

# The University of Akron School of Law Fall 2018 STUDENT HANDBOOK

for the J.D. LL.M. & MSJ degrees



**Dean and Professor of Law  
Christopher J. (C.J.) Peters**

<https://www.uakron.edu/law/current-students/student-services/index.dot>

*This Handbook has the limited purpose of providing information concerning the programs of The University of Akron School of Law for Fall 2018 entering students. The Handbook should not be construed as the basis of an offer or contract between the School of Law and any present or prospective student. The School of Law 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 School of Law.*

## Table of Contents

ACADEMIC CALENDAR.....	5
FACULTY AND STAFF .....	5
ACADEMIC POLICIES AND STANDARDS .....	6
Law Announcement Blog .....	6
JURIS DOCTOR DEGREE (JD) REQUIREMENTS AND REGULATIONS .....	6
Good Academic Standing.....	6
Classification by Credits .....	6
Academic Status and Scheduling .....	7
Credit-Hour Loads and Standards.....	7
CURRICULUM .....	7
Required Core Courses .....	7
Maximum Credits Earned in Non-Graded Courses.....	8
General Writing Requirement (GWR).....	8
GWR Deadlines.....	8
Experiential Learning Requirement .....	9
Pro Bono Publico/Community Service Requirement.....	9
Elective Courses .....	10
Law Course Descriptions.....	10
Individual Studies and Research (ISR).....	10
GRADUATION REQUIREMENTS BASED ON GRADES.....	11
Course Requirements Based on First Semester Grades .....	11
Bar-Track Course Requirements Based on Grades at End of First-Year (for full-time) or..	11
Second-Year (for part-time).....	11
Bar-Preparation-Course Requirement.....	12
Grading.....	13
Grade Posting.....	14
Grades of “F” and Repeating a Class.....	14
Class Rankings .....	14
Honors and Dean’s Lists.....	15
GRADUATION INFORMATION .....	15
Graduation Application.....	15
Degree Progress Report .....	16
Graduation with Honors .....	16
Graduation Packets, Surveys, and Exit Interviews.....	16
TRANSFERRING CREDITS FROM OUTSIDE THE SCHOOL OF LAW .....	17
Enrollment in Graduate Courses at the University of Akron .....	17
Transferring Coursework to the School of Law from Other University of Akron Colleges and Transferring Law Credits from Other ABA-Accredited Institution Courses to the School of Law .....	17
Transient/Visiting Students and Transferring Credits back to the School of Law .....	18
Study Abroad .....	19
ACADEMIC STATUS, ATTENDANCE, AND ENROLLMENT.....	19
Change of Program Classification .....	19
Attendance Policy .....	20
Continuous Enrollment.....	20

Official Leave of Absence .....	20
Withdrawal from the School of Law .....	21
ACADEMIC DISMISSAL, PROBATION, AND REINSTATEMENT ELIGIBILITY.....	21
Dismissal .....	21
Reinstatement after Academic Dismissal .....	22
Reapplication after Dismissal from Law School.....	23
Honor Code .....	23
STUDENT DISCIPLINE .....	24
Student Disciplinary Code.....	24
Academic-Misconduct Referral Process .....	28
Student-Conduct Process.....	29
JOINT LAW DEGREES AND CERTIFICATE PROGRAMS.....	29
Joint-Degree Programs .....	29
Transfer of Joint Degree Graduate Credit.....	30
International JD Program.....	30
Certificate Programs .....	30
CLINICAL AND EXPERIENTIAL PROGRAMS .....	31
Clinics .....	31
Externships.....	31
EXAMINATION PROCEDURES.....	32
General.....	32
ExamSoft for Laptops.....	32
Free-Slot Exams.....	32
Rescheduling Exams.....	32
Testing Accommodations.....	33
Accommodations Policy for International ESL (English as a Second Language) Students .	33
STUDENT AFFAIRS.....	34
Student-Employment Policy .....	34
Continuing Duty to Inform and Amendment to Admission Application .....	34
Updating Contact Information.....	36
UANet ID and University Email .....	36
University ID Card (ZipCard).....	36
Maintaining the School of Law Student File .....	36
Counseling and Health Services .....	37
COURSE REGISTRATION AND SCHEDULING .....	37
Procedures .....	37
Priority Registration .....	37
Adding an Open Course .....	38
Summer Classes: .....	38
Adding a Closed Course .....	38
Dropping a Course .....	38
Withdrawing from a Course.....	38
Auditing.....	39
Legal Intern Certificate.....	39
BAR-EXAMINATION REGISTRATION AND PROCEDURES.....	39
Ohio.....	39
Other States .....	40
DISABILITY SERVICES FOR LAW STUDENTS .....	40

School of Law Policy on Accommodations for Students with Disabilities .....	40
STUDENT ORGANIZATIONS AND EXTRACURRICULAR ACTIVITIES .....	41
Student Organizations .....	41
Advocacy-Competition Teams .....	41
Requirements for Competition Teams .....	41
Standards for New Competition Teams.....	41
OFFICE OF ACADEMIC SUCCESS PROGRAMS.....	42
General Information .....	42
CAREER SERVICES .....	43
Office Services.....	43
Programs .....	43
Employment Data .....	43
LAW LIBRARY AND TECHNOLOGY.....	44
Law Library .....	44
Technology.....	44
GENERAL POLICIES .....	45
Policy Against Discrimination and Sexual Harassment as defined by University Rule 3359-38-01 Affirmative Action Policy and Program. ....	45
Student Concerns and Grievances .....	46
Procedure for Student Claims of Discrimination and/or Harassment by Law Faculty, Administration, and Staff.....	47
Notary Public Services.....	48
Tobacco Free Campus.....	48
Limitations on Alcohol and Drugs .....	48
FINANCIAL AID AND TUITION .....	49
General.....	49
Tuition and Fees.....	49
Financial Aid Information.....	49
Scholarships .....	49
Loans .....	49
Short-term Emergency Assistance.....	49
MASTER OF LAWS (LLM) HANDBOOK ADDENDUM .....	50
Contact Information.....	50
Curriculum and Course-of-Study Information .....	50
Scheduling.....	50
Leave of Absence .....	50
Good Academic Standing .....	50
Distinct Calculation of Good Academic Standing for Joint JD/LLM Students.....	50
Continued Pursuit of JD after Academic Dismissal from LLM Program.....	51
Graduation with Excellence .....	51
MASTER OF STUDIES IN LAW (MSL) HANDBOOK ADDENDUM.....	52
Policies and Standards .....	52
Curriculum, Course Descriptions, and Course-of-Study Information.....	52
INDEX .....	54

## ACADEMIC CALENDAR

The University of Akron School of Law academic calendar is located at <https://www.uakron.edu/law/curriculum/areas/calendar.dot>.

## FACULTY AND STAFF

### **Dean's Office:**

- Dean and Professor of Law: [Christopher J. \(C.J.\) Peters](#)
- Associate Dean for Administration and Enrollment Management: [Barbara C.S. Weinzierl](#)
- Assistant to the Dean: [Robin Lombardi](#)
- Director of Technology-Law: [Eli Eubanks](#)
- Computer Support Assistant: [Tom Rinaldo](#)

### **Office of Academic Affairs**

- Associate Professor, Director of the Law Library and Associate Dean for Academic Affairs and Institutional Excellence: [Emily Janoski-Haehlen](#)
- Assistant Director of Student and Academic Affairs: [Misty Franklin](#)
- Office Coordinator, Administration: [Angela Smith](#)

### **Office of Student Affairs**

- Assistant Dean of Student Affairs: [Charles Oldfield](#)
- Assistant Director of Student and Academic Affairs: [Misty Franklin](#)
- College Program Specialist: vacant
- Manager of Technology and Compliance: [Liz Wascak](#)

### **Office of Academic Success**

- Assistant Dean for Academic Success: [Nancy Reeves](#)
- Assistant Director of Academic Success Programs: [Christopher Crull](#)
- Assistant Director of Academic Success Programs: [Allesan Armstrong](#)

### **Office of Admissions**

- Associate Dean for Administration and Enrollment Management: [Barbara C.S. Weinzierl](#)
- Director of Admissions: vacant
- Assistant Director of Admissions: [Emma Schulze](#)
- Assistant Director of Career Services and Student Advising: [Alecia Bencze](#)
- College Program Specialist: [Terri Bisesi](#)

### **Office of Alumni and Development**

- Director of Alumni and Development: [Andreas Ellis](#)
- Program Coordinator of Law School Centers: [Michele Novachek](#)

### **Office of Career Services**

- Assistant Dean of Career Services and Strategic Initiatives: [Alisa Benedict O'Brien](#)
- Assistant Director of Career Services and Student Advising: [Alecia Bencze](#)
- Program Coordinator of Law School Centers: [Shannon Aupperle](#)
- Student Services Counselor: [Debbie Casey](#)

## Office of Finance and Personnel Administration

- Assistant Dean of Finance and Personnel: [Marchelle Bobbs](#)

## Legal Clinics

- Assistant Director of Legal Clinic, Associate Clinical Professor, Pro Bono Coord.: [Joann Sahl](#)
- Program Coordinator of Law School Clinics: [Julia Martynowski](#)

A complete list of the School of Law Administration, Faculty, and Staff may be found at <http://uakron.edu/law/faculty/directory/>.

## ACADEMIC POLICIES AND STANDARDS

### Law Announcement Blog

The daily [School of Law Announcements Blog](#) provides announcements and reminders for the School of Law. Categories include areas such as Admissions, Student Affairs, Career Services, Student Organizations, and General Announcements.

## JURIS DOCTOR DEGREE (JD) REQUIREMENTS AND REGULATIONS

Students matriculated for or after the Fall 2018 semester must meet the following basic requirements before receiving the Juris Doctor (JD) degree:

1. Successfully complete 88 credits (with a grade of D- or better for all courses except graduate courses, which require a passing grade [generally a C or better] under Graduate School policy).
2. A minimum cumulative law GPA of 2.30.
3. Successful completion of the General Writing Requirement.
4. 6 credits of Experiential Learning Credit
5. 30 hours of Pro Bono Publico Service (and registration in the 0-credit Pro Bono course, 9200:613).

Students may be required to complete additional coursework based on their academic status.

### Good Academic Standing

Students must maintain a minimum, cumulative grade point average (GPA) of 2.30 to be in good standing and remain enrolled in the School of Law. The faculty has determined that a cumulative GPA of less than 2.30 demonstrates unsatisfactory work by a student.

### Classification by Credits

Full-Time 1	Full-Time 2	Full-Time 3
0 – 27 credits	28 - 55 credits	56 or more credits

Part-Time 1	Part-Time 2	Part-Time 3	Part-Time 4
0 – 18 credits	19 – 44 credits	45 – 66 credits	67 or more credits

## Academic Status and Scheduling

### Credit-Hour Loads and Standards

- In order to get through the law programs in a timely fashion (3 years for full-time and 4 years for part-time), the standard load each fall and spring semester is:
  - 12 to 16 credits for full-time students
  - 8 to 11 credits for part-time students
- Under ABA Accreditation Standards, the maximum number of credits that can be earned during a semester (fall or spring) is 18 credits. This includes all graduate courses approved for law-school credit.
- Students may take no more than 12 credits during the summer.
- Students wishing to take an underload or overload must complete the [Request for Overload or Underload of Standard Credit Hours](#) form and obtain approval from the Assistant Dean of Student Affairs.
- Students are expected to maintain continuous enrollment each fall and spring semester, summer terms excluded.
- The School of Law faculty has established that a law student shall be eligible to receive the J.D. degree no more than six years from the date of first enrollment in the School of Law.

## CURRICULUM

### Required Core Courses

All students must successfully complete the following courses before graduation:

• 9200:601	Civ. Pro: Federal Jurisdiction	3 credits
• 9200:602	Civ. Pro: Federal Litigation	3 credits
• 9200:603	Con Law: Governmental Authority	3 credits
• 9200:604	Con Law: Individual Rights	3 credits
• 9200:607	Criminal Law	3 credits
• 9200:608	Evidence	3 credits
• 9200:610	General Writing Requirement	0 credit
• 9200:611	Contracts	4 credits
• 9200:612	Professional Responsibility	3 credits
• 9200:613	Pro Bono Service Requirement	0 credit
• 9200:618	Advanced Legal Research	1 credit
• 9200:619	LARW I	3 credits
• 9200:620	LARW II	2 credits
• 9200:625	Torts	4 credits
• 9200:645	Property	4 credits
• 9200:676	Legislation and Regulation	2 credits
• 9200:688	Legal Drafting	2 credits

## Maximum Credits Earned in Non-Graded Courses

A student is limited to a combined maximum of 12 credits toward graduation for Externships, Clinics, Advocacy Teams, and Law Review, unless subject to other restrictions on course load that are triggered by a low GPA.

## General Writing Requirement (GWR)

The GWR (9200:610) is a 0 credit paper course that must be fulfilled in conjunction with another elective course. Electives in which the GWR can be satisfied are offered each semester, and the selection varies each semester.

A student wishing to satisfy the GWR must register for (1) the elective course and (2) the 0-credit GWR course, 9200:610. Failure to register for both will result in not meeting the GWR requirement for graduation. The instructor will assign a letter grade for the elective course and a credit/no-credit grade for the GWR registration. All students must satisfy the General Writing Requirement to graduate.

Students may fulfill the GWR requirement in conjunction with one of the following:

1. Participation in Law Review.
2. Successful completion of a substantial legal writing submitted in satisfaction of the Individual Studies and Research course (9200:698) and certified by the faculty members serving as advisor for the individual-study course. The Associate Dean of Academic Affairs must approve\* this option in advance.
3. Successful completion of a research paper or substantial legal writing submitted in satisfaction of a law-school seminar or elective course that requires such paper.

## GWR Deadlines

DUE DATE	ENROLLMENT	TOPIC APPROVAL	DUE DATE
<b>Non-Seniors</b>	At least one semester prior to planned graduation	At Instructor's request	Monday of Reading Period in same semester course was taken; Summer Session papers due Monday one week before the end of Summer Session
<b>December Graduates</b>	Spring Semester prior to December graduation	July 5th prior to December graduation	November 15 <sup>th</sup> prior to December graduation
<b>May Graduates</b>	Fall Semester prior to May graduation	October 15th prior to May graduation	March 31 <sup>st</sup> prior to May graduation

\* Students wishing to complete the GWR with an Individual Studies Research (ISR) course must submit the [Application to Enroll in ISR](#) and enroll in the Individual Studies course no later than the semester before the last semester of studies.

The Associate Dean of Academic Affairs may waive the deadlines only in unusual and compelling circumstances for which the student is not responsible.



## Experiential Learning Requirement

Each student must take at least six additional credits of upper-level skills instruction. One of the six credits must involve learning and experience in negotiation skills (denoted by an asterisk). Students may satisfy this requirement by completing a clinic, externship, or a simulation course listed below.

- Clinics and Externships
  - All clinics and externships for credit will satisfy this requirement.
    - 9200:683 SEED Clinic (2 – 3 cr.)
    - 9200:684 Appellate Practice Clinic (2 cr.)
    - 9200:684 Immigration Clinic (3 cr.)
    - 9200:691 Civil Litigation Clinic (2-3 cr.)
    - 9200:696 Externship Program (2-3 cr.)
    - 9200:706 Domestic Relations Clinic (3 cr.)
    - 9200:707 Health Law & Policy Clinic (3 cr.)
    - 9200:709 Reentry Clinic (2 cr.)
    - 9200:711 Social Justice Clinic (1 cr.)
    - 9200:896 Trademark Clinic (2 cr.)
- Simulation Courses
  - 9200: 628 Seminar in Pretrial Advocacy (3 cr.)
  - 9200: 642 Alternative Dispute Resolution (3 cr.)\*
  - 9200: 653 Experiential Learning Seminar (3 cr.)
  - 9200: 659 Negotiation (1-3 cr.)\*
  - 9200: 667 Drafting for Estates (3 cr.)
  - 9200: 674 International Business Transactions (3 cr.)\*
  - 9200: 681 Summer Trial Academy (3 cr.)
  - 9200: 689 Appellate Advocacy (2-3 cr.)
  - 9200: 684 Seminar: Mediation Skills (1-3 cr.)\*
  - 9200: 688 Legal Drafting (2 cr.) – [the first completion is required and does not count toward the Experiential-Learning requirement.]
  - 9200: 907 International Contracting Strategies (1 – 3 cr.)
  - 9200: 905 International Negotiations (1 – 3 cr.)\*
  - 9200: 684 Interviewing and Counseling (2 cr.)
  - 9200: 677 Real Estate Law (3 cr.)

## Pro Bono Publico/Community Service Requirement

JD students are required to register for 9200:613 (0 credit) and complete a minimum of 30 community service and pro bono hours. This requirement allows students to gain positive experiences that will promote their future involvement as practitioners and provide independent educational value (direct knowledge) concerning the plight of persons of limited means and their access to justice. Students completing these hours must also meet the following conditions:

- A minimum of 15 of the 30 community service hours must involve service to persons of limited means or to organizations that are dedicated primarily to serving such persons.
- A minimum of 10 of the 30 community service hours must be in pro bono publico service (community service that consists of rendering law-related service under the supervision of an attorney).
- A minimum of 5 of the 10 pro bono publico service hours must involve service to persons of limited means or to organizations that are dedicated primarily to serving such persons.

Students must also track and report their hours to the Student Community and Pro Bono Publico Service Coordinator by the following dates:

- Hours served in the Fall Semester: by the last business day in January.
- Hours served in the Spring Semester: by the last business day in June.
- Hours served in the Summer: by the last business day in September.

Students graduating in December must complete the 30-hour requirement and report all hours by November 1 of that year. Students graduating in May must complete the 30-hour requirement and report all hours by April 1 of that year.

The Student Community and Pro Bono Publico Service Coordinator has sole discretion to accept late-reported hours and does so only when the student demonstrates “rare and compelling circumstances” warranting acceptance of the late-reported hours.

To learn more and to find opportunities, visit <http://www.uakron.edu/law/current-students/probono.dot>.

### **Elective Courses**

The School of Law offers a variety of upper-class elective courses. Not all elective courses are offered each semester.

### **Law Course Descriptions**

To view all courses and their course descriptions listed in our curriculum, please refer to <http://www.uakron.edu/law/curriculum/course-descriptions.dot>.

### **Individual Studies and Research (ISR)**

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

The course may be repeated to a maximum of six credits and, with registration in 9200:610 may be used to satisfy the GWR. This course requires the permission of the Associate Dean of Academic Affairs. Additional ISR information and the Enrollment Request Form are available in the [ISR Packet](#).

### **GRADUATION REQUIREMENTS BASED ON GRADES**

A student's academic performance may trigger additional academic requirements that must be completed before graduation.

#### **Course Requirements Based on First Semester Grades**

*A student with a cumulative GPA of 2.60 or below at the end of the first semester of law studies is subject to the following requirements:*

1. The student will be enrolled in 9200:624 Legal Reasoning (2 cr).
2. The student will be required to take the bar exam preparation course 9200:673 Advanced Legal Applications (3 cr.) during the student's final semester prior to graduation.\*
3. The student will be required to enroll in the Academic Success Program.\*

\* The requirements in Numbers 2 and 3 shall no longer apply if the student achieves a cumulative GPA of 3.00 or higher.

#### **Bar-Track Course Requirements Based on Grades at End of First-Year (for full-time) or Second-Year (for part-time)**

A student with a cumulative GPA of 2.60 or below at the end of the second semester of law studies (if a full-time student) or at the end of the second semester of their second year of law studies (if a part-time student) or any subsequent term is subject to the following requirements regarding elective courses:

1. The student may take no more than 12 credits of non-exam elective courses \*\* (not including Clinics, Externships, Trial Advocacy, or other professional skills courses as determined by the Associate Dean) during their entire academic career;
2. The student must take a minimum of 18 credits of elective bar subject courses\*\* from the Bar Elective Course List.

**BAR ELECTIVE COURSES FOR STUDENTS GRADUATING PRIOR TO MAY 2020**

Course Number	Course Name	Credits
9200:626	Basic Business Associations	3
9200:633	Corporations	3
9200:622	Administration of Criminal Justice	3
9200:629	Secured Transactions	3
9200:627	Payment Systems	3
9200:685	Wills, Trusts & Estates	4
9200:668	Remedies	3
9200:669	UCC-Sales	3

**BAR ELECTIVE COURSES FOR STUDENTS GRADUATING MAY 2020 and BEYOND**

Course Number	Course Name	Credits
9200:626	Basic Business Associations	3
9200:633	Corporations	3
9200:622	Administration of Criminal Justice	3
9200:629	Secured Transactions	3
9200:627	Payment Systems	3
9200:685	Wills, Trusts & Estates	4
9200:668	Remedies	3
9200:669	UCC-Sales	3
9200:638	Family Law	3
9200:631	Conflict of Laws	3

Any student whose cumulative GPA falls to 2.60 or below shall also be subject to these requirements, except when the Assistant Dean of Student Affairs determines that rare and compelling circumstances make compliance impracticable.

\*\* This restriction shall end if the student achieves a cumulative GPA of 3.00 or higher.

**Bar-Preparation-Course Requirement**

A student **must** enroll in 9200:673 Advanced Legal Applications (3 cr.)\*\*\* if he or she:

1. is planning to graduate in December of a given year and has a cumulative GPA of **2.80 or lower** at the beginning of the fall semester of the year immediately preceding the year in which he or she intends to graduate, or
2. is planning to graduate in May of a given year and has a cumulative GPA of **2.80 or lower** at the beginning of the fall semester of the year in which he or she intend to graduate.

\*\*\* This restriction ends if a student achieves a cumulative GPA of 3.00 or higher. In individual cases, the Assistant Dean for Academic Success Program has discretion to waive this

requirement if the assistant dean determines that the student demonstrates a substantial likelihood of passing the bar examination without completing this course.

## Grading

The School of Law uses a 4.0 grading scale of A to F, with pluses and minuses. There is no A+. The School of Law calculates student GPA to the nearest hundredth. This rounding is effective for every semester during the student's law school career and through law commencement. This GPA will also be used for class rankings, Dean's List, Honors List, and graduation with honors.

Faculty members are responsible for entering grades into the grade rosters. Students who have questions regarding a grade should direct their questions **directly to the professor**.

Grades may not be appealed.

### Other marks listed on transcripts include:

- **CR (Credit):** the student has received credit for a course graded on a credit/no-credit basis.
- **NCR (No Credit):** the student has not received credit for a course graded on a credit/no-credit basis.
- **I (Incomplete):** the student has done passing work in the course but some part of the work is, for a good and acceptable reason, not complete at the end of the term. If a student fails to make up the omitted work satisfactorily by the end of the following semester, not including summer sessions, the "I" converts to an "F". When the work is satisfactorily completed within the allotted time, the "I" is changed by the professor to the grade the student has earned.
- **IP (In Progress):** 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):** the student's instructor and the Associate Dean of Academic Affairs or Assistant Dean of Student Affairs have for special reason authorized the change of an "I" to a "PI". The student is not permitted to complete the work in the course.
- **NGR (No Grade Reported):** at the time grades were processed for the present issue of the transcript, no grade had been reported by the instructor.
- **WD (Withdrawal):** the student registered for the course but withdrew officially sometime after the second week of the term.

## Grade Posting

After the University Registrar's Office generates and posts the grades, students may access their grades and unofficial transcripts on-line via [My Akron](#). Law grades are usually available according to the following schedule:

Semester/Term	Availability for law students via <a href="#">My Akron</a>
Fall	4 weeks after last exam date
Spring	3 weeks after last exam date
Summer Intersession I & II	2 weeks after exam date
Summer I 5-week & 10-week	2 weeks after exam date
Summer II 5-week	2 weeks after exam date

## Grades of "F" and Repeating a Class

If a student earns an "F" in a required course, that course must be repeated and a passing grade must be earned. Students must register and pay for each attempt. Repeating the course does not remove the previous grade of "F" from the student's official transcript or from the calculation of GPA.

Students may not repeat any elective course to change or improve a grade.

## Class Rankings

Generally: The School of Law calculates individual class rankings after the end of the fall and spring semesters. We rank students based upon their entering class year (e.g., 2018, 2019) and their enrollment division (e.g., full or part-time). Students changing division (e.g., part-time to full-time) will be ranked with the new division at the end of the semester in which the new classification goes into effect.

Grades processed after semester rankings post (e.g. grades from previous Incompletes) will be included in the following semester's class rankings.

Students are ranked with their entering class unless their projected graduation date changes due to a leave of absence or significant reduction in credit load. Any student who takes a leave of absence for one academic year will not be ranked during that year.

The School of Law ranks transfer students based upon the year the student began law school and not based on the year the student began studying at The University of Akron School of Law.

Graduating Class Final Rankings: Each May, the School of Law merges all graduating students (both full-time and part-time divisions) into a final combined class rank. We also merge students graduating at the end of the preceding fall semester into this final combined ranking.

## **Honors and Dean's Lists**

The Honors and Dean's Lists are determined at the end of the fall and spring semesters. The criteria for inclusion are:

### **Honors List**

FULL-TIME STUDENTS: Must have completed at least 12 law credits and achieved a GPA of at least a 3.3 through 3.49 for the semester– OR – if a joint degree student, must have taken at least 9 law credits and achieved a GPA of at least a 3.3 through 3.49 for the semester AND achieved at least a 3.3 GPA for courses\*\* taken outside the School of Law.

PART-TIME STUDENTS: Must have taken at least 7 law credits and achieved a GPA of at least a 3.3 through 3.49 for the semester – OR – if a joint degree student, must have taken at least 6 law credits and achieved at least a GPA of at least a 3.3 through 3.49 for the semester AND achieved at least a 3.3 GPA for courses taken outside the School of Law.

### **Dean's List**

FULL-TIME STUDENTS: Must have completed at least 12 law credits and achieved at least a 3.5 GPA or better for the semester – OR – if a joint degree student, must have taken at least 9 law credits and achieved at least a 3.5 GPA or better for the semester AND achieved at least a 3.3 GPA for courses taken outside the School of Law.

PART-TIME STUDENTS: Must have taken at least 7 law credits and achieved at least a 3.5 GPA or better for the semester – OR – if a joint degree student, must have taken at least 6 law credits and achieved at least a 3.5 GPA or better for the semester AND achieved at least a 3.3 GPA for courses taken outside the School of Law.

*Effective with the Fall 2018 semester  
Updated and approved by the law faculty 2/14/2018*

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

## **GRADUATION INFORMATION**

### **Graduation Application**

Each student must formally apply for graduation through [My Akron](#). For students graduating at the end of a fall semester, the application deadline is May 1. For students graduating at the end of a spring semester, the application deadline is October 1. Joint-degree students must file a separate graduation application for each degree. Students pursuing a certificate

must apply separately for the same semester as their degree. Please visit your [My Akron](#) portal for more information.

All students must apply for graduation regardless of whether they plan to participate in the graduation ceremony. Failure to apply on time could result in delayed graduation and affect eligibility to sit for the bar exam.

### **Degree Progress Report**

Students are cleared to receive their degree through the University's Degree Progress Reporting (DPR) System. All students are encouraged to monitor their progress toward successful completion of their degree. DPR is available via a student's [My Akron](#) portal and may be run as often as needed *after* the student's first semester grades have posted to his or her academic record. Also, degree tracking sheets are available in [My Akron Brightspace](#) and on the [Student Affairs webpage](#) at under Graduation and Degree Tracking.

Any deficiencies or outstanding requirements at the end of the clearance for which the student has applied will result in the clearance of their degree being held over to the next fall or spring semester to allow for completion.

### **Graduation with Honors**

Students who have earned a cumulative GPA of 3.30 or higher out of a possible 4.00 for all work taken at The University of Akron School of Law receive honors as follows:

- Summa Cum Laude – 3.70 to 4.00, inclusive;
- Magna Cum Laude – 3.50 – 3.69, inclusive;
- Cum Laude – 3.30 to 3.49, inclusive.

### **Graduation Packets, Surveys, and Exit Interviews**

Students who have applied for graduation, now considered degree candidates, will receive a *mandatory graduation survey* via email during their final semester. The survey requests information about ceremony intentions, bar exam intentions, phonetic name pronunciation, etc. As well, degree candidates are expected to participate in an annual *ABA Assessment Survey* also sent via email during their final semester.

Additionally, degree candidates are required to schedule a *mandatory exit interview* during their final semester of law school with the School of Law's [Career Services](#) Office. Upon scheduling your exit interview, you will be emailed the following forms and asked to complete them prior to your interview appointment.

- Bar Exam Review Course Fellowship Application
- Career Services Exit Interview Form
- NALP Employment Form
- Class Directory Form



## [TRANSFERRING CREDITS FROM OUTSIDE THE SCHOOL OF LAW](#)

### **Enrollment in Graduate Courses at the University of Akron**

Unless otherwise authorized by the Assistant Dean of Student Affairs, full-time JD students must complete their first year of studies and part-time JD students must complete their first two years of studies, to transfer credits from another college unit. For non-joint degree seeking students, a maximum of **six credits** of letter-graded, graduate or undergraduate level courses earned outside of the School of Law at The University of Akron may be applied toward the requirements for the Juris Doctor degree.

The Assistant Dean of Student Affairs must approve these courses before the student takes them. Students must complete the [Transfer of Graduate Credit Request Form](#) and gain appropriate approval from the Graduate School to register for the course(s). Any graduate or undergraduate credits approved as applicable toward the JD degree are combined with law credits for determining academic load. ***The total credit load per semester may not exceed the ABA MAXIMUM LOAD of 18.0 CREDITS.***

- Students will receive credit only for courses with a passing grade.
- Students may not transfer in courses taken before law-school attendance.
- Courses that transfer to the School of Law do so as Credit/No Credit and are not counted in the law GPA.
- The grades for such courses will not physically move on the University of Akron transcript from the graduate career) totals into the law career totals.
- These credits will appear in your Degree Progress Report (DPR) for graduation-tracking purposes. The DPR is available via My Akron.

### **Transferring Coursework to the School of Law from Other University of Akron Colleges and Transferring Law Credits from Other ABA-Accredited Institution Courses to the School of Law**

JD students may transfer courses to the School of Law from:

- University of Akron Graduate School - up to the maximum, faculty permitted credits which are graduate degree specific. Transfer limits are 10, 11, or 12 credits for students enrolled in a law/graduate joint degree program.
- University of Akron Graduate School - up to six credit for non-joint degree students.
- An ABA accredited law school for an admitted law student transferring from that ABA accredited law school (max. 29 credits).
- An ABA accredited law school for School of Law students studying abroad at another ABA institution or visiting (transient) status at another ABA institution.

Transfer courses must be:

- Letter graded (no grade below D-).
- Not similar to courses taken at The University of Akron.

- Not clinical, internship or externship experiences, unless special permission is granted by Associate Dean.
- Not independent research projects.

### **Transient/Visiting Students and Transferring Credits back to the School of Law**

#### General:

- Whether taking a single course or an entire semester of courses, students must complete and submit for approval the [Visiting-Student Status Application](#) to the Assistant Dean of Student Affairs. The student should explain the reason for the request, the time-period for visiting away from the School of Law, the courses to be taken and number of credits, and a description of each course. If approved, a letter will be sent to the host law school.
- Students are responsible for coordinating financial aid between the host school and the University of Akron.
- Up to six semester credits of approved coursework for summer OR up to 15 semester credits of approved coursework for a fall or spring semester may be approved for transfer to be applied toward the Juris Doctor degree at The University of Akron School of Law.
- Distance learning courses successfully completed at another ABA accredited law school or graduate credits transferred as part of a School of Law joint degree program will be considered for transfer upon receipt of the syllabi and pre-approval.
- Students will receive credit only for courses with a passing grade. Those courses will not count toward the law GPA, but are entered into the student's Degree Progress Report (DPR) and reflected in the law credit hour totals for tracking graduation progress.
- Students must have an original, official transcript sent from the host school to the School of Law. Failure to do so will delay counting those credits and may delay graduation. The Assistant Dean of Student Affairs will establish deadlines for receipt of transcripts.

#### Special Rule for Entire Semesters

- To receive transient status for a full semester, a student *must have completed all required courses* (with possible exception of the GWR), unless the Assistant Dean of Student Affairs waives this requirement for compelling circumstances. The Assistant Dean of Student Affairs will timely notify the student of the decision in writing.

#### Special Rules for Final-Year Transient Study

- A student may request transient status for the entire final year of law studies. Students *must have completed at least 59 credits and all required courses, including the GWR* (unless waived by the Assistant Dean of Student Affairs), and the Assistant Dean of Student Affairs must waive the degree requirement that the students must complete the last year of studies in residence at the School of Law. The Assistant Dean of Student Affairs must approve all courses taken as a transient *before* those courses begin.

## Study Abroad

The University of Akron School of Law offers a summer study-abroad program in Asia. Permission to participate requires an application to the program.

For study abroad at or with another ABA-accredited law school, students must obtain advance authorization by submitting the [Application to Assume Study Abroad Student Status](#) to the Office of Student Affairs. Students must explain the program's details, their reason for participating in the program, and what courses will be taken and applied toward the JD degree. Permission should be granted absent a compelling reason to deny permission based on the student's best academic interests.

A student may take up to 15 credits abroad, with no more than 6 credits possible during a summer program. Foreign credits may be taken in any of the following combinations:

- One summer program, OR
- Two summer programs in different summers, OR
- One semester, OR
- One semester plus one summer program

Students may spend an entire fall or spring semester abroad **only after all required courses are completed**. Students may study abroad in the summer after completing the first full year of law studies.

## ACADEMIC STATUS, ATTENDANCE, AND ENROLLMENT

### Change of Program Classification

A student may request a change of classification from full-time to part-time and vice versa. Normally, students should apply to change their classification at the following times:

- **First year** students may submit change of classification requests to transfer from full-time to part-time or part-time to full-time upon completion of their second semester. The change would be effective with the first semester of the second year of law school.
- **Upper division** students may submit change of classification requests prior to the final year of law studies.

Students who wish to change classification at a time not specified above should contact the Assistant Dean of Student Affairs.

Students who want to change their program classification must complete the [Change of Classification Request Form](#). Criteria for classification changes include academic performance, employment obligations (past, present, and future), and other circumstances that may affect the student.

## **Attendance Policy**

In accordance with the policies of the School of Law and the American Bar Association, regular and punctual class attendance is required. It is the responsibility of the faculty to take reasonable steps to monitor student class attendance and to enforce this policy. Failure to comply with regular and punctual attendance may result in administrative withdrawal or a grade of F for the course(s).

## **Continuous Enrollment**

Because of the rigorous course of study associated with law school, and to provide the highest likelihood of academic success, law students are expected to maintain continuous enrollment each semester; summer term excluded. A student unable to maintain continuous enrollment for compelling circumstances, must seek approval for an official leave of absence prior to the start of the semester of leave.

## **Official Leave of Absence**

A leave of absence may be granted if compelling circumstances (e.g., health, family reasons) exist. Leave may be approved for one semester up to one calendar year. Student must submit a [Request for Leave of Absence Form](#) along with medical documentation or other evidence supporting the request for leave to the Assistant Dean of Student Affairs. The Assistant Dean will meet with the student and inform the student of the decision to approve or deny the request

Students who are approved for a leave of absence must also contact the Financial Aid Office to discuss financial aid ramifications and options related to the leave of absence.

Students who begin an approved leave of absence after a semester has begun may receive In-Progresses (IPs) on their transcript for any classes in which they are enrolled during that term. Students must retake those courses at the first available opportunity after returning from their leave of absence. No additional scholarship or financial aid is awarded to complete the coursework already in progress, and students are not required to pay for those courses again.

Applicants understand that taking a leave of absence may delay graduation, delay taking a particular bar examination, require repayment of student loans, and may affect other aspects of their educational goals. Students have six years from the date they enter law school to complete their degree. A leave of absence does not toll that six-year time period.

Students must submit the [Request to Return from Leave of Absence Form](#) and meet with the Assistant Dean of Student Affairs before returning from a leave of absence. With the request form, students must submit evidence, e.g., documentation from medical provider, showing they are ready to return to school and complete their course of study.

## Withdrawal from the School of Law

A student who wants to withdraw from the School of Law must request withdrawal in writing to the Associate Dean of Academic Affairs or Assistant Dean of Student Affairs. Students are asked to complete the [Exit Survey Form](#).

The Associate Dean of Academic Affairs or Assistant Dean of Student Affairs may need to meet with the student before authorizing withdrawal. Depending upon the individual circumstances surrounding the withdrawal, students may need to withdraw from scheduled classes through the University Registrar's Records Office. Any refunds will depend on the date of the withdrawal.

## ACADEMIC DISMISSAL, PROBATION, AND REINSTATEMENT ELIGIBILITY

**The following academic dismissal and reinstatement after academic dismissal provisions apply to JD and LLM\*students.**

### **Dismissal**

After completion of the first semester, students with cumulative GPAs below 2.00 are dismissed from the School of Law as described below. Students whose cumulative GPA is 1.50 to 1.99 are eligible to petition for reinstatement.

After completion of the second semester and beyond, not including summer term(s), all students must have a cumulative GPA of 2.30 or higher to continue enrollment at the School of Law.

After completion of the second semester and beyond, not including summer term(s), students with cumulative GPAs below 2.30 are dismissed from the School of Law as described below. Students whose cumulative GPA is 2.10 to 2.29 are eligible to petition for reinstatement.

GPAs are measured at the end of the appropriate semester, regardless of the number of credits or courses completed. Dropping a course does not exempt students from academic dismissal. In addition, an "Incomplete" or "In Progress" will not exempt students from academic dismissal. The GPA will be calculated without including Incompletes or In Progress, so students who receive an **I** or an **IP** on their transcripts do so at their own risk.

No courses after the end of a semester (i.e., Intersession courses) are included in the GPA calculation and **are not** considered with a petition for reinstatement.

*\*LLM required GPA ratified by UA Board of Trustees February 14, 2018*

*\*LLM dismissal and probation standards approved by law faculty April 20, 2018*

## Reinstatement after Academic Dismissal

*Procedure for seeking Reinstatement after dismissal for academic deficiency.*

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

1.1: Petition for Reinstatement: Any student who has been dismissed from the School of Law for failure to maintain the required grade-point average and who is eligible to petition for reinstatement may petition the Academic Committee in writing for reinstatement within seven (7) days of the date on the notice of dismissal and may appear personally before the Committee to make an oral statement and/or respond to any questions Committee members may ask. A student appearing personally before the Committee is encouraged not to repeat at length information that already has been presented to the Committee in the written petition. The Committee shall grant such petition for reinstatement only if, in the judgment of the Committee, the evidence indicates a substantial likelihood of academic success.

1.2: Reconsideration of Denial of Petition for Reinstatement: Any student who has been dismissed from the School of Law for failure to maintain the required grade-point average and whose subsequent petition for reinstatement was denied by the Academic Committee may submit a written petition requesting reconsideration of the Committee's decision to deny reinstatement, but such student has no right to appear personally before the Committee. The student must submit the petition for reconsideration within fifteen (15) days of the date on the notice of denial of the petition for reinstatement. The Committee shall proceed to reconsider its previous decision only if either (1) the petition presents important new evidence that did not exist or was otherwise unavailable at the time of the Committee's previous decision, or (2) upon reading the petition and reviewing the relevant records the Committee concludes that its previous decision was clearly erroneous.

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

*\*LLM reinstatement provisions approved by law faculty April 20, 2018*

## What to put in your Petition

Students eligible to petition for reinstatement must file a written petition for reinstatement with the School of Law, and it should be addressed to the Dean (or Associate Dean) of the School of Law.

The petition should contain a statement of any circumstances that contributed to the dismissal and whether these circumstances still exist. The petition may include any matter that shows the student will be able to successfully complete the course of study. The petition should address whether the extant grade point deficit can be removed in a reasonable period of time.

## **Reapplication after Dismissal from Law School**

A person who has been dismissed for academic deficiency and who is not eligible to petition for reinstatement may not apply for readmission to the law school for two years after the dismissal. The applicant may submit his or her reapplication materials during the second year after dismissal. An applicant reapplying to the School of Law shall be considered a new student and must submit a complete application. The applicant must demonstrate a substantial likelihood of success if admitted. In making its decision the Admissions Committee shall consider the applicant's past law school record, but will also consider new information such as a new LSAT and academic work completed since the student was last enrolled in law school.

## **Honor Code**

The University of Akron School of Law has an Honor Code, and operates on the honor system. The Honor Code is an important part of the professional and ethical environment of the School of Law. 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.

Students are required to transcribe the Honor Code 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 name, anonymous exam ID, or student identification number as instructed for the assignment.

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

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. Students witnessing a violation should inform a faculty member, the Associate Dean of Academic Affairs, Assistant Dean of Student Affairs, 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.

## STUDENT DISCIPLINE

Students are expected to act honorably consistent with the School of Law's purpose, the [University of Akron Code of Student Conduct](#), and the School of Law's Student Disciplinary Code. For academic misconduct and other matters affecting the School of Law, a committee composed of law faculty and law students administers the honor system. The School of Law Student Disciplinary Code is set forth as follows:

### **THE UNIVERSITY OF AKRON SCHOOL OF LAW Student Disciplinary Code**

#### Purpose

The purpose of the **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, and the Code of Student Conduct of the University of Akron rule [3359-41-01](#) and Student Rights and Responsibilities of the University of Akron, rule [3359-42-01](#), which prohibit certain student misconduct, prescribe sanctions for such misconduct, and establish enforcement procedures apply to law students.* Misconduct not proscribed by this Code may violate those rules and may result in disciplinary proceedings as provided in those rules. Misconduct that violates both this Code and the University's rules will be subject to proceedings under this Code. Students are responsible for familiarizing themselves with the provisions of both this Code and the University's rules.

#### 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.

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 are examples of the types of conduct that violate 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 negligently, recklessly, or intentionally fails to adequately identify the extent of reliance on the work of another person. The negligence standard may be shown upon a finding that a student has failed to use appropriate citation or attribution in a paper, exam, or other coursework as instructed by his or her professor.

(A student should identify by citation, and if appropriate, quotes, each work used and show the extent of use. A single citation that fails to indicate clearly the large portions of that 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, 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 is not permitted to 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.

Examples include the following:

- a. giving misleading or false information on an application to the Law School or on a registration or scholarship form;
  - b. giving misleading or false information to a Law School administrator or a faculty member; or
  - c. passing off of one person's work for another's on an exam, paper, or any other work.
- g. He or she engages in criminal conduct including, but not limited to, theft, disorderly conduct, and Driving While Intoxicated. Such conduct is a violation whether or not it occurs on University property.

## 2. Student Disciplinary Committee

Membership: The Student Disciplinary Committee (Committee) shall consist of all members of the Academic Committee of the Faculty except the investigator on the particular case before the Committee who is ineligible to participate in the adjudication of that case, and three student members. The student members of the Committee shall be nominated by the Executive Committee of the Student Bar Association, subject to confirmation and appointment by the Dean. 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 Chair of the Academic Committee of the Faculty or, in his or her absence, a member of the Academic Committee designated by the Chair of the Academic Committee.

### Special Appointment of Faculty Members

For the purposes of having a quorum or to have a number of faculty members equal to or greater than the number of student members adjudicating a case, the Chair may request that the Dean or the Dean's designee specially appoint one or more faculty members to the Committee to adjudicate a case.

Responsibilities: It is the Committee's responsibility 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 Committee member shall be ineligible to participate as a Committee member 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 him or herself in the event of bias or prejudice preventing a fair adjudication of the matter.

Quorum: Sixty percent (60%) of the eligible Committee members shall constitute a quorum for an adjudicatory proceeding.

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

Rulemaking Authority: Subject to the requirements stated in this Code, the 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 Chair shall determine whether there is reasonable suspicion of a violation justifying further investigation. If the Chair determines that a reasonable suspicion exists, he or she shall appoint a faculty member of the Committee to conduct a thorough investigation of the suspected violation. The Chair 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 Chair finds reasonable suspicion of conduct that does not violate this Code but that may violate the [University Code of Student Conduct](#), he or she shall report the matter to the [Department of Student Conduct and Community Standards](#).

### 4. Notice

Upon completion of the investigation, the Chair 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 the date of appointment of the investigator. If the investigation is not completed by the twentieth (20<sup>th</sup>) business day, the Chair shall 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 Chair determines that such probable cause does not exist, he or she shall so notify the student(s) who had been notified of the investigation. If the Chair 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 or more than four (4) weeks following the date of the notice, unless there are compelling reasons for doing otherwise. Notice should be accompanied by a copy of this Code.

If the Chair finds probable cause and on a request by the suspected violator, the Chair 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 Chair 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 Committee deliberations 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 Committee may also provide reasons for its decision. The Committee's findings, reasons (if any), conclusions, and recommendations shall be stated in writing to the suspected violator and to the Dean. The findings, reasons (if any), conclusions, 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 identify the student.

If the Committee finds that a violation has occurred, it shall recommend a sanction to the Dean.

If the Committee finds that no violation occurred, the Committee may identify concerns regarding 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 Dean's power to impose, ranging from a written 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 Committee's findings, reasons (if any), conclusions, and recommendations.

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 written notice of appeal within five (5) business days of the date 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 of the date of the notice of appeal. The investigator who presented the case and the Committee Chair may respond with written briefs 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 Chair, 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 student body in appropriate form, but the announcement shall not identify the student.

If the Dean is unable to consider an appeal, the Dean, or in the Dean's absence the University's Provost, may appoint a designee to decide the appeal.

The procedures in this Code are the only procedures available for review or modification of student disciplinary actions taken according to this Code.

## 7. General Provisions

When used in this Code, "business days" includes all weekdays regardless of whether the University is in session, except days designated by the Board of Trustees as University holidays.

*Approved and revised by law faculty February 14, 2018; April 29, 2008; November 1, 1998*

---

Students suspected of violating the Student Disciplinary Code will be referred to the University's Judicial Affairs office or the Student Disciplinary Committee of the School of Law Faculty by the Assistant Dean of Student Affairs. The Student Disciplinary Committee reviews all allegations of academic misconduct (including but not limited to plagiarism and cheating) and omissions. The Assistant Dean of Student Affairs reserves the right to refer all other allegations, complaints or suspicion of misconduct to the University Judicial Affairs office. All matters referred to the University Judicial Affairs Office follow the Academic Misconduct Referral Process, the Fact Finding Process, The Hearing Board Process and the Appeal Process established by the University and reprinted below. Students may also review the University's formal process at the following link: <http://www.uakron.edu/studentconduct/index.dot>

### **Academic-Misconduct Referral Process**

Faculty members who suspect a student of academic misconduct may submit a [student referral](#) directly to Student Conduct or may resolve the matter with the student following the informal resolution process outlined in University Rule 3359-41-01 Section (J) as outlined below.

#### University of Akron Student Code of Conduct: Informal-Resolution Process

1. The faculty member shall confer with the Department of Student Conduct and Community Standards to determine whether any prior academic misconduct has occurred. If the student has a previous history of academic misconduct the faculty member may at his or her discretion make a [student referral](#) to the Department of Student Conduct and Community Standards.
2. The faculty member and student meet to discuss the alleged academic misconduct. If the student and faculty member agree on the facts of the incident and the proposed sanction(s), the matter can be resolved informally. Written documentation of the agreement as to the facts and the sanction(s) should be created by the faculty member, signed by the student and retained for the faculty member's records. Please refer to the [Academic Misconduct Notification Form](#) for more information.
3. The faculty member shall send a copy of the signed agreement to the Department of Student Conduct and Community Standards and the student. The signed agreement will be documented in the student's file and no further action will be taken by Student Conduct.

If the student and faculty member disagree about the facts of the incident or the proposed sanction(s), the matter shall be referred to the Department of Student and Community Standards for adjudication.

### **Interim Removal from Clinic or Externship/Internship**

When the alleged misconduct of the student creates an immediate health and safety concern, including but not limited to, clinical and internship environments, in addition to any other academic disciplinary processes, the student may be immediately removed from the clinical or internship environment upon recommendation of the academic dean and following the rules of the academic program, professional governing body or contract between the university and the site, pending the outcome of the university judicial process.

### **Student-Conduct Process**

Students who commit misconduct other than academic misconduct may be referred to the [Office of Student Conduct and Community Standards](#). **This handbook serves as notice that law students are subject to the processes and rules of Student Conduct at the University of Akron, and students are on notice of Student Conduct's procedures.**

The Procedures may be found here:

- Fact-finding Process: <http://www.uakron.edu/studentconduct/fact-finding.dot>
- Hearing-Board Process: <http://www.uakron.edu/studentconduct/hearing-board.dot>
- The Appeal Process: <http://www.uakron.edu/studentconduct/appeal.dot>
- The “1219” Process (Crime of Violence committed at or near the University): <http://www.uakron.edu/studentconduct/1219.dot>.

Law students with questions about the Student-Conduct process may contact the Assistant Dean of Student Affairs or the [Office of Student Conduct and Community Standards](#).

## **JOINT LAW DEGREES AND CERTIFICATE PROGRAMS**

### **Joint-Degree Programs**

#### **[Juris Doctor/Master of Laws in Intellectual Property \(JD/LLM\)](#)**

Offered by the School of Law. Full-time students may complete BOTH degrees in 3 years including summer enrollment. Part-time students may complete BOTH degrees in 4 years including summer enrollment.

#### **[Juris Doctor/Master in Business Administration \(JD/MBA\)](#)**

#### **[Juris Doctor/Master of Taxation \(JD/MTax\)](#)**

#### **[Juris Doctor/Master of Science in Accounting—Financial Forensics \(JD/MSA\)](#)**

Offered by the School of Law and the College of Business Administration. In order to pursue any of these, the student must apply to and be accepted by the School of Law, the Graduate School, and the College of Business Administration Graduate Program. The College of Business Administration may waive the GMAT upon receipt of the applicant's LSAT score.

### [Juris Doctor/Master in Public Administration \(JD/MPA\)](#)

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

### [Juris Doctor/Master of Applied Politics \(JD/MAP\)](#)

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

### **Transfer of Joint Degree Graduate Credit**

Courses in one college can fulfill course requirements in the other college. For graduate credit to apply toward the JD requirements, students must complete the [Transfer of Graduate Credit Permission Form](#). Depending on the program, students may request transfer of 10-12 credits to apply toward the JD degree.

### **International JD Program**

The University of Akron School of Law is proud to offer a **2-year Juris Doctor Degree Program for students with a foreign law degree**. Information and application procedures may be found at: <http://www.uakron.edu/law/curriculum/international-jd.dot>.

### **Certificate Programs**

The School of Law offers the following certificates:

- [Certificate in Intellectual Property Law](#)
- [Certificate in Litigation](#)
- [Certificate in Health Law](#)
- [Certificate in Constitutional Law](#)

Students must apply for admission into a certificate program by February of the second (full-time) or third (part-time) year of law school. The faculty advisor may waive the application deadline only if clear that the student could fulfill all requirements and could achieve the enhanced learning experience that the program provides. Students must achieve the required, cumulative GPA in all certificate courses and work closely with a faculty advisor to earn the certificate. Students may complete and receive more than one certificate.

## CLINICAL AND EXPERIENTIAL PROGRAMS

### **Clinics**

Students may participate in a for-credit clinical experience through one of the School of Law's [Clinics](#):

- Trademark Clinic
- SEED (Small Entrepreneur & Economic Development) Clinic
- Civil Practice Clinic
- Domestic Relations Court Clinic
- Reentry Clinic
- Health Law & Policy Clinic
- Social Justice Lawyering Clinic
- Immigration Clinic

### **Externships**

The School of Law Career Services Office arranges for-credit externship placements, primarily in public or not-for-profit agencies. Placements generally include the chambers of state and federal judges, prosecutors, public defenders, legal aid attorneys, and not-for-profit hospitals where an attorney is available to supervise students. To further complement this practical legal experience, students take a course component that focuses on issues involving law practice. Please contact the Career Services Office before registering for this course to make arrangements for the placement. Externship Program, which may be taken for either 2 or 3 credits, may be repeated for up to a total of 12 credits. Each instance must be for a different externship placement. For placement, information, or to apply, visit the Externships website at <http://www.uakron.edu/law/curriculum/externships.dot>.

#### Externships through Other ABA-Accredited Law Schools

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

- be offered through an ABA-accredited program elsewhere,
- have a classroom component or a similar way of having faculty input and supervision and student reflection upon the clinical experience as a broader learning experience,
- be supervised by a faculty member who is available to students during the experience, and
- if an externship, the externship field placement must be regularly reviewed and assessed by a faculty member as to its value and the type of learning and feedback experiences students receive in the placement.
-

## EXAMINATION PROCEDURES

### **General**

The exam schedule is released before the start of each semester. The largest courses are scheduled for specific days and times. Other courses are “free-slot” exams.

Excluding take-home exams, students taking exams must observe the following:

1. Cell phones, tablets, and other electronic devices must be turned off and put away.
2. Headphones may not be used.

Faculty members have discretion to deviate from this policy.

### **ExamSoft for Laptops**

Selected School of Law examinations may offer the ability to use ExamSoft software to type exam answers. Professors retain the right to decide if they want to offer ExamSoft for their exams.

### **Free-Slot Exams**

When a course is designated for a free slot exam, students do not need to give advance notice of when they are going to take the exam. Students have the flexibility of taking it during any of the time slots designated as “Free Slots.”

- For each free slot course, the exam will be available at a designated “exam central” desk in an envelope with the anonymous exam number on it.
- The student will pick up the envelope within 5-15 minutes of the time the student wishes to take the exam.
- The student will take the envelope to one of the rooms designated for free slot exams at that time.
- The student will open the envelope and begin taking the exam at the time set in the schedule (i.e. 9:00 a.m., 1:00 p.m.; or 6:30 p.m.).
- The student will complete the exam in the time permitted and return the exam and any hard copy answers to the exam central.

### **Rescheduling Exams**

Generally: You may reschedule a free-slot or scheduled exam if you have an exam conflict or otherwise meet the stated policy, if you have a doctor-confirmed illness, or in case of an emergency during the time set for the exam. If you want to reschedule a set exam, you must submit an [Exam Reschedule Request Form](#) to the Assistant Dean of Student Affairs.



Unexpected Illness: Students who are ill may contact the Assistant Director of Student Affairs to reschedule an examination BEFORE the time of the examination. Once a student begins 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 the exam period at 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 Assistant Director of Student Affairs.

### **Testing Accommodations**

Students with continuing needs should register with and provide documentation to the University Office of Accessibility AND notify the Assistant Director of Student Affairs.

Students with documented disabilities that require supported accommodations are entitled to classroom and testing accommodations. Students with a one-time need for accommodations (e.g., broken arm) must register immediately with the Assistant Director of Student Affairs.

Students are responsible to register for accommodations at the start of each semester they are attending class(es). Exam accommodations must be sought by the timetable published on the School of Law [Exam Schedule webpage](#).

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

### **Accommodations Policy for International ESL (English as a Second Language) Students**

- International Students for whom English is a second language may receive up to 50% additional time on School of Law exams and may also request exam usage of a native language translation dictionary.
- Students should request additional time and for use of dictionaries for both midterms and finals through Student Affairs at the School of Law and by completing the [International Student Exam Accommodation Request Form](#) and submitting it to the Assistant Dean for Law Student Affairs.
- All Accommodation Request Forms must be submitted at least two weeks before an examination and require approval from the Office of Student Affairs and the course professor. Accommodation of each type is discretionary only.
- Translation dictionaries are not provided by the Office of Student Affairs. The dictionary may not contain additional writing.
- In preparation for the bar examination, the School of Law faculty *strongly encourages* international students for whom English is a second language to gradually take School of Law exams without any additional time.

## STUDENT AFFAIRS

### **Student-Employment Policy**

The study of law is a full-time pursuit. Accordingly, the School of Law sets the following rules for full-time students:

First-Year, Full-Time Students: The School of Law **strongly discourages** first-year, full-time students from working. Under School of Law policy, students who choose to work **cannot work more than 20 hours per week in any semester**. Students are required to complete the [First Year Full-Time Employment Form](#) acknowledging the School of Law policy. Those students who plan to work must complete the form and meet with the Assistant Dean of Student Affairs.

Second and Third Year Full-Time Students: The School of Law permits full-time students to work during their second and third years, but **strongly discourages** working more than 20 hours per week in any semester.

### **Continuing Duty to Inform and Amendment to Admission Application**

When you applied for admission to the School of Law, you certified that you “have a continuing duty to inform the School of Law as to any relevant information or change in circumstances that relate to any of these questions of which I became aware after the date of my signature below.”

All law schools must ensure that their students have the necessary character and fitness to be lawyers. In your application, you answered the following questions:

- Were you ever involved in a disciplinary matter at a college or university; placed on disciplinary (non-academic) probation at a college or university; regardless of the outcome, have you ever been charged with, penalized for, or adjudicated guilty of a violation of a college or university honor code; or have you ever been suspended or dismissed from a college or university, including any actions or legal proceedings that were dismissed, expunged or sealed?
- Regardless of the outcome, have you ever been the subject of disciplinary action for plagiarism at any educational institution?
- Are there any disciplinary (non-academic) charges from any educational institution pending against you?
- As a member of any profession, have you ever been subject to disciplinary action by a licensing board or professional association, or had any license denied, suspended, or revoked, including any complaints that were dismissed, expunged or sealed?
- As a member of any profession, have you ever been removed from office, public or private, because of conduct reflecting upon your character or charged with conduct reflecting on your character that could result in removal from office?

- Are there any criminal charges pending against you?
- Have you been arrested, charged, formally accused, cited, fined, posted bail, subject to a restraining order, or ordered to do community service for the violation of any law (including any juvenile or expunged matters, but excluding traffic or parking violations)?
- Have you ever been or are you currently a party to or otherwise involved (except as a witness) in any criminal or quasicriminal action or legal proceeding (including, but not limited to, a misdemeanor, minor misdemeanor, traffic offense or felony), including any actions or legal proceedings that were dismissed, expunged, or sealed?
- Have you ever been or are you currently a party to or otherwise involved (except as a witness) in any action or legal proceeding in a juvenile court, including any actions or legal proceedings that were dismissed, expunged or sealed?
- Have you ever been summoned for a violation of any statute, regulation or ordinance?
- Do you have any outstanding or unpaid fines, court costs, or tickets, including those for traffic or parking violations?
- Have you ever been granted immunity from prosecution?
- Have you ever been cited or arrested for contempt of court for any reason, including, but not limited to, failure to appear as a witness or answer a subpoena or a jury summons?
- Have you ever been the subject of a court martial hearing, dishonorably discharged from military service, or administratively separated from military service with other than an honorable discharge?
- Have you ever been terminated, suspended, disciplined, laid-off, or permitted to resign in lieu of termination from any job?
- Have you ever been sued for a non-criminal act that was alleged to have been intentional?
- Have you been cited or fined for any moving traffic violations within the last ten years (including moving violations that were dismissed, reduced, or removed from your record)?
- Have you ever been arrested for or charged with operating a vehicle while under the influence of drugs or alcohol?

If you answered **yes** for any of these questions, you were required to submit a detailed statement that references the question number and that includes the following information:

1. Date of incident and your age at the time of the incident
2. Parties Involved
3. Description of Incident
4. Result (expunged, dismissed, probation, arrest, incarceration, etc.)
5. Degree of misdemeanor or felony and code section (Ohio Revised Code or other state/city code involved)
6. Copy of official court documentation, if applicable

7. Information related to post-sentence events (pardon, etc.), if applicable.

*If any of the information for the above questions changes, you must complete the [Amendment to Application for Admission](#) form, attach any explanatory documentation, and submit all pages of the amendment packet to Assistant Dean of Student Affairs as soon as possible. Failure to disclose may result in dismissal from the School of Law and may have adverse consequences for your bar application.*

### **Updating Contact Information**

Students may change their contact information (e.g., address and telephone number) online via [My Akron](#). To preserve the integrity of your permanent academic record, all name change requests must be accompanied by an unaltered and legible copy of a legal document indicating the name change.

Students who want to change their name must complete the [Name Change Request Form](#) and submit (with the acceptable legal documents listed on the form) in-person to the University Registrar's Office located in Simmons Hall. Students must also update the School of Law with any change to record name, address, or phone number (preferably a cell-phone number).

### **UANet ID and University Email**

The School of Law uses University email addresses to send all email correspondence. You must check your UAnet account and email regularly. To access your grades, change contact information, or view or change your class schedule, you must have a **UAnetID and password**. You must be an admitted student before you receive a UAnetID and password. questions regarding your UAnetID and password, go to [My Akron](#) OR contact the Help Desk at 330-972-6888.

### **University ID Card (ZipCard)**

Students may obtain a University photo-ID card by going to a Zip Card Office located at the Honors Complex, the Simmons Hall Lobby, or the Atrium of the Polsky Building. To receive your card, please bring another photo ID or your birth certificate and Social Security card.

### **Maintaining the School of Law Student File**

Students are responsible for submitting all requested documents to the Office of Law Student Affairs *before* the first day of law classes. An email notice is sent to all entering student's UAnet "zips" email address informing them of any missing documentation, and that their record will be placed on academic hold for non-compliance, precluding registration for subsequent semesters until the needed documents are received.

## **Counseling and Health Services**

The Office of Student Affairs is available to provide assistance and support for students needing counseling or assistance for any concern (including substance abuse). Students are also encouraged to utilize the [University of Akron Counseling Center](#) (330-972-7082) and the [Ohio Lawyers Assistance Program](#) (24/7 Hotline: 1-800-348-4343) for support.

The University of Akron Counseling Center (located in Simmons Hall) 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.

University Student Health Services provides general health care to enrolled students. Information is available at <http://www.uakron.edu/healthservices>.

## **COURSE REGISTRATION AND SCHEDULING**

### **Procedures**

- Registration is through [My Akron](#).
- Law students register for classes according to their classification (see [Classification Table](#)) and the number of credits completed.
- Each student is responsible for registering, completing any required forms, and paying any appropriate fees.
- First and second year full-time and part-time students must successfully complete required courses in the order in which they are offered. Academic Tracks (course-ordering) information will soon be available on the School of Law website under [Curriculum](#).
- Detailed information and instructions will be distributed to students mid-fall for spring registration and mid-spring semester for summer and fall registration. Strict adherence by the student to registration deadlines must be followed in order to avoid delayed or late fee assessments.

### **Priority Registration**

The School of Law participates in the University's priority Web registration and schedule change system. To check your status, go to your [My Akron](#) , choose Academics, and check your enrollment appointment and career. [Click here](#) for instructions on how to view this information.

The priority registration chart is located at <https://www.uakron.edu/registrar/dates/>. Contact the University Registrar's Office at 330-972-8300 if your priority registration is not listing LAW. Contact the Assistant Director of Student Affairs at 330-972-6456 if your priority registration appointment date or time is not correct.

## **Adding an Open Course**

Students may add courses with openings by processing the change via the web using [My Akron](#) or in person registration in Simmons Hall until the 14<sup>th</sup> calendar 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 Classes:**

Students may add courses with openings by processing the add via the web using [My Akron](#) or in person registration at Simmons Hall. Refer to the dates posted on Brightspace of deadlines for each summer session.

Many summer courses require attendance at every session in order to receive credit. 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 Assistant Dean of Student Affairs. 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 [My Akron](#) through the 14<sup>th</sup> calendar day of the fall or spring term for a 100% refund. Beginning on the 15<sup>th</sup> calendar day of the class, no refund will be given and a notation of "WD" will appear on the academic record.

## **Withdrawing from a Course**

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

Elective Courses: Students wishing to cancel their course registration beginning with the 15<sup>th</sup> day of the course must officially withdraw from the course. Approval from the Assistant Dean of Student Affairs must be obtained on a Withdrawal Exception Form available on [My Akron](#).

After the mid-point of the semester, the School of Law generally forbids withdrawal. A student may withdraw only with the signatures of the instructor and the Assistant Dean of Student Affairs, and rare and compelling circumstances must exist for approval.

Withdrawal will be noted (with a "WD") on the student's academic record. A student who leaves a course without officially withdrawing will receive an F for the course.

## **Auditing**

Students wishing to audit elective courses must receive permission from the Assistant Dean of Student Affairs and the course professor. Audited courses do not count toward graduation. Audit students pay full tuition and fees for an audited course.

A member of the bar or a law school graduate who is not yet a member of the bar may, with the written permission of the Associate Dean of Academic Affairs or Assistant Dean of Student Affairs to enroll for a course without credit.

Students auditing a course must complete all required work, but do not have to take examinations.

## **Legal Intern Certificate**

Students who are either employed by or associated with (1) a law school clinic, (2) legal aid bureau, (3) public defender's office, (4) prosecutor's office, or (5) other legal services organization that provides legal assistance primarily to financially needy individuals or is responsible for handling civil cases or prosecuting criminal felony/misdemeanor cases for the State of Ohio or a municipal corporation, may apply for a Legal Intern Certificate.

To be eligible, a student must (1) meet the above described employment/association, (2) be in good academic standing and eligible to continue, and (3) have completed at least 59 applicable and approved credits toward their Juris Doctor degree. Credits are not considered complete until grades have been submitted. The Legal Intern Certificate requires a fee payable by certified check or money order only. The normal time to receive the certificate is 10 to 14 days.

Legal Intern Certificate applications are available from the Supreme Court of Ohio Website at: <http://www.sconet.state.oh.us/AttySvcs/admissions/interns/default.asp>.

## **BAR-EXAMINATION REGISTRATION AND PROCEDURES**

### **Ohio**

All registration information is available from the Ohio Supreme Court at <http://www.supremecourt.ohio.gov/AttySvcs/admissions/default.aspx>. **Please refer to the Ohio Supreme Court's website to verify deadlines and fees. Students are responsible for knowing and complying with all deadlines for the Registration and Application process. Deadlines vary depending on whether you plan to take the February or July Exam.**

**Registration:** Students must register as a [Candidate for Admission](#) in their second year of law school to avoid late application fees.

**Application:** Students must also [apply to take a specific sitting of the Bar Examination](#), usually in the third year of law school.

Law-School Certificate: The Office of Student Affairs complete Final Law School Certificates (which include the one-hour substance abuse lecture)—those certificates are due not less than 30 days before the exam. The Office of Student Affairs will submit the Final Law School Certificate directly to the Ohio Supreme Court following graduation

Substance Abuse Lectures: All applicants to the Ohio Bar must complete one hour of instruction on substance abuse. The School of Law hosts a representative from the Ohio Lawyers Assistance Program (OLAP) once during both the fall and spring semesters. Make-up lectures are not available through the School of Law. Students who do not attend a session at The School of Law must contact the [Ohio State Bar Association \(OSBA\)](#) and pay a course fee. Contact their office at 1-800-282-6556.

### **Other States**

Please contact the Assistant Dean of Student Affairs or the Assistant Dean for Academic Success Programs for questions on bar admissions for other states.

### **DISABILITY SERVICES FOR LAW STUDENTS**

In addition to assistance with exam accommodations, the Office of Student Affairs works with the University of Akron Office of Accessibility to ensure that students with disabilities have access to the full range of programs and services offered. For more information, please visit <https://www.uakron.edu/access/forms/>.

### **School of Law Policy on Accommodations for Students with Disabilities**

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 School of Law.
  - 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. [Note: End of policy is 2a.]

## STUDENT ORGANIZATIONS AND EXTRACURRICULAR ACTIVITIES

### **Student Organizations**

Student organizations are an integral part of our students' law-school careers and are an opportunity to grow academically, personally, and professionally. A list of current organizations may be found at <http://www.uakron.edu/law/about-us/student-orgs.dot>.

University policy requires all student organizations to limit membership to students who are in good academic standing. For more information, please contact the Assistant Dean or Assistant Director of Student Affairs.

### **Advocacy-Competition Teams**

The School of Law offers several opportunities to compete on a competition team. For more information, please visit <http://www.uakron.edu/law/curriculum/advocacy.dot>.

### **Requirements for Competition Teams**

#### Trial Team:

Students must have completed at least twenty-eight hours of JD credits and be in good academic standing to be eligible to participate as member of trial team.

#### Moot Court:

Students must have completed at least twenty-eight hours of JD credits and have at least a 2.70 cumulative GPA to participate.

### **Standards for New Competition Teams**

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

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

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

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

## OFFICE OF ACADEMIC SUCCESS PROGRAMS

### **General Information**

The Office of Academic Success Programs (OASP) provides support to students wishing to succeed in law school. OASP services are available to all law students. Students may use OASP to maximize their likelihood of success, to more easily adjust to the rigor of the law school curriculum, or to prepare for the bar exam

Students wishing to use OASP may choose to:

1. Attend group sessions during the semester on specific study topics such as outlining, exam writing, time management, and stress management.
2. Schedule an individual appointment to assess learning style strengths and weaknesses and to develop strategies for studying.
3. Schedule individual appointments to work on specific areas such as: note taking, reading cases, briefing, outlining, exam writing, procrastination, time management, and stress management.
4. Schedule a group session for study group members or a student organization to discuss specific study concerns and techniques; and
5. Check out learning materials from the OASP library (including hornbooks, flashcards, explanatory books, and question and answer books).

Additional information on available OASP services is available at <https://www.uakron.edu/law/current-students/success.dot>

## CAREER SERVICES

### **Office Services**

The School of Law Office of Career Services assists individuals in achieving their career goals and employers in reaching their recruitment and retention needs. Please visit: <https://www.uakron.edu/law/career-services/>.

The School of Law is an active member of:

- The National Association for Legal Career Professionals (NALP)
- Ohio Bar Association and American Bar Association
- Akron Bar Association

### **Programs**

The Career Services Office coordinates the fall and spring On-Campus Interview Program and hosts various employers on-campus throughout the academic year. 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 across the country; and the annual Patent Law Interview Program. We also present on various legal career and professional development topics each semester. We work with The Akron Bar Association on various programs and activities, including the Mentor Program and the Minority Clerkship Program. We also provide the following programs and services:

- résumé/cover letter writing
- interviewing skills
- job search strategies
- practice/mock interview program
- judicial clerkship programs
- alternative career options
- career roundtable presentations
- career fairs, including Government and Public Interest Fair in the spring each year
- career planning newsletter emailed out each Friday
- monthly graduate opportunities newsletter
- alumni advisory network
- extensive career planning library and online library
- participation in off-campus job fairs
- reciprocal career service agreements with other law schools
- externships (placements for credit with outside employers)
- job search databases

### **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 depend on the individual's skills, interest, academic credentials, law clerk and/or internship experience, market forces, interviewing style, diligence and drive to succeed, etc. Experience suggests that if a student is geographically flexible and pursues an active career planning/job search campaign, and uses the Career Services) Office's resources and assistance that student will more readily find a satisfying position.

## LAW LIBRARY AND TECHNOLOGY

### **Law Library**

Please visit the Law Library webpage <http://www.uakron.edu/law/about-us/law-library.dot> or feel free to ask library staff members for assistance.

- Library Hours: <http://www.uakron.edu/law/about-us/law-library>
- Catalog: <http://www.uakron.edu/libraries>
- Borrowing Materials: <http://www.uakron.edu/law/about-us/law-library.dot>
- Electronic Subscriptions: <http://www.uakron.edu/law/about-us/law-library-database.dot>
- Lexis/Westlaw/Bloomberg Use Policy: [Lexis/Westlaw Policy](#)
- Business/Law Databases: [Library Search Page](#)
- Library Guides: <http://law.uakron.libguides.com/>
- Library Staff information: <http://law.uakron.libguides.com/aboutthelibrary/librystaff>

### **Technology**

The School of Law, in conjunction with the University Information Technology Services provides a wide variety of services for law students.

#### Wireless Internet

Students with laptop computers may connect to the University's wireless network if their laptops are configured properly. For assistance in configuring laptops for network access, please see our technology support specialists in Room 130. Instructions can be found at [http://support.uakron.edu/wiki/index.php/Wireless\\_Setup](http://support.uakron.edu/wiki/index.php/Wireless_Setup).

#### Mobile Computer Lab

The School of Law operates a mobile computer lab for law student only use. The computers can be checked out from the circulation desk in the library.

#### UAnet ID and UA Zips Email

A student UAnet ID is required to access the University Network. Your UAnet ID comes with an email address used for all university business (including contact with the School of Law). For more information, visit [https://support.uakron.edu/wiki/index.php/UAnet\\_ID](https://support.uakron.edu/wiki/index.php/UAnet_ID).

#### Cloud Storage

You also receive cloud storage for your documents. It is highly recommended for you to backup your work to your Google Drive cloud storage. For more information, visit <https://gsuite.google.com/learning-center/products/drive/get-started/#/>.

#### Printing

[Back to Top](#)

The Law Technology Department maintains two networked printers for student use from mobile lab and personal laptop computers. The School of Law utilizes the Pharos printing system, see <http://www.uakron.edu/helpdesk/pharos/> for more information. The cost is 5 cents per page for black and white, and 10 cents per page for color. This will be deducted from the user's Zip Card or a Courtesy Zip Card. Students may also add money to their Zip Card by using their credit card over the Internet at <https://uakron-sp.blackboard.com/eaccounts/AnonymousHome.aspx> or visit a Zip Card Office to add value. Each semester all law students are entitled to 75 free prints on their Zip Card. If you need assistance setting up the printers, please contact the technology support specialists in room 130.

## GENERAL POLICIES

The University of Akron and the School of Law prohibit discrimination and harassment.

### **Policy Against Discrimination and Sexual Harassment as defined by University Rule 3359-38-01 Affirmative Action Policy and Program.**

#### **(A) Statement of policy.**

- (1) The [U]niversity of Akron is an equal education and employment institution operating under nondiscrimination provisions of Title 41, Ohio Revised Code; Titles VI, VII of the Civil Rights Act of 1964, as amended; and Title IX of the Educational Amendments of 1972, as amended; Executive Order 11246, as amended; Vocational Rehabilitation Act section 504; Vietnam Era Veterans' Readjustment Act, as amended; Age Discrimination in Employment Act of 1967, as amended; Title II of the Genetic Information Nondiscrimination Act of 2008; and Americans with Disabilities Act, as amended as related to admissions, treatment of students, programs and activities, and employment practices.
- (2) It is the policy of this institution that there shall be no unlawful discrimination against any individual in employment or in its programs or activities at the university of Akron because of race, color, religion, sex, sexual orientation, gender identity, age, national or ethnic origin, disability, military status, genetic information, or status as a veteran. The [U]niversity of Akron prohibits sexual harassment of any form in all aspects of employment and in its programs and activities and prohibits discrimination on the basis of sexual and racial or ethnic orientation in employment and admissions
- (3) The university affirms that judgments about admissions, education and personnel evaluations at the [U]niversity of Akron are based on merit, qualifications and performance and not on attributes unrelated to academic or job performance.
- (4) This nondiscrimination policy applies to all students, faculty, staff, employees and applicants for employment and applicants for admission to the university and its programs and activities.

- (5) All faculty and staff members involved in making personnel recommendations will make affirmative efforts to recruit, employ and promote qualified women and minority group members especially in those categories where an underutilization of such members has been identified.
- (6) This policy is an expression of its highest governing body and chief executive officer. By promulgating this program, the president of the university announces a firm and continuing commitment to equal opportunity and affirmative action for members of protected groups and assumes primary responsibility for its implementation.
- (7) To the extent consistent with state and federal laws and regulations, nothing herein shall be construed to modify or impair the operation of the retirement 3359-38-01 policy and rules for the implementation thereof as established by the board of trustees of the [U]niversity of Akron from time to time.

Anyone subject to discrimination may report complaints to any supervisor, including the Dean and members of the Dean's staff.

Read the entire Rule, Policy, and Program here: <http://www.uakron.edu/contentAsset/raw-data/1344496/fileAsset>

For more information on the University of Akron's Sexual-harassment policy, please visit <http://www.uakron.edu/ogc/UniversityRules/pdf/11-13.pdf>.

## **Student Concerns and Grievances**

### **I. General Issues**

The University of Akron School of Law invites students to express their concerns. We welcome feedback as it improves the quality of our programs and the overall educational experience. Students may contact any member of the School of Law administration or staff directly for assistance. To the extent practicable, we will maintain anonymity with respect to your concern or grievance.

### **II. Complaints Regarding Non-Compliance with ABA Accreditation Standards**

When a student is concerned about an important issue that implicates the School of Law's compliance with the American Bar Association's (ABA) Accreditation Standards ([http://www.americanbar.org/groups/legal\\_education/resources/standards.html](http://www.americanbar.org/groups/legal_education/resources/standards.html)), that student should submit a written complaint to the Associate Dean for Academic Affairs. An accreditation standard complaint directly implicates the School of Law's program of legal education and the School of Law's compliance with ABA accreditation standards. An accreditation standard complaint does not include grade appeals, harassment complaints, or other matters covered by the School of Law Honor Code or other University of Akron policies and procedures.

[Back to Top](#)

- A. To permit an investigation, the written complaint must identify the accreditation issue in sufficient detail, including the relevant Accreditation Standard(s). The accreditation complaint must also include the date, the student's contact information and a signature. The signed complaint may be submitted via email, in-person, or inserted into the Associate Dean's mailbox.
- B. The Associate Dean will respond to a signed complaint about accreditation as soon as possible. However, the Associate Dean will provide a response no later than thirty (30) calendar days after receipt of the signed complaint. In response, the Associate Dean will advise the student, either orally or in writing, of any course of action that the school has taken in response to the complaint, or, in the alternative, the reason that the school has determined that the concern has been adequately addressed.
- C. Within twenty (20) business days of issuance of the Associate Dean's response to the student, the student may appeal that decision to the Dean of the School of Law. The decision of the Dean is final. The School of Law will maintain a record of the complaint and resolution for eight years in the Dean's Office.
- D. The School of Law will not retaliate against any student filing a complaint under this section, nor permit any faculty member, administrator, employee, or student to do so.
- E. This policy does not preempt jurisdiction under the School of Law Honor Code or any other university policy.

**Procedure for Student Claims of Discrimination and/or Harassment by Law Faculty, Administration, and Staff**

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)*

### **Notary Public Services**

Notary Public Services are available on campus in the School of Law Dean's Office. Please see Assistant Dean Charles Oldfield or Assistant Dean Alisa Benedict O'Brien for assistance.

### **Tobacco Free Campus**

Effective July 1, 2017, The University of Akron campus is tobacco free. This includes, but is not limited to smoking cigarettes and electronic devices (vapor), and chewing tobacco. For more information, read University Policy <http://www.uakron.edu/ogc/UniversityRules/pdf/20-05.10.pdf>

### **Limitations on Alcohol and Drugs**

The University of Akron restricts use of alcohol and drugs on campus. For more information, read University Policy <http://www.uakron.edu/ogc/UniversityRules/pdf/20-05.5.pdf>.



## FINANCIAL AID AND TUITION

### **General**

**Notice:** All fees are subject to change without notice.

### **Tuition and Fees**

- General Information: <http://www.uakron.edu/law/admissions/tuition.dot>
- Billing Information & Payment Options: <http://www.uakron.edu/student-accounts/>
  - *You can also find information about late fees, enrollment cancellation for non-payment of fees, and refund information at the above website.*

### **Financial Aid Information**

School of Law: <https://www.uakron.edu/law/admissions/financial-aid.dot>

University Financial Aid Office: <http://www.uakron.edu/finaid/>

### **Scholarships**

Questions regarding new, first-year scholarships should be directed to Emma K.F. Schulze, Assistant Director of Admissions at [efranklin@uakron.edu](mailto:efranklin@uakron.edu) or 330-972-6364.

Questions regarding upper-division scholarships should be directed to Marchelle Bobbs, Assistant Dean of Finance & Personnel at [bobbs@uakron.edu](mailto:bobbs@uakron.edu).

### **Loans**

Loan inquiries and applications may be directed to The Student Services Center ([ssc@uakron.edu](mailto:ssc@uakron.edu) or 330-972-7032). Loan deferments must be completed by the University Registrar's Office located in Hezzelton E. Simmons Hall.

### **Short-term Emergency Assistance**

The School of Law Dean's Office has an emergency fund to assist law students unexpectedly faced with pressing financial obligations. To qualify, students must be currently enrolled in the School of Law or a recent graduate (within 6 months) who is preparing to take the bar exam. Students or recent graduates who benefit from this assistance are asked to donate the amount received to the emergency fund when they can. For more information or to apply for assistance, please contact the Assistant Dean of Student Affairs.

## MASTER OF LAWS (LLM) HANDBOOK ADDENDUM

**POLICIES AND PROCEDURES IN PLACE FOR THE JD DEGREE APPLY TO THE LLM DEGREE UNLESS OTHERWISE INDICATED IN THIS LLM SPECIFIC ADDENDUM.**

### **Contact Information**

- Intellectual Property Center Director: Professor Ryan Holte ([rhohte@uakron.edu](mailto:rhohte@uakron.edu))
  - *IP Degree and Certificate Information, IP Advising, and IP Curriculum*

### **Policies and Standards**

#### **Curriculum and Course-of-Study Information**

The School of Law offers full-time and part-time programs leading to two degrees, the Master of Laws (LLM) and the joint Juris Doctor/Master of Laws (JD/LLM). The curriculum and program descriptions, courses and mapping tracks for the LLM and joint JD/LLM degrees are located at <https://www.uakron.edu/law/curriculum/areas/ip.dot>.

#### **Scheduling**

LLM students should consult with an IP faculty advisor each semester before registering for courses. Working closely with an IP advisor is important for successfully pursuing the LLM degree.

#### **Leave of Absence**

In addition to all leave of absence policies indicated for the JD seeking student, the IP Program Director must also meet with and approve a leave of absence for an LLM student.

#### **Good Academic Standing**

To be in good academic standing for the LLM program, a student pursuing an LLM must maintain a cumulative GPA of 2.3 or higher for all courses taken toward the LLM, excluding transfer credits. Failure to maintain good academic standing may affect the student's ability to participate in extracurricular activities related to the LLM program.

*\*LLM required GPA ratified by UA Board of Trustees February 14, 2018*

#### **Distinct Calculation of Good Academic Standing for Joint JD/LLM Students**

JD/LLM degree-seeking students must maintain good academic standing by *separately* maintaining a cumulative GPA of 2.3 or higher for all courses taken toward the JD and the LLM degrees.

LLM students should monitor their progress toward the LLM (and the JD, if applicable) through Degree Progress Reporting (DPR), available on [My Akron](#). LLM audit sheets are also available online for use:

- LLM degree: [http://www.uakron.edu/law/docs/LLM\\_Requirements\\_Audit\\_Form.pdf](http://www.uakron.edu/law/docs/LLM_Requirements_Audit_Form.pdf)
- LLM and JD: [http://www.uakron.edu/law/docs/JDLLM\\_Degree\\_Tracking\\_Audit.pdf](http://www.uakron.edu/law/docs/JDLLM_Degree_Tracking_Audit.pdf)

### **Continued Pursuit of JD after Academic Dismissal from LLM Program**

A joint JD/LLM student who has been academically dismissed from the LLM program is still eligible to continue to pursue the JD, following the standards established for the JD program.

### **Graduation with Excellence**

LLM students who have earned a cumulative LLM GPA of 3.70 or higher graduate with excellence and receive the LLM Certificate of Academic Achievement.

## MASTER OF STUDIES IN LAW (MSL) HANDBOOK ADDENDUM

### Contact Information

- Institutional Excellence: Associate Dean Emily Janoski-Haehlen ([ejanoskihaehlen@uakron.edu](mailto:ejanoskihaehlen@uakron.edu))
- Student Affairs: Assistant Dean Charles Oldfield ([cwo@uakron.edu](mailto:cwo@uakron.edu))
  - *Curriculum and Advising, Scheduling and Registration, Examinations, Accommodations, Graduation, Student Disciplinary Matters, General Student Affairs*
- Admissions: Associate Dean for Administration and Enrollment Management, Barbara C.S. Weinzierl (<mailto:bcs@uakron.edu>)
  - *Admissions, Financial Aid and Scholarships*

### Policies and Standards

#### Curriculum, Course Descriptions, and Course-of-Study Information

The School of Law offers full-time and part-time programs leading to the Master of Studies in Law (MSL) degree. Curriculum and program descriptions, courses and mapping track for this degree is located at <http://www.uakron.edu/law/curriculum/studies-in-law>.

Students must complete the following to earn the MSL Degree:

- Introduction to Law and the American Legal System (3 cr.)
- One of the following courses:
  - Torts (4 cr.), Contracts (4 cr.), Property (4), Criminal Law (3), Civil Procedure I (3), Civil Procedure II (3), or Fundamentals of Intellectual Property
- MSL Capstone Experience (3-4)
- A total of **30** credits are required for completion.

#### Good Academic Standing

A student pursuing an MSL must maintain a cumulative GPA of 3.00 or higher for all courses taken toward the MSL to be in good academic standing. Failure to maintain good academic standing may affect the student's ability to participate in extracurricular activities.

#### Scheduling Information

MSL students should consult with a faculty advisor or Student Affairs each semester before registering for courses. Working closely with an advisor is important for successfully pursuing the degree.

#### Graduation Application and Clearance

MSL students should monitor their progress toward the MSL through Degree Progress Reporting (DPR), available on [My Akron](#). The MSL Audit and Tracking Form is also available at [http://www.uakron.edu/law/docs/MSL\\_Tracking\\_Form.pdf](http://www.uakron.edu/law/docs/MSL_Tracking_Form.pdf).

Students must formally apply for graduation before degree completion through [My Akron](#).

## **Graduation Surveys and Exit Interviews**

MSL students who apply for graduation must complete a graduation survey regarding ceremony information, name pronunciation, and bar-exam intentions. Students also must complete a mandatory exit interview for Career Services.

## **Academic Dismissal Policies and Procedures**

### **1. Grade audits will occur after the student completes his or her eighteenth credit and every semester thereafter.**

A student pursuing the MSL degree will receive a grade audit after the semester in which the student completes his or her eighteenth credit and at the end of every semester thereafter.

### **2. Standard for Dismissal**

Any student who at the time of the first audit has a cumulative GPA of 2.60 or lower will be dismissed from the MSL program.

For any subsequent audit, a student will be dismissed from the MSL program, if at the time of the audit the student's cumulative GPA is such that the student cannot mathematically achieve the required 3.00 GPA at the end of the semester in which the student would complete his or her thirtieth credit.

### **3. Petition for Reinstatement**

A student who has been academically dismissed from the MSL program may petition for reinstatement if his or her GPA is such that it is mathematically possible for the student to achieve the required 3.00 GPA at the completion of the semester in which he or she would complete the thirtieth credit of courses.

### **4. Petitioning for Reinstatement**

A student who has been academically dismissed from the MSL program may petition for reinstatement by following the procedures set forth on pages 13-15 of this Handbook.

No student who has twice been dismissed from the MSL program for failure to meet the conditions upon which reinstatement was previously granted may petition again for reinstatement.

## **Leave of Absence**

Please review the Leave of Absence Procedure on page 11 of this Handbook.

## Student Disciplinary Code

The School of Law operates on the honor system, and students are expected to adhere to the Student Disciplinary Code in their academic work. The Student Disciplinary Code adopts and provides standards of professional and ethical conduct that MSL students are expected to follow. Please review the Student Discipline and Student Misconduct areas on pages 14 through 19 in this Handbook.

## INDEX

### A

ABA, 7, 17, 18, 19, 31, 46  
academic, 5, 6, 11, 14, 16, 19, 22, 23, 24, 28, 29, 38, 54  
academic dismissal, 21  
academic hold, 36  
academic load, 17  
Academic Success, 5  
accommodations, 33, 40  
Admissions, 5, 6, 23, 52  
Amendment to Admission Application, 34, 36  
announcements, 6  
appeal, 27, 28, 29, 47  
application, 8, 15, 19, 23, 25, 30, 34, 36, 39  
assistance, 37, 40, 46  
Assistant Dean of Student Affairs, 5, 7, 13, 17, 18, 19, 20, 21, 23, 28, 29, 31, 32, 38  
Assistant Director of Student Affairs, 33  
Associate Dean, 8, 11, 13, 18, 21, 23, 31, 38, 47, 48, 52  
attendance, 17, 20, 38  
audit, 39

### B

bar, 11, 13, 16, 33, 36, 53  
Bar Admissions, 40  
Bar application, 39  
Bar Deadlines, 39  
bar exam, 42  
bar examination registration, 39  
Bar final certificate, 40  
Bar registration, 39  
blog, 6  
Brightspace, 16, 38

### C

career planning, 43  
Career Services, 5, 6, 16, 31, 43, 53

certificate, 15, 30  
change of classification, 19  
character, 34  
class rankings, 14  
clinic, 29, 31, 39  
Clinic, 9, 29, 31  
clinics, 8, 9  
Clinics, 6, 9, 31  
Code, 24, 25, 26, 27, 28, 54  
Code of Conduct, 28  
competition, 25, 42  
competition teams, 41  
compliance, 46  
conduct, 24, 25, 26, 47, 54  
contact information, 36  
Continuing Duty to Inform, 34  
continuous enrollment, 20  
counseling, 37  
Counseling Center, 37  
courses, 6, 7, 10, 15, 17, 18, 19, 21, 30, 32, 37, 38, 50, 52  
cumulative, 6, 11, 12, 16, 21, 30, 51  
curriculum, 7

### D

Dean's List, 15  
Degree Progress Report, 17, 18  
disabilities, 33, 40, 41  
Disciplinary Code, 23, 24  
discrimination, 45, 46, 47, 48  
dismissed, 21, 22, 23  
DPR, 16, 17, 18, 51, 52

### E

elective, 8, 10, 14  
employment policy, 34  
exam, 11, 14, 16, 25, 32, 33, 42, 53  
ExamSoft, 32  
externship, 8, 9, 18, 31

## F

faculty, 6, 8, 10, 17, 20, 24, 25, 26, 28, 29, 30, 31, 33, 40, 47, 50, 52  
fees, 37, 39, 49  
financial aid, 18  
Financial Aid, 49  
free slot, 32  
full-time, 14, 15, 17, 19, 30, 37, 52

## G

GPA, 6, 11, 12, 13, 17, 18, 21, 30, 51  
grades, 13, 14, 16, 19, 36  
grading, 13  
graduate, 6, 7, 8, 12, 17, 18, 30  
graduation, 7, 8, 11, 13, 14, 15, 16, 17, 18, 43, 52, 53  
guest student, 18

## H

harassment, 45, 46  
Health Services, 37  
Honor Code, 23  
honors, 13, 16  
honors List, 15

## I

Individual Studies, 8, 10  
Information Technology Services, 44  
instructor, 8, 13, 24, 25, 38  
International JD, 30  
internships, 31

## J

JD, 6, 19, 30, 51  
JD Requirements, 6  
JD/LLM, 29, 50  
JD/MAP, 30  
JD/MBA, 29  
JD/MPA, 30  
JD/MSA, 29  
JD/MTax, 29  
joint degree, 17, 18

## L

law library, 44  
law review, 10, 25  
Law Review, 8  
leave of absence, 14, 20, 50  
Legal Clinics, 6  
Legal Intern Certificate, 39

library, 42  
LLM, 21, 50, 51  
LLM Certificate of Achievement, 51

## M

Master of Laws, 50  
Moot Court, 41  
MSL, 52, 53, 54  
My Akron, 14, 15, 16, 17, 36, 37, 38, 52

## N

notary, 48

## O

OASP, 42  
Office, 19, 21, 28, 31, 36, 38, 40  
Office of Academic Success Programs, 42  
Office of Accessibility, 33, 41  
Office of Law Student Affairs, 37  
Ohio Lawyers Assistance Program, 37, 40  
overload, 7

## P

part-time, 14, 15, 17, 19, 30, 37, 52  
petition, 21, 22, 23  
printing, 45  
pro bono, 9, 10  
Pro Bono, 6  
professional development, 43

## Q

quorum, 25, 26

## R

rank, 14, 15  
readmission, 23  
register, 8, 9, 14, 17, 33, 37, 38  
registration, 6, 8, 25, 36, 37, 38  
reinstatement, 21, 22, 23

## S

sanction, 25, 26, 27, 28, 29  
sccommodations, 33  
scheduling, 50  
scholarships, 49  
standard credit hour load, 7  
Student Affairs, 5, 6, 18, 19, 29, 33, 41, 52  
Student Conduct, 24  
Student Disciplinary Code, 24  
student loans, 49

Student Organizations, 6, 41  
study-abroad, 19  
substance abuse lecture, 40

**T**

technology, 44  
transfer, 14, 17, 18, 19  
transfer of credit, 30  
transfer of graduate credit, 17  
transient, 18  
Trial Team, 41  
**tuition and fees, 49**

**U**

UAnet, 36

UAnetID, 44  
underload, 7  
University Policy, 48  
University Registrar, 37

**V**

violation, 24, 25, 26, 27

**W**

withdraw, 21, 38  
working, 34

**Z**

Zip Card, 36