

CERTIFICATE APPLICATION CHECKLIST

Very Important!

Avoid delays. Reduce stress. Do it right the first time.

Incomplete applications will be returned!

Carefully review the following checklist BEFORE you submit this application. We must receive:

- ___ IP Certificate Application Form with all information completed
- ___ IP Certificate Application Form signed by an IP faculty advisor
- ___ IP Certificate Course Selection, Tracking and Approval List with Item #1 signed and dated

CERTIFICATE APPLICATION DEADLINES

Timely submission of BOTH the Certificate Application and IP Certificate Course Selection, Tracking and Approval List with Item #1 signed and dated is a prerequisite to earning a Certificate.

Failure to meet a deadline will preclude the ability to earn a Certificate.

An essential element of a Certificate is the student working closely with a designated faculty advisor as part of an enhanced learning experience justifying awarding a Certificate. *Students are encouraged to submit applications to enter certificate programs as early as the second semester of full-time attendance and fourth semester of part-time attendance.* The earlier a student begins working with a faculty advisor, the better.

A student **must submit** the certificate application and the IP Certificate Course Selection, Tracking and Approval List with Item #1 signed and submitted to the Associate Dean **on or before the following dates:**

Full-Time Day Students:

February 1 of the second year of law school: Application submitted to Dean's Office

February 15 of the second year of law school: * IP Certificate Course Selection, Tracking and Approval List with Item #1 signed and submitted to the Dean's Office.

Part-Time Evening Students:

February 1 of the third year of law school: Application submitted to Dean's Office

February 15 of the third year of law school: * IP Certificate Course Selection, Tracking and Approval List with Item #1 signed and submitted to the Dean's Office.

Failure to meet these deadlines will preclude a student's ability to enter the certificate program.

NO EXCEPTIONS. NO APPEALS.

This policy is effective with the Fall 2004 Entering Class. Current requirements indicate that students who can apply are those in D1, D2, E2 or E3. No retroactive Certificates can be granted, per University policy.

*Designated program advisors Intellectual Property Certificate are Professors Dratler, Oddi, and Samuels

Approved by:
Curriculum Committee: 11/29/2005
Law Faculty: 12/1/05

Certificate Application for Intellectual Property

Students intending to enroll in a Certificate Program must first meet all eligibility requirements. After eligibility has been established, students must:

- Submit the Application and the IP Certificate Course Selection, Tracking and Approval List with Item #1 completed, signed and dated
- Obtain admission approval from the Associate Dean.

Timely submission of BOTH a Certificate Application and the IP Certificate Course Selection, Tracking and Approval List is a prerequisite to earning a Certificate. Failure to meet a deadline will preclude the ability to earn a Certificate.

See page 1, Certificate Application Deadlines for additional instruction.

Please fill out the following information, see a certificate program advisor and obtain his or her signatures approving your application toward admission into a program. Return this signed application *and* the IP Certificate Course Selection, Tracking and Approval List to the Associate Dean for signature and final approval.

Student Name: _____

Student Signature: _____

Address: _____

Law Mailbox #: _____ E-mail Address: _____

Phone Number: Cell: _____ Home or Work: _____

Student ID No. _____ SSN _____

LGPA: _____

Status (e.g., D2, E3) _____

I am applying for entry into the Intellectual Property Certificate Program.

Signature of Student

Date

Signature of Faculty Advisor to Certificate Program Date

Approval Signature of Associate Dean Date

After your application has been reviewed, you will be notified of your admission status. Questions regarding this process can be directed to Liz Saunders, Law Student Services Registrar by emailing her at liz@uakron.edu.

IP Certificate Course Selection, Tracking and Approval List

A student must take Introduction to Intellectual Property Law at the first available time in the student's schedule (usually fall semester of D2/E3). Students may be admitted provisionally to a certificate program pending meeting this prerequisite.

1. **Application Signatures-** We have met and discussed a curriculum for the IP Certificate, and the student understands all the requirements of the certificate detailed below:

Signature of Student	Date	Signature of IP Faculty Advisor	Date
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This form with Item #1 completed, along with the certificate application, is due no later than February 15th at the Law Dean's Office for consideration of admission to the program (see page 1 of the application packet for details)

2. **As the student's IP faculty advisor, I verify by signature and date below that the student consulted with me before each registration period:**

Fall 20____ IP Fac:_____ Date:_____	Spring 20____ IP Fac:_____ Date:_____
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Fall 20____ IP Fac:_____ Date:_____	Spring 20____ IP Fac:_____ Date:_____
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3. **In order to earn the Intellectual Property Certificate, the following conditions must be satisfied:**

- **Complete the Prerequisite for Admission:**

<u>Grade</u>	<u>Credits</u>	<u>Course Completed</u>	<u>Advisor Final Approval</u>	<u>Date</u>	<u>**Quality Pts.</u>
_____	3.0	9200:700 Intro to IP Law	_____	_____	_____

- **Complete at least one of the three core intellectual property courses:**

<u>Grade</u>	<u>Credits</u>	<u>Course Completed</u>	<u>Advisor Final Approval</u>	<u>Date</u>	<u>**Quality Pts.</u>
_____	3.0	9200:701 Patent Law & Policy	_____	_____	_____
_____	3.0	9200:702 Trademark Law	_____	_____	_____
_____	3.0	9200:703 Copyright Law	_____	_____	_____

- **Complete a minimum of nine (9) additional credits in courses designated as part of the intellectual property law curriculum*as approved by your intellectual property faculty advisor.**

Approved Coursework (electives totaling minimum of 9 credits):

<u>Grade</u>	<u>Credits</u>	<u>Course Completed</u>	<u>Advisor Final Approval</u>	<u>Date</u>	<u>**Quality Pts.</u>
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

- **Complete a supervised writing project under the direction of a member of an IP law faculty member which results in a significant, in-depth project.**

Writing Requirement:
Topic Approved & Schedule Established

Signature of IP Advisor	Date
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Writing Requirement:
Successfully Completed

Signature of IP Advisor	Date
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4. ***Fulfillment of the certificate program requires achievement of a minimum cumulative grade point average of 3.00 in the courses taken to earn the certificate.**

**To calculate GPA see instructions in Student Handbook found at <http://www.uakron.edu/law/stdntHandbook.php>

5. **Certificate Requirements Successfully Completed:**

Signature of IP Advisor	Date
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The IP Certificate is awarded concurrently with the Juris Doctor (JD) degree. **Return this completed form with all signatures to the law school Dean's Office when you have completed the requirements, BUT NO LATER THAN the conclusion of your JD coursework.** We will perform the final audit and request the processing and awarding of your certificate through the Office of the University Registrar Records Office.