

The University Of Akron School of Law



2011 - 2012 Student Handbook

for the J.D. and LL.M. degrees

Martin H. Belsky
Dean and Randolph Baxter Professor of Law

A copy is on reserve in the Law Library and is available at
<http://www.uakron.edu/law/students/student-services/student-handbook.dot>

This Handbook has the limited purpose of providing information concerning the programs of The University of Akron School of Law during the 2011-12 academic year. The Handbook should not be construed as the basis of an offer or contract between the law school and any present or prospective student. The Law School has the right to amend, add, or delete any information in this Handbook, including any course of study, program or regulation. Such changes are announced routinely within the University.

**NONDISCRIMINATION POLICY
THE UNIVERSITY OF AKRON SCHOOL OF LAW**

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

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

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

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

Adopted by the Law Faculty April 12, 2007

View the:

[JURIS DOCTOR \(J.D.\) 2011-12 Handbook](#)

View the:

[MASTER OF LAWS \(LL.M.\) 2011-12 Handbook](#)

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2011-12 ACADEMIC CALENDAR

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SCHOOL OF LAW AND UNIVERSITY PERSONNEL

Whom to Contact with Administrative Questions

Associate Dean [Jordan](#):

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

Director Academic Success Program Office: [Donna Palmer](#)

College Program Specialist: [Misty Franklin](#)

Assistant Dean [Thorpe](#):

Admissions, Financial Aid, Student Affairs, [including Scholarships, Graduation, Academic Standards/Clearance, Class Rankings, Dean's List, Grades, Student Disciplinary Matters, Overload, Advising, Summer Study Abroad, Transfer/Transient, Joint Degree, Bar Registration, Course W/D and Leaves of Absence, Accessibility Accommodations, Student Life, Student Organizations – Leadership, EAF Funds, Event Approval/Calendar]

Student Affairs:

College Program Specialist and Law School Registrar: [Elizabeth Sauders](#)

Student Affairs & Admissions:

Asst. Director of Admissions & Student Affairs: [Ivy Washington-Marshall](#)

Financial Aid & Admissions:

Assistant Director and Data Manager: [Adam Messner](#)

College Program Specialist: [Terri Bisesi](#)

Assistant Dean [Cannon](#):

Graduation (e.g., Ceremony, program, graduation packets, robe orders; Professor of the Year; Class Composite, Photos); Facilities Management; New Building Construction; Budget (General Fund; Private & Scholarship); Institutional Research and Reporting; Special Events.

College Program Specialist: [Anthony P. Colucci III](#)

Information Technology: [Elijah Eubanks](#)

Website Manager: [Christopher Cochran](#)
Coordinator, Media Support: [Joshua Gross](#)

Associate Dean [Matejkovic](#) :

Alumni; Career Planning and Placement; Development;
External Programs; Marketing; Media and Public Relations

Events Coordinator: [Suzanne Staats](#)
Events Coordinator: [Michelle Novachek](#)
Administrative Assistant: [Kristina Floyd](#)

Director [Weinzierl](#): Career Counseling, Planning, and Placement (CPPO)

Assistant Director of Career Planning & Placement: [Alisa O'Brien](#)
Student Services Counselor: [Jeanne Kennedy](#)

Director of Development: Vacant

Director [Vanucci](#): Marketing and Communications

Additional Dean's Staff Support

Administrative Assistant for the
Intellectual Property Center and Miller-Becker
Center for Professional Responsibility Law Faculty: [Shannon Aupperle](#)

Assistant to the Dean: [Marchelle Bobbs](#)

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

Receptionist: [MaryAnn Garrett](#)

Short Term Emergency Loan
Applications, Room Reservations,
Administrative Briefs, Handouts,
General Inquiries

Law Librarian: [Paul Richert](#)

Faculty Secretary: [Angela Smith](#)

Booklist, Assignments, Syllabi,
Student Research Assistants,
Writing Assignment Submission

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University of Akron Chief Administrators

(See www.uakron.edu for a complete list)

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

W. MICHAEL SHERMAN, Senior Vice President, Provost and Chief Operating Officer,
B.S., M.S., Ph.D.

University of Akron School of Law Faculty and Staff

Law School Faculty located at: <http://www.uakron.edu/law/faculty/directory.dot>

Law School Administrators located at:
<http://www.uakron.edu/law/faculty/administrators.dot>

Law School Staff located at: <http://www.uakron.edu/law/faculty/staff.dot>

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ACADEMIC PROGRAM, POLICIES AND STANDARDS

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

Curriculum and Courses of Study Information

<http://www.uakron.edu/law/curriculum/index.dot>

The School of Law offers a full-time and a part-time program, both leading to the degree of Juris Doctor (J.D.).

Full-time Curriculum <http://www.uakron.edu/law/curriculum/index.dot>

Part-time Curriculum <http://www.uakron.edu/law/curriculum/index.dot>

Academic Tracks <http://www.uakron.edu/law/curriculum/academictrack.dot>

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

- Areas of Specialized Studies
- Bar & Required
- Business
- Extended Part-time
- Litigation
- Tax
- Alternative Tracks for Students at Risk

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

Students should monitor their degree requirements and degree progress using the university’s electronic, degree audit reporting system **DARS**, DARS is available via [Zipline](#) and may be run as often as needed *after* the student’s first semester of grades has posted to their academic record. Information and materials related to degree audits may also be found under Degree Audit & Graduation Forms on the law student affairs webpage located at <http://www.uakron.edu/law/students/student-services/>.

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

Eighty-eight (88) credit hours are required for the completion of the credit requirements for the J.D. degree. The course of study includes 44 credit hours of required courses that must be completed in the order offered by the School of Law. Also, 2 credits of substantial skills

coursework are required for students who matriculated Fall 2005 or later. And, students may be required to take the Bar Exam Preparation Course (3 credits) during their final spring semester prior to graduation. Additionally, 30 hours of Pro Bono Publico Service are required for students who matriculated Fall 2010 or later. This core curriculum establishes the essential framework for subsequent legal study. The first year courses include foundational study of common law origin, public law, research, writing and procedure. If a student fails to complete a required course in the order offered by the law school, the student MUST take the next available offering.

Course Descriptions

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

Course Descriptions for Courses Beginning A-E:

<http://www.uakron.edu/law/curriculum/courseAE.dot>

Course Descriptions for Courses Beginning F-J:

<http://www.uakron.edu/law/curriculum/courseFJ.dot>

Course Descriptions for Courses Beginning L-Z:

<http://www.uakron.edu/law/curriculum/courseLZ.dot>

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The Writing Program

In recognition of the pivotal importance of written and oral communication, the School of Law has developed an intensive writing program. The writing program integrates research and writing in a client-based, problem-solving structure. Students have a law librarian research mentor and a full-time legal writing professor. Both expository and persuasive writing skills are emphasized. An upper-class course in Legal Drafting is also required. A major research paper, known as the General Writing Requirement ([GWR](#)) completes the writing program.

[GWR Information Packet](#) - *effective for those matriculating part-time Fall 2009 or later and full-time Fall 2010 or later*

[GWR Information Packet](#) - *effective for all other prior admits*

Substantial Skills Requirement

Effective February 2, 2006, law school faculty adopted a new upper-level skills requirement for every student, effective with the entering class of Fall 2005.

Each student is already required to take Civil Procedure I and II, Legal Analysis, Research and Writing I and II, Advanced Legal Research, and Legal Drafting. Effective with the entering class of 2005, students are required to take at least 2 additional credits of upper-level skills instruction, selected from a designated menu of courses identified as skills-centered. The current courses that are designated as skills courses are:

9200: 628	Pretrial Advocacy (3 cr.)
9200: 642	ADR (3 cr.)
9200: 659	Negotiation (1 cr.)

- 9200: 675 Special Problems in Estate Planning (3 cr.)
 9200: 687 Expert Evidence (3 cr.)
 9200: 689 Appellate Advocacy (1 cr.)
 9200: 690 Trial Advocacy I (3 cr.)
 9200: 692 Trial Advocacy II (3 cr.)
 9200: 693 Probate Practice (2 cr.)
 9200: 694 Advocacy Teams (trial and appellate) (1-2 cr.)
 9200: 695 Advocacy Teams (trial and appellate) (1-2 cr.)
 9200: 696/697 Clinical Seminars I, II and NBLC (2-3 cr.)
 9200: 707 Patent Prosecution (3 cr.)
 9200: 705 Licensing Intellectual Property (3 cr.)
 9200: 708 Trademark Prosecution (3 cr.)
 9200: 667 Seminar: Substantial Skills _____ (1-3 cr.)
 9200: 667 Basic Drafting (1 cr.)
 9200: 667 Mediation in Employment (1 cr.)
 9200: 667 Advanced Legal Communication Skills (3 cr.)
- 7400: 585# Mediation Skills (1-4 cr. offered by Family & Consumer Science)
 # requires pre-approval from the Assistant Dean of Law School for graduate credits to apply.
http://www.uakron.edu/law/students/student-services/docs/Transfer_of_Graduate_Credit_Permission_Form.pdf

Note: Not all courses are offered regularly

General Writing Requirement (GWR)

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

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

- The elective course
- AND--
- 9200:610 GWR

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

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

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GWR Deadlines and Due Dates:

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

Unless otherwise specified by the instructor, the GWR paper will be due the Monday of Reading Period in the term in which the course was taken. Since there is no Reading Period for Summer Session classes, the paper will be due on the Monday one week before the summer class is over. A student MUST fulfill the General Writing Requirement by one of the following:

1. Participation in Law Review;
2. Participation in Appellate Review, through Clinical Seminar or as a staff member, upon certification by the responsible faculty member that the student has engaged in extensive research and has produced a substantial legal writing;
3. Completion of a law school seminar where a research paper is required, upon certification by the responsible faculty member that the student has engaged in extensive research and has produced a substantial legal writing;
4. Completion of a substantial legal writing, submitted in satisfaction of the requirements of law school credit course (such as Appellate Advocacy 9200:689 or Advocacy Teams – Moot Court 9200 695 004) and certified by the law faculty member in charge; or
5. Completion of a substantial legal writing submitted in satisfaction of requirements of Individual Studies and Research (9200:698) and certified by the law faculty member serving as advisor to the independent research. This option must be approved in writing, in advance, by the Associate Dean. Applications and information are available on-line (see below).

Information on the General Writing Requirement (GWR) is available at:
<http://www.uakron.edu/law/students/student-services>

Individual Studies and Research (ISR)

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

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

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

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CLINICAL TRAINING AND PUBLIC SERVICE

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

Information regarding all clinical programs is available on-line at:

<http://www.uakron.edu/law/clinical>

Pro Bono Opportunities are available and coordinated in the Legal Clinic.

Visit <http://www.uakron.edu/law/clinical/community/probonopolicy.dot> for more information.

Clinical Seminar I and II

Students may do for-credit internships through one of the Clinic's Programs:

Clinical Services: <http://www.uakron.edu/law/clinical/services.dot>

Appellate Review Clinic: <http://www.uakron.edu/law/clinical/appellate.dot>

Trial Litigation Clinic: <http://www.uakron.edu/law/clinical/trial.dot>

SEED Legal Clinic: <http://www.uakron.edu/law/clinical/seed>

Civil Litigation Clinic: <http://www.uakron.edu/law/clinical/civil.dot>

Externship Placement

External placements in public or not-for-profit agencies are also available. Placements are available with state and federal court judges, prosecutors, public defenders, legal aid attorneys, not-for-profit hospitals, and any other not-for-profit agency where an attorney is available to supervise students. To further complement this practical legal experience, a course component is offered which focuses on issues involving law practice. Students must contact the Legal Clinic before registering for this course to make arrangements for the placement. Each course may be

taken for either 2 or 3 credits, but neither course may be repeated. The following two forms are required for placement:

Clinical Seminar Application Form: [Clinical Seminar Application.pdf](#)

Externship Evaluation Form: [Externship Evaluation Form.pdf](#)

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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. 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>

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

Clinical General Writing Requirement (GWR)

Students employed in the in-house Legal Clinic may receive GWR credit, with prior approval by the Clinic attorneys, for substantial written work.

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Certificate Programs

The School of Law offers J.D. students the opportunity to specialize in either Intellectual Property Law or Litigation and to receive a certificate denoting successful completion of their requirements. Students must be admitted into the program by an advisor and Associate Dean, must attain a cumulative 3.0 grade point average in all certificate courses, and must work closely with a faculty member.

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

A student **shall submit** the certificate application (and course selections approved by the Faculty Advisor for the certificate) to the Associate Dean during **February of the second year of law school (full-time) or February of the third year of law school (part-time)**. The Faculty Advisor for the certificate may waive the deadline only upon determining that the student would be able to fulfill all of the requirements of the program and that the student would be able to

work with the faculty advisor to achieve the enhanced learning experience that the program is intended to provide.

See the Certificate Program applications for further details and requirements. Applications and descriptions of the programs are available at <http://www.uakron.edu/law/curriculum/cp.dot>.

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Joint Degree Programs

The School of Law and College of Business Administration offer:

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

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

The School of Law and Department of Public Administration offer:

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

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

The School of Law and the Bliss Institute offer:

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

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

The total amount of time required to complete a joint degree program is less than the time required to complete both programs independently.

Courses in one college fulfill course requirements in the other college. Law students may transfer in ten to twelve credits, depending upon the degree, toward the 88 credits required for the JD. Individuals with baccalaureate degrees in any field of study are eligible to apply for a joint degree program.

Joint Degree Programs information and application packets describing the joint degree programs are available from the School of Law at:
<http://www.uakron.edu/law/curriculum/joint.dot>

The form to Request Transfer of Joint Degree Graduate Credits to apply toward your JD degree requirements is located at:
http://www.uakron.edu/law/students/studentervices/docs/Transfer_of_Graduate_Credit_Permission_Form.pdf .

All students must earn a total of 88 credits of Juris Doctor credits including pre-approved graduate credits that will be applied toward the Juris Doctor degree. (Example: JD/MTax students could earn 78 Juris Doctor credits and transfer 10 MTax credits to earn the required 88 credits for the Juris Doctor degree.)

The School of Law offers:

- [**Juris Doctor/Master of Laws \(JD/LLM\)**](#)

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.

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The Office of Academic Success Programs

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 located in 317 Law Library (including hornbooks, flashcards, explanatory books, and question and answer books).

For more information on the available services, the website for OASP is found at <http://www.uakron.edu/law/success/index.dot>

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ACADEMIC STANDARDS FOR JD STUDENTS

Good Academic Standing

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

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

Grade Point Average (GPA)

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

How to calculate your GPA and the **Grade Point Table** is located at:

<http://www.back2college.com/gpa.htm>

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Marks Legend

- I** “**Incomplete**” indicates that the student has done passing work in the course but that some part of the work is, for a good and acceptable reason, not complete at the end of the term. Failure to make up the omitted work satisfactorily by the end of the following term, not including summer sessions, converts the “I” to an “F”. When the work is satisfactorily completed within the allotted time, the “I” is converted to the grade the student has earned.
- IP** “**In Progress**” indicates that the student has not completed the scheduled work during the term because the nature of the course does not permit completion within a single term.
- PI** “**Permanent Incomplete**” indicates that the student’s instructor and the Associate Dean or Assistant Dean of Student Services have for special reason authorized the change of an “I” to a “PI”. The designation “PI” means that the student is not permitted to complete the work in the course.
- NGR** “**No Grade Reported**” indicates that, at the time grades were processed for the present issue of the transcript, no grade had been reported by the instructor.

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

Credit Hour Classification Table

Full-Time 1	Full-Time 2	Full-Time 3
0 – 29 credits	30 – 58 credits	59 or more credits

Part-Time 1	Part-Time 2	Part-Time 3	Part-Time 4
0 – 22 credits	23 – 44 credits	45 – 66 credits	67 or more

Degree Requirements

The following core required courses must be successfully completed before graduation:

9200:601	Civil Procedure I
9200:602	Civil Procedure II
9200:603	Constitutional Law I
9200:604	Constitutional Law II
9200:605	Contracts I
9200:606	Contracts II
9200:607	Criminal Law
9200:608	Evidence
9200:609	Intro. to Law & Legal Systems
9200:610	General Writing Requirement
9200:612	Professional Responsibility
9200:614	Property I
9200:615	Property II
9200:616	Torts I
9200:617	Torts II
9200:618	Advanced Legal Research
9200:619	LARW I
9200:620	LARW II
9200:688	Legal Drafting
9200:613	Pro Bono Service Requirement (<i>mandatory beginning with the entering class of 2010</i>)

[Skills Courses](#) Skills Courses Totaling 2.0 credits

Students must complete ALL required courses and must have 88 total credits to graduate. Students must attain at least a 2.10 accumulative grade point average for all courses taken for the required 88 semester credit hours. Additionally, students are required to complete a minimum of 30 hours of [Community and Pro Bono Publico Service](#). Registration in 9200:613 (0 credits) is required to receive credit for this requirement. And, students may be required to take the Bar Exam Preparation Course (3 credits) during their final semester prior to graduation.

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Graduation Audit Checklist

The Graduation Audit Checklists located under the **Degree Audit & Graduation Forms** at <http://www.uakron.edu/law/students/student-services/> enable each student to record the courses and credit hours taken. Each student should complete the forms at the end of each semester to monitor progress toward the successful completion of the Juris Doctor degree.

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

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

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Graduation with Honors

The University of Akron School of Law graduation honors designations (*originally effective with the awarding of degrees in January, 1987*) were as follows:

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

Students who completed coursework before the Fall 2014 semester have graded credits under the School of Law's old grading system. The scale for honors designations depends on the number of graded JD credits completed before Fall 2014. A student's honors-designation ranges will be calculated as follows:

- Count the number of pre-Fall 2014 graded JD credits.
- Divide that number by the total number of graded JD credits.
- Take the calculated number from step 2 and multiply by 0.1.
- Subtract the calculated number from step 3 from each of the numbers in the *new* honors-designation ranges for your individual honors range.

The *new* honors-designation ranges *effective with the School of Law's new grading system fall semester of 2014* is as follows:

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

*The UA Board of Trustees approved this scale on October 14, 2015. **This Handbook was updated on November 02, 2016.***

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Final Class Rankings

All full-time and part-time December and May graduates are ranked together to produce each student's final official class rank (e.g., December 2012 and May 2013 graduates are a single class).

Dean's List

The Dean's List is posted at the end of the fall and spring semesters. The criteria for inclusion on the Dean's List are:

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

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

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Class Rankings

Class rankings are anonymously posted on the secure Law Class Rankings website located at <http://www.uakron.edu/law/students/student-services/classrankings.dot> and on the student lounge bulletin board (north wall) twice per year, normally within 5 to 6 weeks after the Fall and Spring semesters.

Rankings are calculated two ways; OPTION “A” and OPTION “B”. Students may use Option A and/or B when expressing class rank

OPTION “A”

Ranked as Full or Part Time Based on Credit Hour Load during Fall or Spring Semester

Students are ranked based on:

- The number of credits ENROLLED during a fall or spring semester at The University of Akron School of Law in the Juris Doctor degree program, regardless of whether or not those credits were completed.
- Your Classification (full- or part-time, 1st year or beyond) on ZipLine **SPECIAL NOTE TO FULL-TIME STUDENTS: students enrolled in fewer than 12 credits in 2 consecutive prior fall or spring semesters will be ranked PART-TIME.**
- Credits enrolled for ranking purposes **INCLUDES:**
 - “F” grades -- as those grades are factored into quality points
 - “CREDIT” and “NON-CREDIT” grades
 - “Incomplete” and “In Progress”

The accumulative GPA (as opposed to the GPA just for that semester) would still be used for ranking purposes as has always been the practice.

***The following 1ST YEAR students WOULD NOT be ranked:**

1. Full-time student who enrolled for 12 or more credits but did not complete at least 12 credits at The University of Akron School of Law (*Example: Enrolled for 16 credits in fall semester of first year, but received “Incomplete” grades for 6 credits for that first semester*)
2. Part-time student who enrolled 11 or fewer credits but did not complete at least 9 credits at The University of Akron School of Law (*Example: Enrolled for 10*

credits in fall semester of first year, but received “Incomplete” grades for 6 credits during that first semester)

Option “A” Detail

Full-Time	Part-Time <i>(First semester students enrolled in fewer than 12 credits <u>AND</u> students enrolled in fewer than 12 credits in 2 consecutive prior fall or spring semesters)</i>
*1 st Year (as noted in ZipLine)	*1 st Year (as noted in ZipLine)
2 nd Year (as noted in ZipLine)	2 nd Year (as noted in ZipLine)
3 rd Year (as noted in ZipLine . . . may also include 4 th year students who enrolled in full-time load – often done to accommodate May graduation)	3 rd Year (as noted in ZipLine)
n/a	4 th Year (as noted in ZipLine . . . may also include 3 rd year students who enrolled in part-time load – often done to accommodate May graduation)

OPTION “B”

Full- and Part-Time COMBINED Based on Credits Completed End Fall or Spring Semester*

Full- & Part-Time Students Ranked Together (those most likely to graduate together) Based on TOTAL Credits Completed* & Classification on ZipLine	Total Credits Completed End of <u>Fall</u> Semester	Total Credits Completed End of <u>Spring</u> Semester
First Year Students**	<i>(minimum credits needed in order to be ranked)</i> 12= Full-Time, 1 st Year Students	up to 30 = Full-Time, 1 st Year Students up to 45 = Part-Time, 2 nd

	12 = Part-Time, 2 nd Year Students	Year Students
Middle Year Students	<i>(number of credits needed to begin middle year)</i> 30 = Full-Time, 2nd Year Students 45 = Part-Time, 3 rd Year Students	31 to 60 = Full- Time, 2 nd Year Students 46 to 68 = Part-Time 2 nd & 3 rd Year Students
Final Year Students	<i>(number of credits needed to begin final year)</i> 61 = Full-Time, 3rd Year Students 69 = Part-Time, 4 th Year Students	(88 credits required to graduate) 61 = Full-Time, 3rd Year Students 69 = Part-Time, 4 th Year Students

*Includes only credits taken at Akron Law or law school credits transferred from another ABA law school . . . of these law school courses, this would include credit grades and all letter grades A through F.

**Underload enrollment may result in a student not being ranked because specific number of credits was not achieved by end of a fall or spring semester. And regarding *transfer* students, only AKRON LAW credits are considered for first year rankings.

*Effective with the Class Rankings End Fall 2009 Semester
November 12, 2009*

Grades and Grade Posting

Each professor is responsible for entering their grades into the grade rosters. Students are able to access their grades and unofficial transcripts on-line via [Zipline](#) only after the University Registrar's Office generates and posts the grades as official. Law grades are usually available for student viewing according to the following schedule:

Semester/Term	Availability for law students via Zipline
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

NOTE: Students who have questions regarding a grade should address their inquiries directly to the professor.

Grade Changes

Students who have grades that need to be changed on their permanent academic record need a grade change form. The professor of record must initiate the change. A grade can be changed only for clerical and computational errors, and upon written approval of the Associate Dean or Assistant Dean of Student Services. The University Registrar's Office processes grade changes, which takes approximately two weeks. The student will be able to view grade changes on-line via [Zipline](#) once processing is completed.

Maximum Credits Earned in Non-Graded Courses

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

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Grades of "F" and Repeating a Class

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

Grade Appeal Policy

Effective Spring 2010 and Earlier Semesters:

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

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

The standard of review will be the following: In order to overturn a failing grade, the Academic Committee must find that the decision of the instructor was clearly erroneous. There are no limitations or time requirements once the appeals process begins. The Academic Committee will reach a resolution of the grade appeal and will inform the student and the instructor of the decision in writing. The decision of the Academic Committee shall be final, and no further appeal of its decision shall be heard.

(Effective 03/02/89 by action of the Academic Committee)

Effective After Spring 2010 Semester:

Grades may not be appealed.

(Effective 4.22.10 by recommendation of the Academic Committee and approval of the Law Faculty)

Course Restrictions Based on Law Grade Point Average

Course Requirements Based Upon First SEMESTER Grades

Effective with Fall 2008 Entering Class:

A student with an accumulative law grade point average of 2.0 or below (or 2.3 or below effective with the Fall 2009 entering class and subsequent entering classes) at the end of the first semester of law studies is subject to the following requirements:

1. The student will be assigned to a two-credit Criminal Law Lab in addition to Criminal Law.
2. The student will be withdrawn from LARW II during the spring semester. The student will take LARW II during the summer after the first year of law school. If the student is in the part-time program, the student will also take Property I & II during the summer of the first year of law school. Students may not be employed if enrolled in Property I, Property II and LARW II.
3. The student will be required to take the Bar Exam Preparation Course (3 credits) during their final spring semester prior to graduation.
4. The student will be required to enroll in the Academic Success Program.*

Students MUST obtain written permission from Associate Dean Jordan if they need to alter their summer schedule.

* This restriction shall end if the student achieves an accumulative law GPA of 2.7 or higher.

Course Requirements Based Upon UPPER DIVISION (Nearing Completion) Students

Effective with Fall 2008 Class:

Bar Preparation Course (9200:673), Advanced Legal Applications

***Mandatory enrollment in the Bar Preparation Course, 9200:673, Advanced Legal Applications applies to:**

- (a) Any student planning to graduate in December of a given year, who had a cumulative GPA of 2.5 or lower at the beginning of the fall semester of the year immediately preceding the year in which they intend to graduate, and
- (b) any student planning to graduate in May of a given year, who had a cumulative GPA of 2.5 or lower at the beginning of the immediately preceding fall semester, must enroll in the Bar Preparation Course, beginning with the class entering in 2008.

In addition, such enrollment is recommended for students in classes entering prior to 2008.

*This restriction shall end if the student achieves an accumulative law GPA of 2.7 or higher.

Course Requirements Based Upon **First YEAR Grades**

Effective for all students regardless of entry year:

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

1. The student may take a maximum of 12 credit hours of non-exam elective courses (not including Clinical Seminar, Trial Advocacy, or other professional skills courses as determined by the Associate Dean) during their entire academic career*;
2. The student must take a minimum of 18 credit hours of elective bar subject courses from the Core Required and Bar Elective Course List found at: <http://www.uakron.edu/dotAsset/21d37ee4-dfaa-4fd8-b019-0e1f2993c70b.pdf> *.

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

In individual cases, however, the Director of the Academic Success Program has the discretion to opt out (i.e., cancel the enrollment of) any student whom the director determines has demonstrated a substantial likelihood of success on the bar examination without the need for enrollment in the Bar Preparation Course.

*This restriction shall end if the student achieves an accumulative law GPA of 2.7 or higher.

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Community and Pro Bono Publico Service Requirement– *Effective with Fall 2010 Entering Class*

To provide positive experiences to law students 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, the University of Akron School of Law adopts the following Community and Pro Bono Publico Service Requirement policy. This policy applies to law students entering in the Fall Semester 2010 and thereafter.

J.D. students are required to register for 9200:613 (0 credits) and complete a minimum of 30 community service hours subject to the following additional 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 (as defined above).
- 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.

Reporting Deadlines

Students are responsible for tracking their hours and reporting them to the Student Community and Pro Bono Publico Service Coordinator in a timely manner and no later than the following dates:

- Hours served during the Fall Semester must be reported no later than the last business day of January
- Hours served during the Spring Semester must be reported no later the last business day of June.
- Hours served during the summer must be reported no later than the last business day of September.
- For all students who are candidates for graduation in December, service hours must be completed and reported by November 1st of that year. For all students who are candidates for graduation in May, service hours must be completed and reported by April 1st of that year.

Failure to report community service hours by the applicable deadline will result in forfeiting those hours for purpose of the community service requirement absent rare and compelling circumstances. Whether the student has demonstrated “rare and compelling circumstances”

warranting accepting late-reported hours is in the sole discretion of the Student Community and Pro Bono Publico Service Coordinator.

Additional Community and Pro Bono Publico Service Requirement information is available at <http://www.uakron.edu/law/clinical/community/probonopolicy.dot>.

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ACADEMIC DISMISSAL, PROBATION, REINSTATEMENT ELIGIBILITY

Students with accumulative grade point averages (AGPAs) below 2.00 are dismissed from the School of Law as described below. Students whose AGPA is 1.80 or higher are eligible to petition for reinstatement. First year students with accumulative grade point averages (AGPAs) below 1.00 in the first semester are dismissed from the School of Law without the possibility of a petition for reinstatement, but can apply for readmission.

First-Year Students

All full-time and part-time first-year students must have an accumulative grade point average (A.G.P.A.) of 1.00 or higher by the end of the Fall Semester (December) of the first year in order to continue Spring Semester. All first year students with accumulative grade point averages (AGPAs) below 1.00 in the first semester are dismissed from the School of Law without the possibility of a petition for reinstatement, but can apply for readmission. [Effective with Fall 2010 Entering Class, Approved by Law Faculty April 22, 2010]

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

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

Upon dismissal, a student whose A.G.P.A. is between 1.80 and 1.99 is eligible to petition for reinstatement. The procedure for seeking reinstatement follows. Any

student who is reinstated will be permitted to take only those required and Ohio Bar courses approved by the Associate Dean or Assistant Dean of Student Services and will be subject to conditions of probation established by the Academic Committee.

Upper Division Students

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

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Reinstatement after Academic Dismissal

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 may petition the Academic Committee in writing for reinstatement within fifteen (15) 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 upon second dismissal for academic deficiency: Any student who has once been dismissed from the School of Law for failure to meet the conditions upon which 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 again for reinstatement.
4. The above reinstatement provisions apply to J.D. student only.

Ratified by Law Faculty, 1/17/08

WHAT TO PUT IN YOUR PETITION

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

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

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

Reapplication after Dismissal from Law School

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

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Honor Code

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

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

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

If a student believes that he or she has witnessed a violation of the Honor Code during an exam, the student should not sign the pledge. Students witnessing a violation should inform a faculty member, the Associate Dean or Assistant Dean of Student Services or the Chair of the Academic Committee. If a potential Honor Code violation has occurred, the faculty member will contact the chair of the Student Disciplinary Committee, who will arrange for a confidential investigation of the alleged violation.

Please note that the failure to report a violation of the Honor Code is itself a ground for disciplinary action.

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Examinations – Exam Schedules are located at: <http://www.uakron.edu/law/about/calendar.dot>.

Schedule

In order to determine conflicts, the final examination schedule is published after the 14th day of classes.

An examination conflict consists if two examinations are scheduled at the same time or three examinations are scheduled within 24 hours. Part-time students who have examinations on both the first Wednesday and the first Friday of exam period, and full-time students who have three examinations between the first Wednesday and Sunday of the exam period are also granted relief, at their option.

Reschedule for Unexpected Illness

Students who are ill may contact the professor to reschedule an examination BEFORE the time of the examination. Once a student sits for an examination, the student must complete that examination and receive that grade. Examinations that are rescheduled due to conflict or illness must be rescheduled within exam period to the earliest available time. If illness prevents rescheduling during exam period, the examination must be scheduled no later than the start of the next semester. Students

who cannot reschedule an examination before the next semester should consult with the Associate Dean or Assistant Dean of Student Services about a leave.

Testing with Accommodations

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

Students with continuing needs should register with and provide documentation to the University Office of Accessibility. [Assistant Dean Lauri Thorpe](#) should also be notified immediately as well.

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

Students are responsible to register for accommodations at the start of each semester they are attending class(es). Exam accommodations must be sought by following the timetable published by [Assistant Dean Lauri Thorpe](#) through the Law School Dean's Office.

ExamSoft for Laptop Examinations

Effective with the Fall 2004 semester, selected School of Law examinations may offer ExamSoft software. Professors retain the right to decide if they want to offer ExamSoft for their exams.

Attendance Policy

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

Outside Employment Policy

Employment Policy

The faculty and administration of The University of Akron School of Law believe that the study of law is a rigorous, full-time pursuit. Therefore, consistent with the American Bar Association accreditation standards,

1. First-year, full-time students are not permitted to engage in ANY employment.
2. Second- and third-year full-time students and ALL part-time students ENROLLED IN MORE THAN 12 CREDIT HOURS DURING ANY SEMESTER MAY BE EMPLOYED FOR A MAXIMUM OF 20 HOURS per week DURING THAT entire semester.
3. Second- and third-year full-time students and ALL part-time students TAKING A CLASS OR CLASSES THAT REQUIRE(S) ATTENDANCE OF more than 12 CLASSROOM hours in any week DURING ANY SEMESTER INCLUDING

SUMMER AND INTERSESSIONS also may be employed for a maximum of 20 hours per week DURING THOSE SPECIFIC WEEKS.

THE PERIOD OF ENROLLMENT FOR ALL STUDENTS BEGINS AT THE FIRST CLASS MEETING AND CONTINUES THROUGH THE DAY OF THE STUDENT'S LAST EXAMINATION FOR THE SEMESTER.

This is an ABA restriction that cannot be waived.

Approved by law faculty March 5, 2008

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STUDENT SERVICES

Student Information

Continuing Duty to Inform / Amendment to Application for Admission

As you know, when you applied for admission, you signed the following statement:

"...I certify that to the best of my knowledge the information herein is true. I understand that any misrepresentation of facts on this application could be cause for refusal of admission, cancellation of admission, or suspension or dismissal from the University if discovered subsequently. I acknowledge that I have a continuing duty to inform the School of Law as to any relevant information or change in circumstances that relates to any of these questions of which I became aware after the date of my signature below."

Section 7: Character, Fitness, and Bar Exam Clearance

All law schools are obligated to ensure that their law students have the necessary fitness and character to be lawyers. If you answer any of these questions affirmatively, you must provide an explanation, which must include the information outlined on the next page. You may attach this statement of explanation to your application electronically or e-mail it separately to lawadmissions@uakron.edu.

You have a duty to be truthful and accurate as well as a duty to reveal all information even if you do not have complete documentation. You need to disclose details of the result of any criminal charges. Even if the charges were dismissed, adjudication was withheld, a conviction was reversed, a conviction was set aside, a conviction was **vacated**, a conviction was **expunged**, or the **record sealed**, you **must** provide disclosure. Contrary advice by legal counsel does not exempt you from this requirement. The charges of driving under the influence of alcohol, driving under the influence of drugs, and reckless driving must be disclosed as criminal charges.

Your answers to these questions are confidential and are limited to a determination of your character and fitness to practice law. You are under a **continuing obligation** to notify the Admissions Office of any changes in your answers to these questions up until the time of your enrollment. Once enrolled, you are under a **continuing obligation** to notify the Assistant Dean of Admissions in a timely fashion of any changes in your answers to these questions.

1. _____ Were you ever on **disciplinary** (non-academic) probation; 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 any educational institution?

2. _____ Are there any **disciplinary** (non-academic) charges from any educational institution pending against you?
3. _____ Have you ever been the subject of disciplinary action for **plagiarism** at any educational institution?
4. _____ Have you been arrested, formally accused, cited, fined, posted bail, subject to a restraining order, or ordered to do community service for the violation of any law?
5. _____ Are there any criminal charges pending against you?
6. _____ 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?
7. _____ Have you ever been involuntarily separated from a job?
8. _____ Have you ever been sued for a non-criminal act that was alleged to have been intentional?
9. _____ Have you ever been subject to disciplinary action by a licensing board or professional association, or had **any** license denied, suspended, or revoked?

If you answered “Yes” to any of these questions, please submit a DETAILED statement that includes the following information (please be as SPECIFIC as possible):

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 or city code involved)
6. Photocopy of official court documentation, if applicable
7. Information related to post-sentence events (pardon, etc.)

Vague statements are NOT acceptable. Failure to fully disclose may result in dismissal from the School of Law.

Moving and Nonmoving Traffic Violations

1. _____ Have you ever been cited or fined for any moving or nonmoving violations (e.g., speeding tickets, traffic accidents, parking tickets, etc.).
2. _____ Were any drug or alcohol-related?
3. _____ Did any result in the suspension of your driver’s license?
4. _____ Did you ever **FAIL TO PAY** any of the resultant fines or ever **FAIL TO FULFILL** any of the requirements that arose from these violations?

If you answered **YES to QUESTION 1 ONLY**, please submit a statement summarizing minor moving and nonmoving violations. **For example**, “I have been driving for XX years and have received approximately X parking tickets and X speeding tickets. None of these were drug or alcohol related, nor did any result in the suspension of my driver’s license. All of these incidents resulted in minor fines, all of which were paid promptly.”

If you answered **YES to QUESTION 1 AND ONE OR MORE OTHERS**, please provide **detailed statements** describing each incident that would require you to answer “yes” to these questions. Structure your statements according to the seven points noted above.

If an amendment is needed, you must complete the [Amendment to Application for Admission](#) form, attach any explanatory documentation, and submit all pages of the amendment packet to Law Student Services in the School of Law Dean's Office, Room 136.

Amendment to Application for Admission Revised 4/6/2010

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Current Name & Address Reporting Responsibility

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

Students may change their address and telephone number on-line via [Zipline](#) located at the top center of the UA homepage: by changing their personal profile or by completing an address change at Student Services located at Hezzelton E. Simmons Hall. The School of Law does not process address changes.

Student Mailboxes

All law students are assigned a mailbox sometime during the first two weeks of the fall semester. Mailbox numbers are randomly assigned by Student Services.

UANet ID

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

To access your grades, address change, class schedule or to change your Directory Information, you must have a **UANetID and password**. You must be a currently registered student before you can request a UANetID and password. To request your UANetID and password, go to <https://auth.uakron.edu/zid/app/> OR contact the Help Desk at 330-972-6888 to request or reactivate a UANetID.

Photo ID - ZipCard

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

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Maintenance of the Student File

Each student is responsible for ensuring that all documents requested by the School of Law are promptly obtained and turned in to the Law School Student Services Office. During the fall semester, a note is sent to all 1st year students telling them the status of their file at the School of Law. If a student's file is complete, no other documentation is needed. If a student's file is incomplete, the student will have until approximately the beginning of the spring semester to obtain the proper documents and complete his/her file. Students who have not completed their file by mid-October will be placed on Academic Hold. Academic Hold prevents registration for subsequent semesters until a student's file is complete.

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

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ACADEMIC STATUS AND SCHEDULE

Disability Services for Law Students

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

POLICY ON ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES THE UNIVERSITY OF AKRON SCHOOL OF LAW

1. With respect to disabilities existing at the time of entering the School of Law:
 - a.) Any student who has a disability that currently substantially limits learning in a higher education setting may contact The University of Akron Office of Accessibility for information regarding eligibility for reasonable accommodations. It is the student's responsibility to provide appropriate documentation of the disability according to the guidelines established by the Office of Accessibility. After a disability specialist has reviewed your documentation, you will be asked to meet with one of them to discuss your eligibility status and appropriate accommodations if applicable. Once this process is complete, you will receive a letter describing your accommodations that you may present to the law school.
 - b.) When a student with a disability has registered for a course, the Dean's office shall notify the faculty member instructing the course of the accommodation[s] the student will require. A faculty member having concern about the accommodation[s] is invited to share these concerns with the Dean's Office by a specified date. Faculty will be strongly encouraged to convey any such concerns to the Dean's Office as soon as possible so that these concerns can be quickly resolved between the faculty member and the Office of Accessibility.

- c.) The Dean's Office will attempt to accommodate the student's needs through the use of the School of Law, and when necessary or appropriate, university resources. If a student desires accommodation[s] beyond those reasonably available through these sources, it will be the student's responsibility to implement those accommodation[s] sought.
2. With respect to disabilities arising or diagnosed during the course of enrollment at the School of Law:
 - a.) Once a student has become aware of a disability and the need for accommodation the student should promptly inform the Office of Accessibility of the same. The Office of Accessibility will then proceed, to the extent possible, in accordance with the policy stated above in Section 1.
[Note: There is no 2b. End of policy is 2a.]

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Full-Time and Part-Time Credit Hour Loads and Standards

FULL-TIME: A full-time load is 12 to 16 credits each fall and spring semester.

PART-TIME: A part-time load is 8 to 10 credits each fall and spring semester.

FULL- AND PART-TIME:

- The absolute maximum load for any combination of sessions and courses during the summer is 9 credits. More than 3 credits at any one time during the summer is an overload. Any combination of sessions that causes an overlap of 4 or more credits is an overload.
- ABA standards limit the maximum number of credits that can be earned in any single semester to 18 credits. The credit calculation includes all graduate courses approved for law school credit, including those taken with a joint degree.
- Students should report all planned course work taken outside the law school prior to the term of enrollment. All such work taken during a given semester (including credits that will not be applied toward the JD degree) will be considered with law credits when making determination for overload permission.
- Overloads **MUST** be approved before the beginning of the semester. Please submit the Overload Request Form located at: <http://www.uakron.edu/dotAsset/1837513.pdf> to the Assistant Dean of Student Affairs for approval. Failure to receive permission could result in non credit of coursework and reduced or zero refund.
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Change of Classification

A student may request a change of classification from full to part time or vice versa. Under normal circumstances, students should apply for change of classification at the following times:

First year part-time students may submit change of classification requests to transfer to the full-time program effective with the fall semester of the second year of law school AFTER grades for spring semester –OR- after Summer I or Summer II have been reported. Students must have a 2.5 or higher accumulative GPA by the end of the spring semester –OR- after Summer I or Summer II of first year.

First year full-time students may submit change of classification requests to transfer to the part-time program effective with fall semester of the second year of law school AFTER grades for all spring courses of the first year have been reported.

Upper division full-time and part-time students may submit change of classification requests prior to the final year of law studies. Part-time students must have a 2.5 or higher accumulative GPA to transfer to full-time

Students who have unusual and compelling external circumstances and wish to request change of classification at a time not specified above should submit documentation and written request to the Assistant Dean of Students for consideration.

The student must complete the Change of Classification Request, which may be obtained on-line at: <http://www.uakron.edu/law/students/student-services/>. Once the form is completed, submit it for approval. Requests are not automatically approved. Consideration is given to academic performance, employment obligations (past, present and future), and other circumstances that could positively or negatively impact the student. If approved, the University Registrar's office will enter an official change in the student's classification.

Enrollment in Undergraduate & Graduate Courses at The University of Akron

Unless otherwise authorized by the Associate Dean or Assistant Dean of Student Services, full-time students must complete their first year of studies and part-time students must complete their first two years of studies in order to transfer credits from another college unit. A maximum of six credits of letter-graded, graduate or undergraduate level courses earned outside of the law school at The University of Akron may be applied toward the requirements for the Juris Doctor degree.

Approval to pursue such courses must be secured in writing from the Associate Dean or Assistant Dean of Student Services before taking the courses. For University of Akron law students who are not in a joint degree program and wish to transfer credits toward the JD, the student must complete an application to take courses available at:

Graduate Courses:

http://www.uakron.edu/law/students/student-services/docs/Transfer_of_Graduate_Credit_Permission_Form.pdf

Undergraduate Courses:

http://www.uakron.edu/law/students/student-services/docs/Transfer_of_Undergraduate_Credit_Permission_Form.pdf

The student must complete processing of this form after receiving the signature from the Associate Dean or Assistant Dean of Student Services, by gaining appropriate Dean's approvals/signatures from the Graduate School or undergraduate program office. Students must then register for the approved course(s) via [Zipline](#). For controlled graduate courses,

the student must register in person with the signed form at Student Services located at Hezzelton E. Simmons Hall.

The student will receive credit only for courses with a passing grade. Courses taken prior to law school attendance are not transferable. Courses will transfer to The University of Akron School of Law as grades of credit and will not be included in law grade point average (LGPA). Credit hours transferred are counted toward the 88 credit hours that are required for the JD degree, but will not be computed into the student's grade point average. The grades for such courses will not physically move from the graduate or undergraduate career totals into the law career totals. The transferred credit hours are monitored by the law school registrar. Once a student applies for graduation, the transfer credits will be reflected on the degree clearance audit as completed JD credits.

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Enrollment in Courses at Other ABA Accredited Law Schools – Transient Student Status

A student may request transient status to enroll for coursework in another ABA accredited law school. To receive transient status, a student must submit the transient student request form found at <http://www.uakron.edu/law/students/student-services/> prior to taking any course(s). The student should provide information as to why the request is being made, the time period for transient status, the courses to be taken, the credit hours (semester or quarter) per course, and a description of the courses as appears in the school's catalog.

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, however special permission may be granted for clinical, internship, or externship experience - see [Clinical Externships and Internships](#) for details
- Not independent research projects

Regarding Transfer of Distance Learning Credit Hours: In accordance with ABA Standard 306, a law school shall not grant a student more than four credit hours in any term, nor more than a total of 12 credit hours, toward the J.D. degree. Distance Learning courses successfully completed at another ABA approved law school will be considered for transfer upon receipt of the syllabi.

Once the request has been approved by the Associate Dean or Assistant Dean of Law Student Services, a letter will be sent to the host law school. A copy will be provided to the student.

Students are responsible for coordinating their financial aid loan agreements by working with both the host school's financial aid office and The University of Akron Office of Student Financial Aid located in Hezzelton E. Simmons Hall.

If the request for transient status is granted, the student will receive credit only for courses with a passing grade. The course will be entered on the student's transcript as "credit."

Courses will transfer to The University of Akron School of Law as grades of credit and will not be included in law grade point average (LGPA). Credit hours transferred are counted toward the 88 credit hours that are required for the JD degree, but the grades for such courses will not be computed into the student's grade point average.

The student is responsible for arranging to have an original, official transcript sent from the host school so that credit may be considered and transferred to The University of Akron School of Law. Failure of the host law school to submit an original official transcript or official receipt of grades until the transcript may be received could result in a delay of my law school graduation. Deadlines for receipt of the official transcripts for degree candidate students must be established with College Program Specialist Liz Sauders.

Visiting Student (single course)

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

Please submit the Visiting (Transient) Permission Request Form located at:
<http://www.uakron.edu/law/students/student-services/>

Transient Student Status (entire semester)

To receive transient status for a full semester, a student must have completed all required courses (with possible exception of the General Writing Requirement), unless the Associate Dean or Assistant Dean of Student Services waives for compelling circumstances. The student will be notified in writing of the decision by the Associate Dean or Assistant Dean of Student Services.

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

Study Abroad

Students must be authorized to attend study abroad through an ABA-accredited law school. To receive authorization, the student must make a written request by completing the application located at <http://www.uakron.edu/law/students/student-services/> and submit it to Law Student Services. Students must indicate the name of the host school, the reason for enrolling in the courses, which courses would be taken to apply toward the JD (include course descriptions from the school's catalog, where the letter authorizing visiting status should be mailed, name, address, and contact person at the ABA approved law school offering this program).

The law faculty has determined that students may elect to take up to 15 credits abroad. No more than 6 credits may be earned in any single 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

The availability of these combinations of study abroad are subject to the student's obtaining the appropriate permission for underload and overload for that and future semesters, as applicable.

(approved by the School of Law Faculty March 8, 2007)

A student may request study abroad status to enroll for coursework at another ABA-accredited law school. A student may receive permission to spend an entire fall or spring semester abroad **only after all required courses are completed.** Summer study abroad may be done following the first year of full-time law studies or following the second year of part-time law studies.

1. In the case of summer study abroad, permission should be granted absent a compelling reason to deny permission pertaining to the best academic interests of the student.
2. In the case of a fall or spring semester abroad, permission should be granted to any student with a GPA above 2.7 absent a compelling reason to deny permission pertaining to the best academic interests of the student. Permission may be granted to any other student if, in the judgment of the Associate Dean or Assistant Dean of Law Student Services, it is in the best academic interests of the student.

(Approved by the School of Law Faculty October 11, 2006)

Clinical Externships and Internships through Other ABA Accredited Law Schools

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

To be approved the experience must be:

- 1) offered through an ABA-accredited program elsewhere,
- 2) have a classroom component or a similar way of having faculty input and supervision and student reflection upon the clinical experience as a broader learning experience,
- 3) be supervised by a faculty member who is available to students during the experience, and

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

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

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Final Year of Law Studies

A student may request transient status during his/her last year of law studies. To be eligible for transient status a student must have completed a minimum of 59 credit hours at The University of Akron School of Law and be granted a waiver by the Assistant Dean of Student Services of the degree requirement that the student complete the last year of studies in residence at The University of Akron School of Law. The student must also have completed ALL required courses, including the General Writing Requirement unless otherwise approved by the Associate Dean or Assistant Dean of Student Services.

The Associate Dean or Assistant Dean of Student Services must approve all courses taken as a transient before the student takes the course(s). Therefore, the student must submit all of the information detailed in the previous section to the Associate Dean or Assistant Dean of Student Services. The student will be notified in writing of the decision shortly thereafter.

Leave of Absence

A leave of absence must be approved by the Associate Dean or Assistant Dean of Student Services, after meeting with the student. Compelling circumstances (such as health, family) are required.

Returning After Leave Of Absence

Students granted a dean's office authorized leave of absence prior to or while enrolled in Part II of a required course must sit in (without re-registering or again paying tuition) on Part I of that required course after returning from the leave of absence. A student may seek a full or partial waiver only under the following circumstances:

1. **BY THE PROFESSOR, WITH NOTICE TO THE DEAN'S OFFICE:** If the faculty member for Part II is same as faculty member the student had for Part I, and the coverage (credit hours) is also the same, the faculty member may waive all of Part I for students having a 3.0 or higher GPA. In addition, a faculty member **MAY** waive all but a few classes in the event there are classes with new topics.
2. **BY THE DEAN'S OFFICE:** If a) the student has a 3.0 or higher GPA, b) the coverage of the student's original Part I is comparable to the coverage of the current Part I, and c) the professor for Part II agrees, the Dean, Associate Dean or Assistant Dean of Student Services may waive sitting in on all or part of Part I.

The purpose of this requirement is to provide students with the best chances for academic success in these foundational courses. This practice may also aid future bar performance.

Students may, of course, decide not to request a waiver and are welcome to sit in the class even if the professor will waive the sit-in requirement.

Students required to sit-in on the Part I class: must have regular and punctual attendance, must be prepared and to participate in class, and will not be required to take the final exam. The student may feel free to take the final exam, but that grade would be for informational purposes only and would not be factored into faculty member's grading curve and not counted toward student's grade point average.

It is important for students to realize the risk of not attending and getting current with material, especially in the event the Part II professor is not same as the student's original Part I professor. Professors have different teaching and testing styles which may cause the student to feel disadvantaged if he/she chooses not to sit in on Part I. Students should give serious consideration to potential academic difficulty and bar passage concerns students can face when not sitting in Part I after a leave of absence prior to returning into Part II courses.

Faculty waivers should be reported to Assistant Dean Lauri Thorpe at LThorpe@uakron.edu for documentation in student files.

Withdrawing from Law School

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

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SCHEDULING AND REGISTRATION

Registration Procedures

The School of Law participates in the University's priority Web registration and schedule change system. Registration can be accessed using [Zipline](#) located at the top center of the UA homepage.

Law students register for classes according to their classification (i.e full-time 1st yr., part-time 3rd yr., etc.) The number of credit hours completed (i.e., grades entered on the transcript) by the time registration begins determines classification.

Law School Credit Hour Classification Table

FULL-TIME 1	FULL-TIME 2	FULL-TIME 3
0 – 29 credits	30 – 58 credits	59 or more credits

PART-TIME 1	PART-TIME 2	PART-TIME 3	PART-TIME 4
0 – 22 credits	23 – 44 credits	45 – 66 credits	67 or more

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

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

Joint degree students need to have LAW listed as their primary degree in order to access priority registration.

Priority Registration

To check your status, go to your [Zipline](#), 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/index.dot>. Contact the University Registrar's Office at 330-972-8300 if your priority registration is not listing LAW. Contact College Program Specialist Misty Franklin if your priority registration appointment date or time is not correct.

Scheduling Information

Registration Information can be accessed by clicking on [Zipline](#) from any of the University of Akron web pages. A tutorial showing how to use the Student Self Service modules of Zipline is available by visiting: https://zipline.uakron.edu/psp/portprod/HELP_CENTER/ENTP/h/?tab=DEFAULT

Adding an Open Course

FALL & SPRING SEMESTERS

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

SECOND WEEK PROCEDURES: Students may add courses with openings with the written approval of each professor in whose course the student would like to enroll and with the approval of the Associate Dean or Assistant Dean of Student Services. To obtain such approval, students must submit a Registration/Schedule Adjustment form to each professor for his or her signature (advisor signature is not required). The Registration/Schedule Adjustment forms are available on your [Zipline](#) Student Tab. After obtaining the requisite signatures, the student must submit the form to the Associate Dean or Assistant Dean of Student Services for written approval. After receiving such approval, the student must take the Registration/Schedule Adjustment form to Student Services located at Hezzelton E. Simmons Hall for processing and payment of all required fees.

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

SUMMER SEMESTER

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

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

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

Adding a Closed Course

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

Dropping a Course

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

Withdrawing from a Course

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

ELECTIVE COURSES: Students desiring to cancel their course registration beginning with the 15th class day of the fall or spring semesters, will need to WITHDRAW from a course(s) using the Registration Schedule Adjustment Form found on your [Zipline](#) Student Tab.

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

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

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Course Auditing Procedure

Current law students are permitted to audit elective courses only with prior written permission from the Associate Dean or Assistant Dean of Student Services and only if the professor of the course permits it. An audited class does NOT count towards graduation and full tuition/fees must be paid to allow a student to audit a class.

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

The auditor is required to do all of the work prescribed for the regular student enrolled for credit except taking examinations. The fee for the auditor is the same as for a regular

student. Students may NOT register for audited courses via web registration. They must complete the Registration Schedule Adjustment Form found on your [Zipline](#) Student Tab and obtain the proper signatures. The auditor must deliver the request form to the University's Registrar's office for processing and fee payment.

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GRADUATION APPLICATION, DEGREE AUDITS AND CLEARANCE

Graduation Application

Each law student is responsible for making formal application for graduation. The deadlines are July 1 for December completers and November 1 (of the semester preceding) for May completers. Student apply for through [Zipline](#). How to apply for graduation is explained at <http://www.uakron.edu/registrar/docs/ZipLineGradApp.pdf>.

As a courtesy, the Law Student Services office reminds students periodically via e-mail to apply for graduation and advises students of upcoming deadlines. Joint degree students must file a separate a graduation application for their graduate degree.

ALL STUDENTS MUST APPLY FOR GRADUATION regardless of whether the student plans to participate in the graduation ceremony. Failure to apply for graduation by the stated university deadline could result in delayed graduation and eligibility to take the bar examination in some states. A one hundred dollar (\$100) late graduation fee will apply.

Degree Audits for Clearance

Via Zipline, degree candidates monitor their degree progress using [DARS](#) (Degree Audit Reporting System) which will list any deficiencies (i.e. Incomplete and In Progress grades, credit hour and missing required courses) that the student must successfully complete before the expected graduation date. Degree candidates are cleared for their degree using the DARS audits. 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 Distinction

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

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

Graduation Packets, Surveys and Exit Interviews

Students who have applied for graduation will receive a graduation survey via email during their final semester requesting information pertaining to ceremony intentions, bar exam intentions, phonetic name pronunciation, etc.

Students will also schedule a mandatory exit interview during their final semester of law school from the Law School's [Office of Career Planning and Placement Office](#).

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Bar Registration

All Registration information for the Ohio Bar procedures are available by visiting The Supreme Court of Ohio Bar Admissions Office web site at: <http://www.supremecourt.ohio.gov/AttySvcs/admissions/default.asp> . Registration information for all other state's bar procedures and deadlines is available on-line by doing a search for the states bar examination website.

The Bar Admission Workshop delivered by Bar Admission Counsel's Christine Einloth from The Supreme Court of Ohio on October 12, 2009 is available online. A digital video may be found at <http://www.uakron.edu/law/video/bar-admission-workshop.dot>.

OHIO BAR EXAMINATION:

Deadlines are noted below. *Please refer to the Supreme Court of Ohio Bar Admissions Office Website to verify deadlines in the event the court amends their calendar.*

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

DEADLINES FOR THE SUPREME COURT OF OHIO

November 15: For all **SECOND YEAR FULL-TIME and PART-TIME** students
– *This is Based On The Second Fall Semester After Original Matriculation Date.*

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

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

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

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

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

Application to Take the Bar Examination - Application to take the Ohio Bar Exam

November 1: for a February exam

April 1: for a July exam

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

Substance Abuse Lectures

Admission to the Ohio Bar, as well as many other states, requires each applicant receive in law school at least one hour of instruction on substance abuse, including causes, prevention, detection and treatment alternatives.

The University of Akron School of Law hosts Attorney and Executive Director Scott Mote (or designee) from [Ohio Legal Assistance Program, Inc. \(OLAP\)](#) for two, free one-hour substance abuse lectures each year. Lectures are scheduled once during the fall semester and once during the spring semester. Every attempt is made to adhere to the following days and times:

Fall ~ the 3rd Wednesday in September at 5:30 p.m.

Spring ~ the last Tuesday in January at 6:30 p.m.

Make-up lectures are not available through The University of Akron School of Law. Lectures are scheduled through [Ohio State Bar Association \(OSBA\)](#) for a fee. Contact their office at 1-800-282-6556.

Law students or lawyers in need of counseling or assistance for substance abuse are encouraged to contact the Ohio Legal Assistance Program.

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

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

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

Attorney Scott R. Mote
Executive Director
smote@ohiolap.org
1-800-348-4343

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

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Disciplinary Standards

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

STUDENT DISCIPLINARY CODE THE UNIVERSITY OF AKRON SCHOOL OF LAW

Purpose

The purpose of this **Student Disciplinary Code** is to establish rules by which the students of the School of Law shall govern their conduct with respect to academic and other matters affecting the School of Law. This Code does not completely supersede The University of Akron rules of student conduct (rules 3359-41-01 through 3359-42-01), which prohibit certain student misconduct, prescribe sanctions for such misconduct, and establish enforcement procedures. 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 fails to adequately identify the extent of reliance on the work of another person.

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

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

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

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

(For example, a student 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 Resolution No. 15-69, he or she shall report the matter to the Associate Provost and Dean of Student Services in accordance with that Resolution.

4. Notice

Upon completion of the investigation, the 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 (20th) 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 study 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.

Effective Date

This Code shall take effect on April 29, 2008 and shall apply to all alleged violations occurring on or after that date. Any student suspected of a violation that occurred before April 29, 2008 may, at his or her option, elect to proceed under this Code rather than under the previous Code.

- Adopted by Academic Committee and Ratified by Faculty, School of Law on April 29, 2008, superseding Student Disciplinary Code in effect from November 1, 1991 to April 28, 2008.

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CAREER PLANNING & PLACEMENT

Office Services

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

The University of Akron School of Law is an active member of:

- The National Association for Legal Career Professionals (NALP)
- Ohio Law Placement Consortium
- Akron Bar Association

Programs

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

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

Employment Data

The University of Akron School of Law, as any other law school, cannot guarantee the employment of an individual student upon graduation. Employment opportunities are related to the individual's skills, interest, academic credentials, law clerk and/or internship experience, market forces, interviewing style, etc. Experience suggests that if a student is geographically flexible and pursues an active career planning/job search campaign, that

student will more readily find a satisfying position. We are proud to report that the employment rate of our graduates has been competitive with the national average.

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

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

**NONDISCRIMINATION POLICY
THE UNIVERSITY OF AKRON SCHOOL OF LAW**

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

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

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

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

Adopted by the Law Faculty April 12, 2007

In addition to the School of Law's Non-Discrimination Policy above, the Career Planning & Placement Office's Anti-Discrimination Policy and Complaint Procedure adopted in 1993 follows below:

Anti-Discrimination Policy:

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

Employers are required to sign a statement of compliance with this policy before participating in any on-campus interviewing program, all those employers who list a position with the Law

¹ Except as is otherwise required by Ohio law.

Career Planning Office are informed annually by letter that their compliance is presumed, the policy is published in the National Association of Law Placement Directory of Law Schools, and the policy is posted on the job board in the law school. The University of Akron School of Law takes very seriously compliance with its anti-discrimination policy and will fully investigate student complaints in order to enforce the policy.

Complaint Procedures:

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

1. Oral Complaint: A student may make an oral complaint to the Director. The Director may, if appropriate, contact the employer to discuss the complaint and to clarify the employer's or the law school's policies and/or practices. The Director shall promptly inform the student who submitted the complaint of the nature and results of any such discussion. The student's identity shall be kept confidential if he or she desires.
2. Written Complaint:
 - a. Submission of Complaint to Director: A student who wishes to have his or her complaint recorded and pursued may fill out the "Student Complaint Against Employer Form" (which can be obtained in the Law Career Planning Office) and submit the form to the Director. As indicated on the form, the complaint shall specify the date of the occurrence, the name and address of the employer, the name of the representative of the employer involved in the occurrence, the employer's statements and/or practices upon which the complaint is based, and the specific manner in which the employer's statements or practices are alleged to violate the Anti-Discrimination Policy. The written complaint also may set forth any other facts that the student deems relevant. The Director shall have the authority to use the contents of the complaint according to his or her discretion as needed to fully investigate the alleged violation.
 - b. Consideration of Complaint by Director:
 - (1) The Director shall review the complaint and determine whether the allegations (if taken as true) provide a clear showing of a violation of the law school's Anti-Discrimination Policy.
 - (2) If the Director determines that, on its face, the complaint does not demonstrate a clear showing of a violation of the law school's Anti-Discrimination Policy, the Director will promptly inform the student who submitted the complaint of that determination and will take no further action.
 - (3) If the Director determines that the complaint does appear to demonstrate a clear showing of a violation of the law school's Anti-Discrimination Policy, the Director shall:
 - (a) promptly inform the employer of the complaint;
 - (b) seek the employer's response to the complaint;

(c) conduct any other necessary investigation; and

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

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

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

c. Consideration of Complaint by Associate Dean:

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

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

(b) after a full review of the matter (under 2.b.(3)), the Director recommends that sanctions be imposed against the employer; or

(c) the student/complainant requests in writing that the Associate Dean review the complaint or the resolution of the matter by the Director.

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

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

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

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

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

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

- (a) forward to the employer and to the student/complainant copies of his or her written determination that a violation of the Anti-Discrimination Policy has occurred and what sanctions are recommended;
- (b) inform the employer that it has a right to request review of his or her determination in the form of a hearing before the Ad Hoc Career Planning & Placement Committee (“Committee”);
- (c) inform the employer that if it requests a hearing before the Committee it may submit to the Committee data concerning its interviewing and hiring practices and any other relevant information, and that it may present oral testimony to the Committee; and
- (d) inform the student/complainant that if the employer requests a hearing before the Committee, the student/complainant may testify at the hearing and may present any other relevant information to the Committee.

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

- (1) If the employer so requests, the Ad Hoc Career Planning & Placement Committee (“Committee”) shall hold a hearing on the allegations contained in the complaint, at which time the employer may present witnesses and the student/complainant may testify. (The Director will not be present at such a hearing or participate in the decision-making process.)
- (2) After considering the complaint, the testimony at the hearing, any written submissions from the employer and the student/complainant, the written determination of the Director (if applicable) and the written determination of the Associate Dean, and any other relevant information, the Committee shall make a written determination as to whether the law school’s Anti-Discrimination Policy has been violated, and what sanctions, if any, should be imposed against the employer.
- (3) The Committee’s determination will be final, and will be communicated promptly to the employer and to the student/complainant.

3. Retention of Records:

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

Unanimously Adopted by Law Faculty, November 11, 1993.

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Honors and Awards

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

Extracurricular Programs

Advocacy Program's Competition Teams is located at: <http://www.uakron.edu/law/teams/>

Requirements for Competition Teams

Trial Team:

Upper Division: In order to participate, upper-division students must be in good standing.

First Year: Although it is rare, first year students have been allowed to participate as auxiliary members of the teams must have at least a 2.50 LGPA upon the completion of their fall semester classes can be utilized for volunteer (no credit awarded) trial team witnesses or similar positions during the spring semester.

Moot Court:

In order to participate, you must have at least a 2.50 LGPA.

Standards for New Competition Teams

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

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

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

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

Student Organizations are located at: <http://www.uakron.edu/law/students/studentorgs/>

University policy requires all student organizations to limit membership to students who are in good academic standing. Officers for all listed student organizations can be obtained from <http://www.uakron.edu/law/students/studentorgs/officers.dot>. You may contact Assistant Director [Adam Messner](#) with questions.

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STUDENT LIFE

Policy Against Discrimination and Sexual Harassment

The University of Akron has a policy prohibiting discrimination upon a variety of factors. The policy provides:

NONDISCRIMINATION POLICY THE UNIVERSITY OF AKRON SCHOOL OF LAW

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

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

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

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

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

Anyone subject to discrimination or harassment in violation of these policies has a variety of remedies. The victim has the option of reporting complaints about such matters to any supervisor, including the Dean and members of the Dean’s staff (*see* Procedures Below, Section E). The Director, Affirmative Action/Equal Employment Opportunity serves in that

capacity for the whole University. The Procedure for Law Student Claims of Discrimination and/or Harassment by Law Faculty, Administration, or Staff is Sexual Harassment Policy is set forth as follows:

**PROCEDURE FOR LAW STUDENT CLAIMS OF DISCRIMINATION AND/OR
HARASSMENT BY LAW FACULTY, ADMINISTRATION, OR STAFF**

THE UNIVERSITY OF AKRON SCHOOL OF LAW

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

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

A law student complaining of discrimination or harassment by a member of the faculty, administration, or staff of the School of Law shall submit a written complaint to the Associate Dean. In the event that a complaint is brought against the Associate Dean, the law student shall submit the complaint to the Dean, who will perform the duties of the Associate Dean regarding the complaint.

The Associate Dean shall investigate any complaints, and may appoint an ad hoc committee of faculty and/or contract professionals to assist in or conduct that investigation. If formed, the ad hoc committee shall seek to maintain the confidentiality of its investigation to the extent feasible under the circumstances. Any ad hoc committee formed shall report the findings of its investigation to the Associate Dean. The Associate Dean may ask the committee to make its report in writing. The findings of such a committee are not binding upon the Associate Dean, but are merely advisory. The Associate Dean may seek from the ad hoc committee its non-binding recommendation for action.

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

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

(Adopted by the Law Faculty, February 9, 1995)

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SEXUAL HARASSMENT POLICY AND PROCEDURES

A) Statement of Policy

- 1) The University of Akron reaffirms its commitment to an academic, work, and student environment free of inappropriate and disrespectful conduct and communication in any form. All students, faculty, and staff shall be protected under the guidelines of this policy.
- 2) A copy of this policy shall be incorporated into all employee handbooks. It shall also be included in student orientation materials, including those distributed to students in professional schools. It shall also be published in scheduling materials each semester. Copies of this policy shall be available at appropriate university offices, including the office of the deans of each college, the university library, associate vice president for student affairs, the affirmative action office, the department of human resources, all other administrative offices, and other places specified by the executive director of human resources.
- 3) It shall be the policy of the University of Akron to prohibit any and all forms of sexual harassment. All students, faculty, and staff have a responsibility to assist in the enforcement of this policy, be aware of its contents, and to abide by its terms. All supervisory personnel shall insure that those who are under their supervision are aware of the policy, receive a copy of it, and shall from time to time reinforce the university's commitment to the policy. From time to time, the affirmative action office shall disseminate materials throughout the university concerning the effective prevention of sexual harassment.
- 4) By this policy, the university is providing notice that sexual harassment in any form will not be tolerated and that the procedures specified below shall be utilized to inform the university of incidents of harassment and to allow all students, faculty, and staff to prevent, report, and to eliminate sexual harassment from this campus.

B) Definitions

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

- 1) It consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct, or other verbal or physical conduct or communication of a sexual nature when:
 - a) Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment, of obtaining an education, or of obtaining educational benefits or opportunities; or

- b) Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment, education, educational benefits or opportunities; or
 - c) Such conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment, education, education benefits or opportunities, or creating an intimidating, hostile or offensive employment or education environment. Any sexual harassment as defined herein is limited to conduct or communication by someone in authority, but also includes any sexual harassment as defined herein when perpetrated on any student or employee by any other student or employee.
- 2) Sexual harassment is sexual conduct that is "unwelcome." It may include, but is not limited to:
- a) Uninvited verbal harassment or abuse such as sexual name calling, jokes, spreading sexual rumors, leers, or overly personal conversations of a sexual nature;
 - b) Subtle pressure for sexual activity;
 - c) Inappropriate patting, pinching or fondling, pulling at clothes, or intentional brushing against a student's or an employee's body;
 - d) Demanding sexual favors accompanied by implied or overt treats concerning an individual's employment or educational status;
 - e) Demanding sexual favors accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status;
 - f) Any sexually motivated unwelcome touching, cornering, or blocking an individual's movement;
 - g) Conditioning a student's grade or academic progress on submission to sexual activity;
 - h) Hanging or displaying inappropriate and sexually explicit pictures, posters, or drawings in the workplace;
 - i) A pattern of conduct intended to discomfort or humiliate or both, a reasonable person at whom the conduct was directed that includes one or more of the following: unnecessary touching or hugging, remarks of a sexual nature about a person's clothing or body, or remarks about sexual activity or speculations about previous sexual experience.

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

C) **Retaliation.**

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

D) **Responsibility.**

- 1) All persons affiliated with the university have a responsibility to actively oversee and implement this policy. The affirmative action officer shall facilitate and administer this policy consistent with the terms set forth herein and consistent with the state and federal rules, regulations, and laws governing this institution.
- 2) Any person who believes he or she has been the victim of sexual harassment by an employee, student or visitor of the university, or any third person with knowledge or belief of such conduct, should report the alleged acts immediately to a university official listed in paragraph (e) of this rule.
- 3) Employees and students should make clear through affirmative conduct and/or verbal statements to an alleged harasser that such conduct is unwelcome and uninvited and should cease immediately. However, the employee's or student's inability to do so does not, in itself, negate the validity of the offensiveness of the conduct alleged.

E) **Investigating reporting and procedures.**

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

- 2) However, any sexual conduct defined as criminal conduct in accordance with Title XXIX of the Revised Code shall be handled by the formal procedures outlined herein. The university reserves the right to refer such complaints to the appropriate external agency, including the prosecutor, policy, or other appropriate investigative agency.
- 3) Informal procedures. Those desiring to file complaints are strongly encouraged to utilize the procedures outlined below:
 - a) Any complainant who is an employee should contact his or her immediate supervisor, or if the supervisor is the alleged perpetrator or unavailable, the vice president or head of the administrative unit;
 - b) Any complainant who is a student should contact immediately the dean of the student's college or the assistant vice president for student affairs;
 - c) The complainant may also contact the affirmative action officer directly;
 - d) Third persons referenced in paragraph (d)(2) of this rule should contact any of the above-listed officials;
 - e) University personnel contacted about an incident or informal complaint of sexual harassment must report the incident/complaint to the affirmative action officer as soon as possible. The affirmative action officer shall be apprised of patterns of incidents or complaints as they may develop;
 - f) The affirmative action officer and the university official listed above shall promptly investigate and then attempt to resolve the complaint in cooperation with the university representative originally contacted when appropriate.
- 4) Formal procedures.
 - a) Should informal procedures not produce a resolution satisfactory to the complainant, the complainant has the right to file a formal written complaint with the affirmative action officer.
 - b) Upon receiving a formal complaint, the affirmative action officer shall inform the alleged offender of the allegation and of the identity of the complainant. A written statement of the complaint shall be given to both parties. The affirmative action officer shall then conduct an investigation and fully inform the complainant and the accused of the results thereof.

F) Resolution of a complaint.

- 1) There shall be an aggressive effort on the part of all parties involved to resolve informal or formal complaints promptly.
- 2) Resolution of an informal complaint by the appropriate administrative person and/or the affirmative action officer shall occur within thirty calendar days of submission of complaint. For a formal complaint, the affirmative action officer

shall report the results of his/her investigation and any recommendation within sixty calendar days.

- 3) Any faculty or staff person accused of sexual harassment is entitled to due process as specified in the faculty or staff manual or applicable collective bargaining agreement. Any student accused of sexual harassment is entitled to due process in accordance with established university disciplinary procedures applicable to students.
- 4) If the affirmative action officer, based on his or her findings, concludes that there is a substantial likelihood that sexual harassment has taken place, these findings shall be forwarded immediately to the accused's supervisor along with a recommendation for disciplinary action.
- 5) Violators of this policy may incur a variety of sanctions which may include, but are not limited to, referral for counseling, written or oral reprimands, suspension with or without pay, termination, or referral to the criminal justice system.
- 6) Nothing contained herein shall be deemed to restrict or otherwise prohibit the complainant from filing a complaint with an appropriate external governmental agency, nor shall this policy be deemed as discouraging individuals from seeking legal counsel. It shall, however, be the responsibility of such individuals to meet any agency filing deadlines.
- 7) In the event allegations are not substantiated, reasonable steps shall be taken to ensure that the accused suffers no damage to his/her reputation which may have been caused by the proceedings. Any complainant found to be dishonest in making allegations or who has been found to have made them maliciously, shall be subject to university disciplinary action.

G) Confidentiality.

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

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The University of Akron Counseling Center

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

Student Health Services

University Health Services information is available at: <http://www.uakron.edu/healthservices/>.

Center for Child Development

The University of Akron Center for Child Development provides a variety of early childhood programs which are open to students, faculty, staff and the community. Visit their website at: <http://www.uakron.edu/education/community-engagement/ccd/index.dot>

Ohio Lawyers Assistance Program

Law students or lawyers in need of counseling or assistance for substance abuse are encouraged to contact the Ohio Legal Assistance Program.

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

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

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

Attorney Scott R. Mote
Executive Director
smote@ohiolap.org
1-800-348-4343

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

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FINANCIAL AID AND TUITION

Short Term Emergency Loans

The School of Law Dean's Office has an emergency loan fund to assist law students unexpectedly faced with pressing financial obligations. Interest-free loans are available and are usually due to be repaid within four to eight weeks. To borrow, students must be in good academic standing and currently enrolled in the School of Law.

See the School of Law Receptionist in room 136 (the Law School Dean's Office) for more information on Short-Term Emergency Loans.

Loans

Law School Financial Aid Information

<http://www.uakron.edu/law/admissions/finaid/loans.dot>

University Office of Student Financial Aid Information

<http://www.uakron.edu/finaid/>

Loan Deferments

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

Loan inquiries and applications may be directed to:

Theresa Downs at tdowns@uakron.edu

or

Erin Farnsworth at erin34@uakron.edu

The University of Akron

Akron, OH 44325-6211

Phone: 1-330-972-7032

<http://www.uakron.edu/finaid/>

Scholarships

Scholarship Information

<http://www.uakron.edu/law/admissions/finaid/scholarships.dot>

Scholarship Descriptions

<http://www.uakron.edu/law/admissions/finaid/scholarshipsud.dot>

External Scholarship Opportunities

<http://www.uakron.edu/law/admissions/finaid/scholarships.dot>

Scholarship inquiries and applications may be directed to:

Lauri S. Thorpe

**Assistant Dean for Law Admissions, Financial Aid and Student Affairs
The University of Akron
School of Law
Akron, OH 44325-2901**

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

E-mail: LThorpe@uakron.edu

Graduate Assistantships

Graduate research assistantships are available for some upper division law students enrolled in a joint-degree program. Joint degree students would need to apply for a graduate assistantship through the graduate department in which the student is enrolled for Master's degree work.

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Tuition and Fees (auditor and transient students pay same fees)

<http://www.uakron.edu/law/admissions/tuition.dot>

Billing Information

<http://www.uakron.edu/student-accounts/>

Payment Options

<http://www.uakron.edu/student-accounts/>

Description of Tuition and Fees

<http://www.uakron.edu/law/admissions/tuition.dot>

Resident/Non-Resident Information

<http://www.uakron.edu/law/admissions/tuition.dot>

Late Fees Information

<http://www.uakron.edu/student-accounts/>

Enrollment Cancellation for Non-Payment of Fees

<http://www.uakron.edu/student-accounts/>

ALL FEES ARE SUBJECT TO CHANGE WITHOUT NOTICE

Refund Information

Refund Policy & Schedule

<http://www.uakron.edu/student-accounts/refunds/>

PLEASE INQUIRE IN THE [OFFICE OF STUDENT FINANCIALS](#) FOR MORE INFORMATION ON THE UNIVERSITY REFUND POLICY

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LAW LIBRARY

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

Library Services for Law Students

<http://www.uakron.edu/law/library/student-services/>

Law Library Hours

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

Law Library Personnel

<http://www.uakron.edu/law/library/about>

Law Library Floor Plans

<http://www.uakron.edu/law/library/about/floorplan.dot>

UA Libraries Catalog

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

Borrowing Library Materials

<http://www.uakron.edu/law/library/student-services/checkmaterial.dot>

Lexis/Westlaw Password Use Policy

<http://www.uakron.edu/law/library/student-services/password.dot>

Electronic Subscriptions

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

Business and Law Databases

<http://library.uakron.edu/search/1?SEARCH=Business%20and%20Law>

Library Guides

<http://law.uakron.libguides.com/homepage>

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TECHNOLOGY DEPARTMENT

Computers and Technology

The School of Law, in conjunction with the University Information Technology Services, provides a wide variety of services for law students. Please see the following web site for further information: <http://www.uakron.edu/law/technologysupport/> and <http://www.uakron.edu/it/>.

The School of Law operates a computer lab for law student only use. The lab is located near the Circulation/Reserve Desk of the Law Library (second floor) The computers are Dell Core i5 equipped with flat panel monitors, DVD-RW drives, and front USB ports for use with any USB device. All computers are internet connected, utilize Microsoft Office, and have access to CALI, WESTLAW, and LEXIS.

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

<http://support.uakron.edu/wiki/index.php/ZipSpace>

Printing from personal computers. You can print from your laptop to the printers in the Law Library once you configure your laptop to do this. See the following information on configuring your laptop for printing in the School of Law:

<http://www.uakron.edu/law/technologysupport/wireless-and-printing-instructions.dot>

The Technology Department maintains four networked printers for student use from lab and personal laptop computers. The School of Law utilizes the Zip Print system, see <http://www.uakron.edu/facilities/zipcard/zipprint.php> for more information. The cost is 7 cents per page for black and white, and 50 cents per page for color. This will be deducted from the user's Zip Card or a Courtesy Zip Card. The Law Library has a Zip Card Value Transfer Station (VTS) located next to the Circulation/Reserve Desk that students can use to add money to their Zip Card. Students may also use their credit card over the Internet at <http://www.zipcardonline.net> or visit a Zip Card Office to add value. Each semester all law students are entitled to 250 free prints on their Zip Card.

Wireless network. Students with laptop computers may connect to the University's wireless network if their laptops are configured properly. There are hardwired network connections in the Law Library for laptops at multiple carrels. For assistance in configuring laptops for network access please see our Technology Support Specialists in Room 153. Instructions can be found below:

<https://www.uakron.edu/law/technologysupport/wireless-and-printing-instructions.dot>

Virus checking software. The University of Akron maintains virus-checking software on all of its computers. The university also recommends using the free antivirus called Microsoft Security Essentials. This software can be downloaded at

<http://www.microsoft.com/security/pc-security/mse.aspx> . See our Law Technology Specialists in Room 153 or contact the University Computer Help Desk at 330-972-6888 for further information on keeping your computers and computer files virus free.

Loaner Laptops. Law Technology Support provides the service of loaning out laptops to students for a period of up to four hours. There are 10 laptops for student use on a first-come, first-served basis. These are available via the Law Library Circulation Desk. Guidelines and what you must know include:

- The laptops are available on a first-come, first served basis and cannot be reserved

- The laptops can be loaned out for a period of up to 4 hours. AC power adaptors can be provided upon request
- The laptops are available to current law students only
- The laptops cannot be used for any ExamSoft purposes
- The laptops are set up to print to the printers in the library
- Data cannot be saved onto any of the laptops. (Student must provide personal USB storage device)
- No software will be allowed to be installed by any student
- The laptops must be returned to the library circulation desk at least 30 minutes prior to the library closing. If the laptop is not returned on time then a police report will be filed
- If any laptop is damaged, lost, or stolen, whomever checked the machine out will be responsible for the cost of repairs or replacement

OBEN (Ohio Broadband Educational Network) information:

<https://oben.uakron.edu/applications/oben/>

VPN (Virtual Private Network) information:

<http://support.uakron.edu/wiki/index.php/Vpn>

Computer Solutions, The University of Akron Computer source store has information:

<http://www.uakron.edu/computersolutions/>

The Help Desk for the University is located in Bierce 52c, Polsky 267, and Exchange Street Residence Hall 145: <http://support.uakron.edu>

Connecting to Online Library Resources from Off-Campus:

http://www.uakron.edu/libraries/bierce_scitech/about/news/news_detail.dot?id=629482

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GENERAL

Law Announcement Blog

The [Akron Law Announcements Blog](#) provides up-to-date announcements and reminders for the law school community. Categories include areas such as Admissions, Student Services, Career Planning and Placement, Student Organizations, and General Announcements.

Dean's Office Fax Policy

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

Notary Public Services

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

Restrictions on Smoking, Alcoholic Beverages and Drugs

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

All "places of employment" as included within that term by R.C. 3794.01, including but not limited to all offices, meeting rooms, sales, production and storage areas, restrooms, stairways, hallways, warehouses, garages, and vehicles; all "Enclosed Areas" as included within that term by R.C. 3794.01, including but not limited to an area with a roof or other overhead covering of any kind and walls or side coverings of any kind, regardless of the presence of openings for ingress and egress, on all sides or on all sides but one; and all "Outdoor patios" as included within that term by R.C. 3794.01, including but not limited to an area that is either: enclosed by a roof or other overhead covering and walls or side coverings on not more than two sides; or has no roof or other overhead covering regardless of the number of walls or other side coverings. An "enclosed area" as described in R.C. 3794.01 is a place of employment without regard to the time of day or the presence of employees.

- (b) University police, with the assistance of the director of environmental and occupational health and safety shall designate no smoking areas by the placement of signs that are clearly visible and that state “no smoking” as required by R.C. 3794.06. “No Smoking” signs or the international “No Smoking” symbol (consisting of a pictorial representation of a burning cigarette enclosed in a red circle with a red bar across it) shall be conspicuously posted in every public place and place of employment where smoking is prohibited by this chapter, including at each entrance to the public place or place of employment. Signs shall be of sufficient size to be clearly legible to a person of normal vision throughout the areas they are intended to mark. All signs shall contain a telephone number for reporting violations.
 - (c) No person shall remove signs from areas designated as “no smoking” areas.
 - (d) Whoever violates paragraph (A)(1)(a)(i) of this rule, which is codified as section 3791.03.1 of the Revised Code of Ohio, may be prosecuted for a minor misdemeanor.
 - (e) In addition to any other action authorized by law, students who violate any provision of this policy shall be subject to disciplinary action pursuant to the student disciplinary code.
 - (f) In addition to any other action authorized by law, employees who violate any provision of this policy shall be subject to disciplinary action, up to and including a one hundred dollar fine for each violation beyond the initial violation.
 - (g) In addition to any other action authorized by law, visitors to the campus who violate any provision of this policy may be requested to leave the property of the University of Akron, or be subject to arrest for trespass.
 - (h) Reports of violations may be made to university police, the associate vice president and dean of student life, the director of environmental and occupational health and safety, or the executive director of human resources.
 - (i) The sale of cigarettes or other tobacco products is prohibited on property owned, leased, or operated by the University of Akron.
- (2) All sales or consumption of alcoholic beverages on property owned, leased or operated by the University of Akron shall be in accord with the laws of the state of Ohio. Unless authorized upon written application to the president, or pursuant to applicable permits, alcoholic beverages shall not be available at events held on university property. The consumption of alcoholic beverages in

private residence hall rooms by the occupants or guests shall conform to Ohio law in all respects.

For the complete policy, see <http://www.uakron.edu/ogc/UniversityRules/> , policy #3359-20-05.5.

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LL.M. FOR INTELLECTUAL PROPERTY

*For Post Juris Doctor AND
for J.D./LL.M.*

Whom to Contact with LL.M. Administrative Questions

Intellectual Property Center Director Professor [Jeffrey Samuels](#):

JD/LLM Academic Information, JD/LLM Curriculum,
JD/LLM Advising
LLM Academic Information, LLM Curriculum, Thesis,
LLM Advising

Associate Dean William [Jordan](#): Academic Information; Curriculum, Course
Schedule, Exam Schedule; Faculty
Development; Registration; Speaker Series

College Program Specialist: [Misty Franklin](#)

Assistant Dean Lauri [Thorpe](#): Admissions, Financial Aid, Scholarships,
JD/LLM Academic Information, JD/LLM Curriculum,
JD/LLM Advising, LLM Academic Information, LLM
Curriculum, Thesis, LLM Advising, Accessibility
Accommodations; Student Services (e.g., Graduation—
Academic Standards/Clearance, Grades, Student Disciplinary
Matters, Advising, Course W/D and Leave of Absence

College Program Specialist and Law School Registrar: [Elizabeth Sauders](#)

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Intellectual Property Faculty & Advisors

Professor Jeffrey M. Samuels

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

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

Professor A. Samuel Oddi

**Giles Sutherland Rich Professor of
Intellectual Property**

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

Professor Ryan Vacca

Assistant Professor of Law

Room: 231-D
Phone: (330) 972-7972
vacca@uakron.edu

LL.M. and JD/LLM ACADEMIC PROGRAMS, POLICIES AND STANDARDS

Curriculum, Course Descriptions and Course of Study Information

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

Academic Standards

Good Academic Standing for LLM Degree

Student must earn 3.0 or higher GPA for all IP courses taken that apply toward the LLM *excluding* transfer work.

Scheduling Information

LL.M. students should consult with an IP faculty advisor each semester before registering for courses. Close work with an advisor is important for planning a successful program in pursuit of the degree. The School of Law registration information for LL.M. and JD/LL.M students may be accessed at <http://www.uakron.edu/law/curriculum/registration.dot> or by clicking on [Zipline](#) from any of the University of Akron web pages. A tutorial showing how to use the Student Self Service modules of Zipline is available by visiting: <https://zipline.uakron.edu/>.

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GRADUATION APPLICATION AND CLEARANCE

Students should monitor their degree requirements and degree progress using **DARS**, the university's electronic, degree audit reporting system. DARS is available via **Zipline** and may be run as often as needed *after* the student's first semester of grades has posted to their academic record.

Information and materials related to degree audits may also be found under Degree Audit & Graduation Forms on the law student affairs webpage located at <http://www.uakron.edu/law/students/student-services/>.

Additionally to assist you with tracking your LL.M. or JD/LL.M. progress toward receiving your degree, courtesy audit sheets are available on-line at:

LLM: <http://www.uakron.edu/dotAsset/2081017.pdf>

JD/LLM: <http://www.uakron.edu/dotAsset/2081041.pdf>

The audit sheet is not required as part of the graduation process and is separate and apart from the Graduation Application.

Graduation Application

The student is responsible for making formal application for graduation before completion of the student's studies. The deadlines are July 1st for December graduates and November 1st for May graduates. Students apply for through Zipline. How to apply for graduation is explained at <http://www.uakron.edu/registrar/docs/ZipLineGradApp.pdf>.

Graduation with Excellence

LLM students who have earned an accumulative LL.M. GPA of 3.60 or higher out of a possible 4.0 for all LL.M. coursework taken in the School of Law are honored with the LL.M. Certificate of Academic Achievement. Recipients will receive an excellence certificate with their diploma and be footnoted in the Commencement Booklet.

Approved by the Law Faculty February 5, 2009

Graduation Packets, Surveys and Exit Interviews

Students who have applied for graduation will receive a graduation survey via email during their final semester requesting information pertaining to ceremony intentions, bar exam intentions, phonetic name pronunciation, etc.

Students will also schedule a mandatory exit interview during their final semester of law school from the Law School's [Office of Career Planning and Placement Office](#).

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Student Information

Leave of Absence

A leave of absence must be approved by the IP Program Director and the Associate Dean or Assistant Dean of Student Services, after meeting with the student. Compelling circumstances (health, family e.g.) are required.

Current Name & Address Reporting Responsibility

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

Students may change their address and telephone number on-line via [Zipline](#) located at the top center of the UA homepage: by changing their personal profile or by completing an address change at Student Services located at Hezzelton E. Simmons Hall. The School of Law does not process address changes.

Student Mailboxes

All law students are assigned a mailbox sometime during the first two weeks of the fall semester. Mailbox numbers are randomly assigned by Student Services.

UAnet ID

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

To access your grades, address change, class schedule or to change your Directory Information, you must have a **UAnetID and password**. You must be a currently registered student before you can request a UAnetID and password. To request your UAnetID and password, go to <https://auth.uakron.edu/zid/app/> OR contact the Help Desk at 330-972-6888 to request or reactivate a UAnetID.

Photo ID - ZipCard

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

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Honor Code

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

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

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

If a student believes that he or she has witnessed a violation of the Honor Code during an exam, the student should not sign the pledge. Students witnessing a violation should inform a faculty member, the Associate Dean or Assistant Dean of Student Services or the Chair of the Academic Committee. If a potential Honor Code violation has occurred, the faculty member will contact the chair of the Student Disciplinary Committee, who will arrange for a confidential investigation of the alleged violation.

Please note that the failure to report a violation of the Honor Code is itself a ground for disciplinary action.

Disciplinary Standards

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

STUDENT DISCIPLINARY CODE

THE UNIVERSITY OF AKRON SCHOOL OF LAW

Purpose

The purpose of this **Student Disciplinary Code** is to establish rules by which the students of the School of Law shall govern their conduct with respect to academic and other matters affecting the School of Law. This Code does not completely supersede The University of Akron rules of student conduct (rules 3359-41-01 through 3359-42-01), which prohibit certain student misconduct, prescribe sanctions for such misconduct, and establish enforcement procedures. 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 fails to adequately identify the extent of reliance on the work of another person.

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

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

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

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

(For example, a student 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 Resolution No. 15-69, he or she shall report the matter to the Associate Provost and Dean of Student Services in accordance with that Resolution.

4. Notice

Upon completion of the investigation, the 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 (20th) 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 study 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.

Effective Date

This Code shall take effect on April 29, 2008 and shall apply to all alleged violations occurring on or after that date. Any student suspected of a violation that occurred before April 29, 2008 may, at his or her option, elect to proceed under this Code rather than under the previous Code.

- Adopted by Academic Committee and Ratified by Faculty, School of Law on April 29, 2008, superseding Student Disciplinary Code in effect from November 1, 1991 to April 28, 2008.

LL.M. Tuition and Fees

<http://www.uakron.edu/law/admissions/tuition.dot>

ALL FEES ARE SUBJECT TO CHANGE WITHOUT NOTICE

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