

# The University Of Akron School of Law



2007 – 2008

## LL.M. for IP Student Handbook

Dean Martin H. Belsky

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 2007-2008 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 Educational and Employment Institution. There shall be no unlawful discrimination on account of race, color, creed, sex, disability, national origin, age, or religion in education, employment, or admissions, or in services provided by the School of Law. Neither shall there be any discrimination on account of sexual orientation in education, employment, or admissions, or in services provided by the School of Law.

These prohibitions include harassment on the basis of race, color, creed, sex, disability, national origin, age, religion, and sexual orientation. They apply to all School of Law faculty, contract professionals, staff, and students.

Nothing herein prohibits consideration, to the extent permitted by law, of any of the aforementioned characteristics in admissions or employment for the purpose of achieving diversity.

- This policy shall be posted in the School of Law's glass display case and on the School of Law's web site, and shall be included in appropriate printed materials of the School of Law.

*Adopted by the Law Faculty April 12, 2007*

# TABLE OF CONTENTS

# **QUICK LINKS**

[Academic Calendar](#)

[School of Law Faculty, Administrators, and Staff](#)

[Whom to Contact with Administrative Questions](#)

[University of Akron Administrators](#)

[Academic Program, Policies & Standards](#)

[Curriculum & Course of Study Information](#)

[Course Descriptions](#)

[Academic Standards](#)

[\*\*Good Academic Standing\*\*](#)

[Grade Point Average \(GPA\)](#)

[How to Calculate Your GPA](#)

[Marks Legend](#)

[\*\*Grades\*\*](#)

[Grade Posting](#)

[Grade Changes](#)

[Letter Graded or Credit/Non-Credit](#)

[Grades of C- and Below and Repeating a Class](#)

[Grade Appeal Procedure](#)

[\*\*Honor Code\*\*](#)

[\*\*Examinations\*\*](#)

[Schedule](#)

[Conflicts](#)

[Testing with Accommodations](#)

[ExamSoft for Laptop Exams](#)

[\*\*Attendance Policy\*\*](#)

[Student Services](#)

[\*\*Student Information\*\*](#)

[Current & Name Address Reporting Responsibility](#)

[Student Mailboxes](#)

[UANet ID](#)

[Photo ID Card](#)

[Maintenance of Your Student File](#)

[\*\*Academic Status & Schedule\*\*](#)

[Disability Accommodations](#)

[\*\*Scheduling & Registration\*\*](#)

[Scheduling Information](#)

[Registration Procedures](#)

[Adding an Open Course](#)  
[Adding a Closed Course](#)  
[Dropping a Course](#)  
[Withdrawing from a Course](#)

Required Courses  
Elective Courses

[Course Auditing Procedure](#)

### **[Graduation Application & Clearance](#)**

[Graduation Requirements Audit Checklist](#)

[Graduation Application](#)

[Graduation Clearance Procedure](#)

[Leave of Absence](#)

[Withdrawing from Law School](#)

### **[Student Disciplinary Code](#)**

## [Career Planning & Placement](#)

[Office Services](#)

[Programs](#)

[Employment Data](#)

[Career Planning Office Anti-Discrimination Policy & Complaint Procedures](#)

## [Student Life](#)

[Policy Against Discrimination & Sexual Harassment](#)

[Procedure for Law Student Claims of Discrimination and/or  
Harassment by Law Faculty, Administration or Staff](#)

[Counseling & Testing](#)

[Ohio Lawyers Assistance Program \(OLAP\)](#)

[Student Health Services](#)

[Center for Child Development](#)

## [Financial Aid & Tuition](#)

[Short Term Emergency Loans](#)

[Loans](#)

[Law School Financial Aid Information](#)

[University Office of Student Financial Aid Information](#)

[Loan Deferments](#)

[Tuition & Fees](#)

[Billing](#)

[Payment Options](#)

[Description of Tuition and Fees](#)

[Resident/Non-Resident Information](#)

[Late Fee Information](#)

[Enrollment Cancellation for Non-Payment of Fees](#)

[Refunds](#)

## [Law Library](#)

Technology Department  
Computers & Technology

General

Administrative Briefs

Dean's Office Fax Policy

Notary Public Services

Restrictions on Smoking, Alcoholic Beverages and Drugs

## **ACADEMIC CALENDAR**

The University of Akron School of Law 2007 – 2008 Academic Calendar is located on-line at <http://www.uakron.edu/law/curriculum/calendar.php>.

[Back to Quick Links](#)

### **SCHOOL OF LAW AND UNIVERSITY PERSONNEL**

#### **Whom to Contact with Administrative Questions**

Intellectual Property Center Director

Professor [Jeffrey Samuels](#): Academic Information, LLM Curriculum, Thesis, LLM Advising

Associate [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, Course W/D and Leaves of Absence)

Student Services Counselor and Law School Registrar [Liz Sauders](#)

Financial Aid & Admissions: Assistant Director [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 [Matejkovic](#) :  
Alumni; Career Planning and Placement; Development; External Programs; Marketing; Media and Public Relations

Alumni: Events Coordinator [Suzanne Staats](#)  
Events Coordinator [Connie Koons](#)

Director [Levine](#): Career Counseling, Planning, and Placement  
Student Services Counselor [Jeanne Kennedy](#)

Director [Morgan](#): Development

Assistant Director [Bogue](#): Development

Manager [Vickers](#): Marketing and Communications

### **Additional Dean's Staff Support**

Office Coordinator: [Angela McElrath](#) Booklist, Syllabi, Student  
Research Assistants

Administrative Assistant [Misty Franklin](#) Syllabi, Assignments, Exam  
Schedules

Receptionist [Mary Ann Garrett](#) and  
Events Coordinator [Connie Koons](#): Short Term Emergency Loan  
Applications, Room  
Reservations, Administrative  
Briefs, Handouts, Inquiries

Law Librarian [Paul Richert](#): Webmaster

Secretary to the Dean [Mary Strukel](#)

Administrative Assistant for the  
Intellectual Property Center [Maria Denisiak](#)

Administrative Assistant for the  
Appellate Review Office / Legal Clinic [Maureen Davis](#)

### **University of Akron Chief Administrators**

(See [www.uakron.edu](http://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, Provost and C.O.O., A.B., M.A., Ph.D.

## University of Akron School of Law Faculty and Staff

### Intellectual Property Faculty

#### **Professor Jay Dratler, Jr.**

#### **Goodyear Professor of Intellectual Property Law**

Room: 231-D  
Phone: (330) 972-7972  
[dratler@uakron.edu](mailto:dratler@uakron.edu)

#### **Professor A. Samuel Oddi**

#### **Giles Sutherland Rich Professor of Intellectual Property**

Room: 231-C  
Phone: (330) 972-6384  
[asoddi@uakron.edu](mailto:asoddi@uakron.edu)

#### **Professor Jeffrey M. Samuels**

#### **David L. Brennan Professor of Law and Director, Center for Intellectual Property Law and Technology**

Room: 231-A  
Phone: (330) 972-7898  
[samuels@uakron.edu](mailto:samuels@uakron.edu)

**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>

*[Back to Quick Links](#)*

## **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 Course of Study Information**

The School of Law offers a full-time and a part-time program, both leading to the degree of LL.M. The program descriptions are located at <http://www.uakron.edu/law/curriculum/llm.php>.

### **Course Descriptions**

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

<http://www.uakron.edu/law/curriculum/llmcourses.php>

*[Back to Quick Links](#)*

## Academic Standards

### Good Academic Standing

Students must:

- Maintain a minimum grade point average (GPA) of 2.50 to be in good standing and remain eligible for enrollment in the LL.M. program.
- Earn a 2.50 GPA or higher each semester enrolled.
- Receive no more than one grade below B- to remain eligible for enrollment.

The faculty has determined that an LL.M. cumulative grade point average of less than 2.50 demonstrates unsatisfactory work by a student. With respect to letter grades, the faculty has determined that **no course counts for LL.M. credit unless a C or higher is earned in the course.**

A student who falls below one or more of these eligibility criteria must seek permission to continue the program from the program Director. The student must speak with the program Director in order to determine if continuation is warranted, and if so, what conditions will improve future chance of success. If permission is granted, the student must adhere to all terms set by the Director as prerequisites for continuing enrollment.

### 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>

[\*Back to Quick Links\*](#)


### 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.

[Back to Quick Links](#)

### Grade Posting

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

Semester	Grades Entered into Zipline as soon as grade rosters are available from the University Registrar
Fall	3 weeks after last exam
Spring	2 - 4 weeks after last exam date
Summer I 5-week & 10-week	2 - 4 weeks after last exam date
Summer II 5-week	2 - 4 weeks after last exam date

### Grade Changes

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. A grade can be changed only for clerical and computational errors, and upon 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 grade changes on-line via [Zipline](#) 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.

### **Grades of C- and below and Repeating a Class**

Students may not repeat a course to improve a grade. If a student earns a C- or lower in a required LL.M. course, that course must be repeated and the student must earn a C or higher. Repeating the course does not remove the previous low grade 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 or other graded work 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*).

[Back to Quick Links](#)

## **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, receive, or witness 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. Part-time students who have examinations on both the first Wednesday and the first Friday of exam period, and full-time 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**

Read the entire Policy on Accommodations [here](#).

Students with continuing needs should coordinate with the University Office of Accessibility and notify [Assistant Dean Rosemary Cannon](#) and provide supporting documentation ASAP after matriculation.

Students with documented disabilities which require supported accommodations are entitled to classroom and testing accommodations. Students with a one time need for accommodations (i.e., broken arm) must register immediately with Assistant Dean Rosemary Cannon.

Students are responsible to register for accommodations in a timely fashion. Exam accommodations must be sought by following the timetable published by [Assistant Dean Rosemary Cannon](#) through the Law School Dean's Office.

### **ExamSoft for Laptop Examinations**

Effective with the Fall 2004 semester, selected School of Law examinations may be 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.

## **STUDENT SERVICES**

### **STUDENT INFORMATION**

#### **Current Name & Address Reporting Responsibility**

It is imperative that The University of Akron School of Law has 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  located at the lower right corner of the UA homepage 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 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 (Zip 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.

[\*Back to Quick Links\*](#)

### **Maintenance of Your Student File**

Each student is responsible for ensuring 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 matriculating 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 his/her file. Students who have not completed their file by mid-October 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, graduate or law school transcripts. If copies of submitted transcripts are needed, a student MUST request them from the college or university where the credit was received.

[Back to Quick Links](#)

## **ACADEMIC STATUS AND SCHEDULE**

### **Disability Accommodations**

#### **Disability Services for Law Students**

The Office of Accessibility and The University of Akron School of Law partner to assure that students with disabilities have access to the full range of programs and services it offers. For more information, please visit:

[http://www3.uakron.edu/access/Accommodations\\_Services/lawstudents.htm](http://www3.uakron.edu/access/Accommodations_Services/lawstudents.htm)

#### **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.

[Back to Quick Links](#)

## **SCHEDULING AND REGISTRATION**

### **Scheduling Information**


Scheduling – LL.M. students should consult with an IP faculty advisor each semester before registering for courses. Close work with an advisor is important for planning a successful program in pursuit of the degree.

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 form is available online at <http://www.uakron.edu/registrar/docs/RegSchedAdjForm.pdf>) 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 14<sup>th</sup> 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 14<sup>th</sup> 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 15<sup>th</sup> 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 IP Program Director.

**ELECTIVE COURSES:** Students desiring to cancel their course registration beginning with the 15<sup>th</sup> 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, the IP Program Director 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.

[Back to Quick Links](#)

### **Course Auditing Procedure**

Current law students are permitted to audit elective courses only with prior written permission from the IP Program Director and the professor of the course. 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 not enrolled in the LL.M. program may, with the written permission of the IP Program Director and 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.

[Back to Quick Links](#)

## **GRADUATION APPLICATION AND CLEARANCE**

### **Graduation Application**

Two semesters before completion of the student’s LL.M. studies (i.e., May 15 for December graduates; September 15 for May graduates) each LL.M. student is responsible for making formal application for graduation.

The application for graduation is available on-line at:

[http://www.uakron.edu/law/student-services/docs/Graduation\\_Application\\_Law.pdf](http://www.uakron.edu/law/student-services/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.

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. 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.

### **LL.M. Requirements Audit Form**

To assist you with tracking your LL.M. progress toward degree, an audit sheet has been prepared and is available on-line at:

[http://www.uakron.edu/law/studentservices/docs/LLM\\_Requirements\\_Audit\\_Form.pdf](http://www.uakron.edu/law/studentservices/docs/LLM_Requirements_Audit_Form.pdf). This audit sheet is not required as part of the graduation process and is separate and apart from the Graduation Application.

### **Leave of Absence**

A leave of absence must be approved by the IP Program Director and 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 IP Program Director and the Associate Dean. Students are asked to complete the Exit Survey Form found on-line at [http://www.uakron.edu/law/studentservices/docs/Exit\\_Survey.pdf](http://www.uakron.edu/law/studentservices/docs/Exit_Survey.pdf). The IP Program Director prefers 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.

*[Back to Quick Links](#)*

## **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 (20<sup>th</sup>) 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 exculpatory 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

[Back to Quick Links](#)

## **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 work with The Akron Bar Association on various programs and activities including the Mentor Program and the Minority Clerkship Program. We provide the following programs and services:

- résumé/cover letter writing
- interviewing skills
- job search strategies
- practice interview program
- judicial clerkship programs
- 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.<sup>1</sup>”

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 violate the Anti-Discrimination Policy. The written complaint also may set forth

---

<sup>1</sup> Except as is otherwise required by Ohio law.

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.

[Back to Quick Links](#)

## **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 Educational and Employment Institution. There shall be no unlawful discrimination on account of race, color, creed, sex, disability, national origin, age, or religion in education, employment, or admissions, or in services provided by the School of Law. Neither shall there be any discrimination on account of sexual orientation in education, employment, or admissions, or in services provided by the School of Law.

These prohibitions include harassment on the basis of race, color, creed, sex, disability, national origin, age, religion, and sexual orientation. They apply to all School of Law faculty, contract professionals, staff, and students.

Nothing herein prohibits consideration, to the extent permitted by law, of any of the aforementioned characteristics in admissions or employment for the purpose of achieving diversity.

This policy shall be posted in the School of Law’s glass display case and on the School of Law’s web site, and shall be included in appropriate printed materials of the School of Law.”

*(Adopted by the law faculty, April 12, 2007)*

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.

[Back to Quick Links](#)

## **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>**

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 touching 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) Personals 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 is 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.

[Back to Quick Links](#)

### **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>.

## **Ohio Lawyers Assistance Program**

Any law student or lawyer in need of counseling or assistance for substance abuse should contact the Ohio Legal Assistance Program. This is a free service.

### [Ohio Legal Assistance Program, Inc.](#) (OLAP)

37 West Broad Street, Suite 950  
Columbus, OH 43215-4149

Office: 1-614-228-0579  
Fax: 1-614-464-2245

Attorney Scott R. Mote  
Executive Director  
[smote@ohiolap.org](mailto:smote@ohiolap.org)  
1-800-348-4343

OLAP Hotline (national, 24/7) 1-800-348-4343

[Back to Quick Links](#)

## **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>

[Back to Quick Links](#)

## **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.

**Lauri S. Thorpe**  
**Assistant Dean for Law Admissions, Financial Aid and Student Services**  
**The University of Akron**  
**School of Law**  
**Akron, OH 44325-2901**

Phone: 1-800-4-AKRON-U or 1-330-972-6367

E-mail: [lauri@uakron.edu](mailto:lauri@uakron.edu)

*[Back to Quick Links](#)*

### **LL.M. Tuition and Fees**

<http://www.uakron.edu/law/lawadmissions/tuition.php>

### **Billing Information**

<http://www.uakron.edu/busfin/studentfin/billing.php>

### **Payment Options**

<http://www.uakron.edu/busfin/studentfin/paymentoptions.php>

### **Description of Tuition and Fees**

<http://www.uakron.edu/busfin/studentfin/explain.php>

**Resident/Non-Resident Information**

<http://www.uakron.edu/registrar/ResRulesandRegs.php>

**Late Fees Information**

<http://www.uakron.edu/busfin/studentfin/paymentoptions.php#ga>

**Enrollment Cancellation for Non-Payment of Fees**

<http://www.uakron.edu/busfin/studentfin/enrollmentcancel.php>

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

**Refund Information**

**Refund Policy**

<http://www.uakron.edu/busfin/studentfin/refundpolicy.php>

**Refund Schedule**

<http://www.uakron.edu/busfin/studentfin/refundschedule.php>

**Refund Information for Students on Financial Aid**

<http://www.uakron.edu/busfin/studentfin/refundpolicy.php#aid>

**Additional Information on Refunds**

<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**

*[Back to Quick Links](#)*

## **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**

<http://www.uakron.edu/law/library/studentos.php>

### **Law Library Hours**

<http://www.uakron.edu/law/library/hours.php>

### **Law Library Personnel**

<http://www.uakron.edu/law/library/staff.php>

### **Law Library Floor Plans**

<http://www.uakron.edu/law/library/floorplans.php>

### **UA Libraries Catalog**

<http://library.uakron.edu/screens/opacmenu.html>

### **Borrowing Library Materials**

<http://www.uakron.edu/law/library/checkmaterial.php>

### **Law Library Lexis Information**

<http://www.uakron.edu/law/library/lexis.php>

### **Law Library Westlaw Information**

<http://www.uakron.edu/law/library/westlaw.php>

### **Electronic Subscriptions**

<http://www.uakron.edu/law/library/elesubscriptions.php>

### **Business and Law Databases**

<http://www2.uakron.edu/library/alphalist.asp?ClusterID=2>

### **Library Guides and Pathfinders**

<http://www.uakron.edu/law/library/guides.php>

*[Back to Quick Links](#)*

## 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/> and <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/iss/zipspace\\_FAQ.php](http://www.uakron.edu/its/hoss/iss/zipspace_FAQ.php)  
<http://www.uakron.edu/its/learning/training/OnlineStorage.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.  
<http://www.uakron.edu/law/computersupport/printersu.php>.
- 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> 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 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/>

**VPN (Virtual Private Network)** information is available on-line at:

<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/> .

**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>

Connecting to **Online Library Resources from Off-Campus** is located at:

<http://www3.uakron.edu/library/gateway/connect>.

*[Back to Quick Links](#)*

## **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.

### **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.

### **Restrictions on Smoking, Alcoholic Beverages and Drugs**

- (A) Restrictions on smoking and alcoholic beverages.
  - (1) Controlled smoking policy.
    - (a) The board of trustees, pursuant to its authority set forth in R.C. 3359.03 and R.C. 3345.21, and consistent with the provisions of R.C. 3791.03.1, designates the following areas as "no smoking" areas:

All "places of employment" as included within that term by R.C. 3794.01, including but not limited to all offices, meeting rooms, sales, production and storage areas, restrooms, stairways, hallways, warehouses, garages, and vehicles; all "Enclosed Areas" as included within that term by R.C. 3794.01, including but not limited to an area with a roof or other overhead covering of any kind and walls or side coverings of any kind, regardless of the presence of openings for ingress and egress, on all sides or on all sides but one; and all "Outdoor patios" as included within that term by R.C. 3794.01, including but not limited to an area that is either: enclosed by a roof or other overhead covering and walls or side coverings on not more than

two sides; or has no roof or other overhead covering regardless of the number of walls or other side coverings. An “enclosed area” as described in R.C. 3794.01 is a place of employment without regard to the time of day or the presence of employees.

- (b) University police, with the assistance of the director of environmental and occupational health and safety shall designate no smoking areas by the placement of signs that are clearly visible and that state “no smoking” as required by R.C. 3794.06. “No Smoking” signs or the international “No Smoking” symbol (consisting of a pictorial representation of a burning cigarette enclosed in a red circle with a red bar across it) shall be conspicuously posted in every public place and place of employment where smoking is prohibited by this chapter, including at each entrance to the public place or place of employment. Signs shall be of sufficient size to be clearly legible to a person of normal vision throughout the areas they are intended to mark. All signs shall contain a telephone number for reporting violations.
- (c) No person shall remove signs from areas designated as “no smoking” areas.
- (d) Whoever violates paragraph (A)(1)(a)(i) of this rule, which is codified as section 3791.03.1 of the Revised Code of Ohio, may be prosecuted for a minor misdemeanor.
- (e) In addition to any other action authorized by law, students who violate any provision of this policy shall be subject to disciplinary action pursuant to the student disciplinary code.
- (f) In addition to any other action authorized by law, employees who violate any provision of this policy shall be subject to disciplinary action, up to and including a one hundred dollar fine for each violation beyond the initial violation.
- (g) In addition to any other action authorized by law, visitors to the campus who violate any provision of this policy may be requested to leave the property of the university of Akron, or be subject to arrest for trespass.
- (h) Reports of violations may be made to university police, the associate vice president and dean of student life, the director of environmental and occupational health and safety, or the executive director of human resources.
- (i) The sale of cigarettes or other tobacco products is prohibited on property owned, leased, or operated by the university of Akron.

- (2) All sales or consumption of alcoholic beverages on property owned, leased or operated by the university of Akron shall be in accord with the laws of the state of Ohio. Unless authorized upon written application to the president, or pursuant to applicable permits, alcoholic beverages shall not be available at events held on university property. The consumption of alcoholic beverages in private residence hall rooms by the occupants or guests shall conform to Ohio law in all respects.

For the complete policy, see <http://www.uakron.edu/ogc/rules/RulesbyNumber.php>, policy #[3359-20-05.5](#).

*[Back to Quick Links](#)*