individual’s employment or educational status;

e) Demanding sexual favors accompanied by implied or overt promises of preferential treatment with regard to an individual’s employment or educational status;

f) Any sexually motivated unwelcome touching, cornering, or blocking an individual’s movement;

g) Conditioning a student’s grade or academic progress on submission to sexual activity;

h) Hanging or displaying inappropriate and sexually explicit pictures, posters, or drawings in the workplace;

i) A pattern of conduct intended to discomfort or humiliate or both, a reasonable person at whom the conduct was directed that includes one or more of the following: unnecessary toughing or hugging, remarks of a sexual nature about a person’s clothing or body, or remarks about sexual activity or speculations about previous sexual experience.

3) The university recognizes that not every advance or consent of a sexual nature constitutes harassment. Whether a particular action or incident is a personal social relationship without a discriminatory effect requires a determination based on all the facts and surrounding circumstances. False accusations of sexual harassment can have a serious detrimental effect on innocent parties and all others who are concerned. This policy shall not be used to bring frivolous or malicious charges against fellow students, faculty members, or employees. Such charges may result in discipline against the offending individual pursuant to applicable university disciplinary procedures.

C) Retaliation.

Under this policy, retaliation is defined as the undertaking of adverse action against students or employees for the exercise of rights under this policy; or for having brought forward a charge of discrimination or sexual harassment, testified, assisted, or participated in any manner in an investigation or hearing or other proceeding under this policy or pursuant to procedures provided by law. The exercise of such legally protected rights shall not reflect upon an individual’s status or affect future employment, grades, or assignments when such exercise is pursuant to the terms set forth in this policy.

D) Responsibility.
1) All persons affiliated with the university have a responsibility to actively oversee and implement this policy. The affirmative action officer shall facilitate and administer this policy consistent with the terms set forth herein and consistent with the state and federal rules, regulations, and laws governing this institution.

2) Any person who believes he or she has been the victim of sexual harassment by an employee, student or visitor of the university, or any third person with knowledge or belief of such conduct, should report the alleged acts immediately to a university official listed in paragraph (e) of this rule.

3) Employees and students should make clear through affirmative conduct and/or verbal statements to an alleged harasser that such conduct is unwelcome and uninvited and should cease immediately. However, the employee’s or student’s inability to do so does not, in itself, negate the validity of the offensiveness of the conduct alleged.

E) Investigating reporting and procedures.

1) Persons who believe they are the victim of sexual harassment have the right to file a complaint. Such complaints should be filed as quickly as possible, but not later than one hundred twenty days after the incident in question, utilizing either the informal or formal procedures outlined below.

2) However, any sexual conduct defined as criminal conduct in accordance with Title XXIX of the Revised Code shall be handled by the formal procedures outlined herein. The university reserves the right to refer such complaints to the appropriate external agency, including the prosecutor, policy, or other appropriate investigative agency.

3) Informal procedures. Those desiring to file complaints are strongly encouraged to utilize the procedures outlined below:

   a) Any complainant who is an employee should contact his or her immediate supervisor, or if the supervisor is the alleged perpetrator or unavailable, the vice president or head of the administrative unit;

   b) Any complainant who is a student should contact immediately the dean of the student’s college or the assistant vice president for student affairs;

   c) The complainant may also contact the affirmative action officer directly;

   d) Third persons referenced in paragraph (d)(2) of this rule should contact any of the above-listed officials;

   e) University personnel contacted about an incident or informal complaint of sexual harassment must report the incident/complaint to the affirmative action officer as soon as possible. The affirmative action officer shall be apprised of patterns of incidents or complaints as they may develop;

   f) The affirmative action officer and the university official listed above shall promptly investigate and then attempt to resolve the complaint in
cooperation with the university representative originally contacted when appropriate.

4) Formal procedures.

a) Should informal procedures not produce a resolution satisfactory to the complainant, the complainant has the right to file a formal written complaint with the affirmative action officer.

b) Upon receiving a formal complaint, the affirmative action officer shall inform the alleged offender of the allegation and of the identity of the complainant. A written statement of the complaint shall be given to both parties. The affirmative action officer shall then conduct an investigation and fully inform the complainant and the accused of the results thereof.

F) Resolution of a complaint.

1) There shall be an aggressive effort on the part of all parties involved to resolve informal or formal complaints promptly.

2) Resolution of an informal complaint by the appropriate administrative person and/or the affirmative action officer shall occur within thirty calendar days of submission of complaint. For a formal complaint, the affirmative action officer shall report the results of his/her investigation and any recommendation within sixty calendar days.

3) Any faculty or staff person accused of sexual harassment is entitled to due process as specified in the faculty or staff manual or applicable collective bargaining agreement. Any student accused of sexual harassment is entitled to due process in accordance with established university disciplinary procedures applicable to students.

4) If the affirmative action officer, based on his or her findings, concludes that there is a substantial likelihood that sexual harassment has taken place, these findings shall be forwarded immediately to the accused’s supervisor along with a recommendation for disciplinary action.

5) Violators of this policy may incur a variety of sanctions which may include, but are not limited to, referral for counseling, written or oral reprimands, suspension with or without pay, termination, or referral to the criminal justice system.

6) Nothing contained herein shall be deemed to restrict or otherwise prohibit the complainant from filing a complaint with an appropriate external governmental agency, nor shall this policy be deemed as discouraging individuals from seeking legal counsel. It shall, however, be the responsibility of such individuals to meet any agency filing deadlines.

7) In the event allegations are not substantiated, reasonable steps shall be taken to ensure that the accused suffers no damage to his/her reputation which may have been caused by the proceedings. Any complainant found to be dishonest in
making allegations or who has been found to have made them maliciously, shall be subject to university disciplinary action.

G) Confidentiality.

All complaints of sexual harassment shall be considered confidential and only those persons necessary for the investigation and resolution of the complaints will be given information about them. The university will respect the confidentiality of the complainant and the individual against whom the complaint is filed as much as possible consistent with the university’s legal obligations to protect the rights and security of its employees and students.

Counseling and Testing Center
The University of Akron Counseling, Testing and Career Center provides a wide range of psychological counseling, psychotherapy, testing, career planning, outreach and consulting serves to the University community. The Center is staffed by psychologists and psychology trainees. Psychological services are confidential and free to enrolled students. There may be a minimal charge for some testing services. The Center is located in Simmons Hall. Phone numbers are: Counseling Services 330-972-7082 and Testing Services 330-972-7084. For more information visit their website at: http://www.uakron.edu/counseling.

Student Health Services
University Health Services information is available at: http://www.uakron.edu/health/.

Center for Child Development
The University of Akron Center for Child Development provides a variety of early childhood programs which are open to students, faculty, staff and the community. Visit their website at: http://www.uakron.edu/colleges/educ/CCD/index.php
FINANCIAL AID AND TUITION

Short Term Emergency Loans
The School of Law Dean's Office has an emergency loan fund to assist law students unexpectedly faced with pressing financial obligations. Interest-free loans are available from $25 up to $250 and are usually due to be repaid within four to eight weeks. To borrow, students must be in good academic standing and currently enrolled in the School of Law. See the School of Law Receptionist in room 136 (the Law School Dean's Office) for more information on Short-Term Emergency Loans.

Loans

Law School Financial Aid Information is located at:
http://www.uakron.edu/law/lawadmissions/loans.php

University Office of Student Financial Aid Information is located at:
http://www.uakron.edu/finaid/

Loan Deferments
Loan deferments must be completed by the University Registrar’s Office located in Hezzelton E. Simmons Hall.

Scholarships

Scholarship Information is located at:
http://www.uakron.edu/law/lawadmissions/scholarships.php

The Scholarship Application Packet is located at:
http://www.uakron.edu/law/lawadmissions/docs/winspr05.pdf

Scholarship Descriptions are located at:
http://www.uakron.edu/law/lawadmissions/scholarshipsud.php

External Scholarship Opportunities are located at:
http://www.uakron.edu/law/lawadmissions/external.php

Scholarship inquires and applications may be directed to:

Lauri S. File
Assistant Dean for Law Admissions and Financial Aid
The University of Akron
Graduate Assistantships
Graduate research assistantships are available to upper division students. In addition, if you are a student in a joint-degree program, you are eligible to apply for a graduate assistantship in the graduate department in which you are enrolled for Master’s degree work.

Tuition and Fees

Billing Information
http://www.uakron.edu/busfin/studentfin/billing.php

Payment Options
http://www.uakron.edu/busfin/studentfin/paymentoptions.php

**Tuition & Fees for Students First Enrolled PRIOR to Summer 2004** is located at:
http://www.uakron.edu/busfin/studentfin/prof1.php
(Auditor and transient students pay same fees)

**Tuition & Fees for Students First Enrolled Fall 2004 and AFTER** is located at:
http://www.uakron.edu/busfin/studentfin/prof2.php
(Auditor and transient students pay same fees)

**Resident/Non-Resident Status Fees information**
is located at: http://www.uakron.edu/busfin/studentfin/explain.php
(Auditor and transient students pay same fees)

**Late Fees Information** is located at: http://www.uakron.edu/registrar/LateRegFee.php

**Enrollment Cancellation for Non-Payment of Fees**
is located at:http://www.uakron.edu/busfin/studentfin/enrollmentcancel.php

**ALL FEES ARE SUBJECT TO CHANGE WITHOUT NOTICE**

Explanation of All Fees and Surcharges is located at:
http://www.uakron.edu/busfin/studentfin/explain.php

Refund Information

Refund Policy is located at:
Refund Schedule is located at:
http://www.uakron.edu/busfin/studentfin/refundschedule.php

Refund Information for Students on Financial Aid is located at:
http://www.uakron.edu/busfin/studentfin/refundpolicy.php#aid

Additional Information on Refunds is located at:
http://www.uakron.edu/busfin/studentfin/refundpolicy.php#general

PLEASE INQUIRE IN THE OFFICE OF STUDENT FINANCIALS FOR MORE INFORMATION ON THE UNIVERSITY REFUND POLICY
LAW LIBRARY

Please visit the Law Library webpage at: http://www.uakron.edu/law/library/ or feel free to ask library staff members for assistance.

Library Services for Law Students is located on-line at:
http://www.uakron.edu/law/library/studentos.php

Law Library Hours is located on-line at:
http://www.uakron.edu/law/library/hours.php

Law Library Personnel is located on-line at:
http://www.uakron.edu/law/library/staff.php

Law Library Floor Plans is located on-line at:
http://www.uakron.edu/law/library/floorplans.php

UA Libraries Catalog is located on-line at:
http://library.uakron.edu/screens/opacmenu.html

Borrowing Library Materials is located on-line at:
http://www.uakron.edu/law/library/checkmaterial.php

Law Library Lexis Information is located on-line at:
http://www.uakron.edu/law/library/lexis.php

Law Library Westlaw Information is located on-line at:
http://www.uakron.edu/law/library/westlaw.php

Electronic Subscriptions is located on-line at:
http://www.uakron.edu/law/library/elesubscriptions.php

Business and Law Databases is located on-line at:
http://www2.uakron.edu/library/alphalist.asp?ClusterID=2

Library Guides and Pathfinders is located on-line at:
http://www.uakron.edu/law/library/guides.php
TECHNOLOGY DEPARTMENT

Computers and Technology
The School of Law, in conjunction with the University Information Technology Services provides a wide variety of services for law students. Please see the following web sites for further information: [http://www.uakron.edu/law/computersupport/](http://www.uakron.edu/law/computersupport/) and [http://www.uakron.edu/its/index.php](http://www.uakron.edu/its/index.php).

The School of Law operates two computer labs for law students use. One is located near the Circulation/Reserve Desk of the Law Library (second floor), and the other in room 301 of the Law Library. The computers are Dell Pentium 4 equipped with flat panel monitors, DVD/CD-RW combo drives, floppy diskette drives, and USB extension cables for use with any USB device. The second floor lab computers are equipped with 100 MB Zip drives. All computers are internet ready, utilize Microsoft Office, and have access to WESTLAW and LEXIS. Lab 301 can also be utilized as a classroom.

- A student UAnet ID is required to access the University Network (UAnet). A student UAnet ID entitles you to a University email account with a 20 MB limit and 50 MB of ZipSpace; which is linked to the My Documents folder on all lab computers. The ZipSpace is capable of supporting a personal web site and your files are accessible from anywhere on the internet. Please see the following web sites for more information about ZipSpace.
  - [http://www.uakron.edu/its/hoss/issss/zipspace_FAQ.php](http://www.uakron.edu/its/hoss/issss/zipspace_FAQ.php)

- Printing from personal computers. You can print from your laptop to the printers in the Law Library once you configure your laptop to do this. You must be using the Microsoft XP Professional operating system to do this. See the following information on configuring your laptop for printing in the School of Law.

- The Technology Department maintains three networked printers for student use from lab and personal laptop computers. The School of Law utilizes the Zip Print system, see [http://www.uakron.edu/facilities/zipcard/zipprint.php](http://www.uakron.edu/facilities/zipcard/zipprint.php) for more information. The cost is 7 cents per page which can be deducted from the user’s Zip Card or a Courtesy Zip Card. The Law Library has a Zip Card Value Transfer Station (VTS) located next to the Circulation/Reserve Desk that students can use to add value to their Zip Card. Students may also use their credit card over the Internet or visit a Zip Card Office to add value. Each semester all law students are entitled to 250 free prints on their Zip Card.

- Wireless network. Students with laptop computers may connect to the University’s wireless network if their laptops are configured properly. There are hardwired network connections in the Law Library for laptops at carrel C-2, C-3,
and F-4. For assistance in configuring laptops for network access please see our Computer Support Specialist in Room 267.

- Virus checking software. The School of Law maintains virus-checking software on all of its computers. Computer Solutions, located in the Student Union, can provide you with a 1-year license for home use for $2.00. Once purchased you may download updates free of charge. See our Computer Support Specialist, Ken Knipl in Room 267 or contact the University Computer Help Desk at 330-972-6888 for further information on keeping your computers and computer files virus free.

**OBEN (Ohio Broadband Educational Network)** information is available on-line at: [https://oben.uakron.edu/applications/oben/](https://oben.uakron.edu/applications/oben/)

**VPN (Virtual Private Network)** information is available on-line at: [http://www.uakron.edu/its/hoss/helpdesk/homeaccess.php](http://www.uakron.edu/its/hoss/helpdesk/homeaccess.php)

**Computer Solutions**, The University of Akron Computer source store has information available on-line at: [http://www.uakron.edu/its/hoss/compstore/](http://www.uakron.edu/its/hoss/compstore/).

**The Help Desk** for the University is located in room 69 in the Bierce Library and on-line at: [http://www.uakron.edu/its/hoss/helpdesk/index.php](http://www.uakron.edu/its/hoss/helpdesk/index.php)

Connecting to **Online Library Resources from Off-Campus** is located at: [http://www3.uakron.edu/library/gateway/connect](http://www3.uakron.edu/library/gateway/connect).
GENERAL

Administrative Briefs
The Administrative Briefs is the Dean’s Office newsletter to the students. It is published every two weeks during the school year and is available via the law school website. It is also published once during the summer and mailed to each student’s permanent address. The Administrative Briefs contains varied information of importance to law students such as information on on-campus interviews, registration, student organization meetings, scholarships, bar exams, and general announcements.

Controlled Smoking Policy
On July 5, 2000, the University Board of Trustees approved a revised Controlled Smoking Policy. It states, in part, that the following areas are designated as “no smoking” areas: (1) All “places of public assembly” including but not limited to all university and college buildings owned by The University of Akron; (2) all interior areas of all university and college buildings which have been otherwise defined as not “places of public assembly,” including but not limited to theatre lobbies, restaurants, or other rooms used primarily for the service of food; and (3) outdoor facilities. For the complete policy, see http://www.uakron.edu/ogc/rules/RulesbyNumber.php, policy #3359-20-05.5.

Dean’s Office Fax Policy
Students are not permitted to receive or send personal faxes from the Dean’s Office fax machine. Assignments received via fax will not be forwarded to the Professor. Personal faxes received will not be forwarded to students, at the discretion of the Associate Dean.

Notary Public Services
Notary Public Services are available on campus at the Fifth Third Bank in the Student Union for items that need to be notarized. Other locations within easy walking distance of the law school include the First Merit Bank located downtown on Main Street or National City Bank on East Exchange Street.
## APPENDIX A

### ACADEMIC TRACKS

**ACADEMIC TRACK - FULL-TIME (DAY) – BAR & REQUIRED COURSES**

### FULL-TIME (DAY) – BAR & REQUIRED COURSES

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Required courses are in all capital letters.  
AMENDED: August 2005

*May be taken at any time, but must be completed before graduation.  
EFFECTIVE: Fall 2002

All students must enroll in required course 9200:610 (0 credits) any time after their first year of enrollment and before their last enrollment term.

All students must enroll in all required courses pursuant to the program of the School of Law (i.e., required courses must be taken in the order listed above). Except under rare and compelling circumstances, no student may drop a required course at any time.
# ACADEMIC TRACK – FULL-TIME (DAY) BUSINESS TRACK

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Required courses are in all capital letters.

AMENDED: August 2005

***Track courses. These courses may not be offered every year.

EFFECTIVE: Fall 2002

++ Offered by the College of Business Administration and may be offered in Fall or Spring: students must check with CBA.

*May be taken at any time, but must be completed before graduation

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| | 16 | 14 | 16 | 10 | 12 | 12 |

Required courses are in all capital letters.

*May be taken at any time, but must be completed before graduation.

All students must enroll in required course 9200:610 (0 credits) any time after their first year of enrollment and before their last enrollment term.

All students must enroll in all required courses pursuant to the program of the School of Law (i.e., required courses must be taken in the order listed above). Except under rare and compelling circumstances, no student may drop a required course at any time.

Other courses of interest: Pretrial Advocacy; Alternative Dispute Resolution; Mediation Skills; Negotiations; Complex Litigation

AMENDED: August 2005

EFFECTIVE: Fall 2002
### ACADEMIC TRACK – FULL-TIME (DAY) - TAX TRACK

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Required courses are in all capital letters. AMENDED: August 2005

*May be taken at any time, but must be completed before graduation. EFFECTIVE: Fall 2002

++Offered by the College of Business Administration and may be offered in Fall or Spring: students must check with CBA.

***Offered once per year; semester varies.

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All students must enroll in all required courses pursuant to the program of the School of Law (i.e., required courses must be taken in the order listed above). Except under rare and compelling circumstances, no student may drop a required course at any time.

Other courses of interest: Taxation of Nonprofit Entities; Accounting and Finance for Lawyers; Taxation of Intellectual Property.
# ACADEMIC TRACK - PART-TIME (EVENING) - BAR & REQUIRED COURSES

## PART-TIME (EVENING) - BAR & REQUIRED COURSES

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## THIRD YEAR

|                      | FALL       | SPRING               | SUMMER      | FALL | SPRING |
| Basic Business Associations | 3         | Corporations         | 3           | Secured Transactions | 3 | Commercial Paper 3 |
| Administration of Criminal Justice | 3         | Legal Drafting*      | 1           | Wills, Trusts, & Estates I | 3          | Remedies 3 |
| Advanced Legal Research*   | 1          |                      |             |      |        |
|                          | 7          | 4                    | 6           |      |        |

Required courses are in all capital letters. 

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AMENDED: August 2005
EFFECTIVE: Fall 2002
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Required courses are in all capital letters.

*May be taken at any time, but must be completed before graduation.

**Offered once per year; semester varies.

***May not be offered every year.

++Offered by the College of Business Administration and may be offered in Fall or Spring: students must check with CBA. All students must enroll in required course 9200:610 (0 credits) any time after their first year of enrollment and before their last enrollment term.

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AMENDED: August 2005

EFFECTIVE: Fall 2002
# ACADEMIC TRACKS – PART-TIME (EVENING) – LITIGATION TRACK

## PART-TIME (EVENING) - LITIGATION TRACK

<table>
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<th>FIRST YEAR</th>
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<td>FALL</td>
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<td>SUMMER</td>
<td>FALL</td>
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<td>Basic Business Associations</td>
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<td>Trial Advocacy I</td>
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Required courses are in all capital letters. AMENDED: August 2005

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++May be offered Fall Semester.

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Other courses of interest: Pretrial Advocacy; Alternative Dispute Resolution; Mediation Skills; Negotiation; Complex Litigation
## Academic Tracks – Part-Time (Evening) – Tax Track

### Part-Time (Evening) - Tax Track

#### First Year

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<thead>
<tr>
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<td>Spring</td>
<td>Contracts II</td>
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<td>Summer</td>
<td>Property I &amp; II</td>
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#### Second Year

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#### Third Year

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<td>Wills, Trusts, &amp; Estates I</td>
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<td>Commercial Paper</td>
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<td>Administration of Criminal Justice</td>
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<td>Estate &amp; Gift Taxation++</td>
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<td>Sem: Business Planning***</td>
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<td>Special Problems in Estate Planning</td>
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<td>Legal Drafting*</td>
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<td>Qualified Pension &amp; Profit Sharing Plans</td>
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#### Fourth Year

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<td>Remedies</td>
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Other courses of interest: Taxation of Nonprofit Entities; Accounting and Finance for Lawyers; Taxation of Intellectual Property

AMENDED: August 2005  
EFFECTIVE: Fall 2002