

The University of Akron School of Law

Fall 2016

AND

SPRING 2017

STUDENT

HANDBOOK



Interim Co-Deans

Sarah M.R. Cravens and Ryan G. Vacca

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

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This Handbook has the limited purpose of providing information concerning the programs of The University of Akron School of Law during the 2016-17 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.

FACULTY AND STAFF

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

Dean's Office and University Administration

- Interim University President and Professor of Law: [Matthew J. Wilson](#)
- Interim Co-Deans, School of Law: [Sarah Cravens](#) and [Ryan Vacca](#)
- Assistant to the Dean: [Robin Lombardi](#)
- Director of Technology: [Eli Eubanks](#)

Office of Academic Affairs

- Associate Dean of Academic Affairs: Dean Cravens will handle academic affairs issues during the interim co-deanship.)
- Assistant Dean for Global Engagement: [Patrick Gaughan](#)
- Office Coordinator, Administration: [Angela Smith](#)

Office of Student Services

- Assistant Dean of Student Affairs: [Brian Fuller](#)
- Assistant Director of Student Affairs: [Misty Franklin](#)
- College Program Specialist: [Mary Cooke](#)
- Manager of Technology and Compliance: [Liz Wascak](#)

Office of Academic Success

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

Office of Admissions and Strategic Initiatives

- Assistant Dean of Admissions and Strategic Initiatives: [Barbara Weinzierl](#)
- Director of Admissions and Financial Aid: [Nolan James](#)
- Assistant Director of Admissions: [Emma Franklin](#)
- College Program Specialist: [Terri Bisesi](#)
- Director of Alumni and Development: [Lia Evans](#)
- Program Coordinator of Law School Centers: [Shannon Aupperle](#)
- Program Coordinator of Law School Centers: [Michele Novachek](#)

Office of Career Services

- Assistant Dean of Career Services: [Alisa Benedict O'Brien](#)
- Coordinator of Career Services: [Maureen Davis](#)
- Student Services Counselor: [Debbie Casey](#)

Office of Finance and Personnel Administration

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

Legal Clinics

- Program Coordinator of Law School Clinics: [Jacquelyn Davis](#)

ACADEMIC POLICIES AND STANDARDS

Law Announcement Blog

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

Attendance Policy

In accordance with the policies of the School of Law and the American Bar Association, regular and punctual class attendance is required. It is the responsibility of the faculty to take reasonable steps to monitor student class attendance and to enforce this policy.

Juris Doctor Degree (J.D.): Requirements and Regulations

For students matriculating in or after the Fall 2016 semester, Akron Law students must meet the following basic requirements before receiving the Juris Doctor (J.D.) degree:

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

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

Good Academic Standing

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

Classification by Credits

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

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

Academic Status and Scheduling

Credit-Hour Loads and Standards

- A full-time load is 12 to 16 credits each fall and spring semester. A part-time load is 7 to 10 credits each fall and spring semester.
- Students may take no more than 12 credits during the summer.
- The ABA limits the maximum number of credits that can be earned during a semester (fall or spring) to 18 credits. This includes all graduate courses approved for law-school credit.

Grading

The School of Law uses a 4.0 grading scale of A to F, with pluses and minuses. There is no A+. The law school calculates student AGPA to the nearest hundredth. 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.

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

Grades may not be appealed.

Other marks listed on transcripts include:

- **CR (Credit):** the student has received credit for a course graded on a credit/no-credit basis.
- **NCR (No Credit):** the student has not received credit for a course graded on a credit/no-credit basis.
- **I (Incomplete):** the student has done passing work in the course but 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):** the student has not completed the scheduled work during the term because the nature of the course does not permit completion within a single term.
- **PI (Permanent Incomplete):** the student’s instructor and the Associate Dean of Academic Affairs or Assistant Dean of Student Affairs have for special reason authorized the change of an “I” to a “PI”. The student is not permitted to complete the work in the course.

- **NGR (No Grade Reported):** at the time grades were processed for the present issue of the transcript, no grade had been reported by the instructor.
- **WD (Withdrawal):** the student registered for the course but withdrew officially sometime after the second week of the term.

Grade Posting

Students may access their grades and unofficial transcripts on-line via [My Akron](#) 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 My Akron
Fall	4 weeks after last exam date
Spring	3 weeks after last exam date
Summer Intersession I & II	2 weeks after exam date
Summer I 5-week & 10-week	2 weeks after exam date
Summer II 5-week	2 weeks after exam date

Grades of “F” and Repeating a Class

Students may not repeat any elective course to change or improve a grade. If a student earns an “F” in a required course, that course must be repeated and a passing grade must be earned. Students must register and pay for each attempt. Repeating the course does not remove the previous grade of “F” from the student’s official transcript or from the calculation of the cumulative grade point average.

Class Rankings

Generally: The School of Law calculates individual class rankings after the end of the fall and spring semesters. We rank students based upon their entering class year (e.g., 2015, 2016) and their enrollment division (e.g., full- or part-time). Students changing division (e.g., part-time to full-time) will be ranked with the new division at the end of the semester in which the new classification goes into effect.

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

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

Akron Law ranks transfer students based upon the year the student began law school (and not based on the year the student began studying at Akron Law).

Graduating Class Final Rankings: Each May, Akron Law merges all graduating students (both

full-time and part-time divisions) into a final combined class rank. We also merge students graduating at the end of the preceding fall semester into this final combined ranking.

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 credits 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 credits 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 7 law credits 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 credits 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.

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

Graduation with Honors

Students who have earned an accumulative grade point average (AGPA) of 3.30 or higher out of a possible 4.00 for all work taken at The University of Akron School of Law receive honors as follows:

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

Graduation Information

Graduation Application

Each student must formally apply for graduation through [My Akron](#). For students graduating in December, the application deadline is May 1. For students graduating in May, the application deadline is October 1. Please visit the [Student Services](#) page for more information. Joint-degree students must file a separate graduation application for their graduate degree.

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

Graduation Audits

All students are encouraged to monitor their progress toward successful completion of the JD degree. Degree monitoring is available in **DARS**, which is available via a student's [My Akron](#) portal and may be run as often as needed **after** the student's first semester of grades post to his or her academic record. Graduation-audit checklists are available at <http://www.uakron.edu/law/current-students/student-services/index.dot>. Students are cleared for receiving the degree through the DARS audit. 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 Packets, Surveys, and Exit Interviews

Students who have applied for graduation will receive a *mandatory graduation survey* via e-mail during their final semester requesting information about ceremony intentions, bar exam intentions, phonetic name pronunciation, etc.

Students will also be required to schedule a *mandatory exit interview* during their final semester of law school with the Law School's [Career Services](#) Office. Prior to your mandatory exit interview, you will be provided via email and must complete the following forms:

- Bar Exam Review Course Fellowship application
- Career Services Exit Interview Form
- NALP Employment Form
- Class Directory Form
- School of Law Graduate Survey (electronic)

Enrollment in Graduate Courses at the University of Akron

Unless otherwise authorized by the Assistant Dean of Student Affairs, 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 for non-joint degree students.

The Assistant Dean of Student Affairs must approve these courses before taking these courses. Students must complete the [credit-transfer form](#) and gain appropriate approval from the Graduate School, and then register for the course(s) in [My Akron](#). Any graduate or undergraduate credits approved as applicable toward the JD degree are combined with law credits for determining academic load. ***The total credit load per semester may not exceed the ABA MAXIMUM LOAD of 18.0 CREDITS.***

- Students will receive credit only for courses with a passing grade.
- Students may not transfer in courses taken before law-school attendance.

- Courses that do transfer to the School of Law do so as Credit/No Credit and are not counted in the law GPA.
- These credits earned will appear in DARS for graduation-tracking purposes.

Transferring Courses to Akron Law from other UA and Other ABA-Accredited Institutions

Students may transfer courses to Akron Law from:

- University of Akron Graduate School, up to the maximum faculty approved joint degree specific transfer limits for students enrolled in an Akron Law joint degree program
- University of Akron Graduate School, up to six (6) credits, for non-joint degree students
- Transfer students admitted to Akron Law from another ABA accredited law school (max. 29.0 credits)
- An ABA accredited law school for Akron Law students studying abroad at another ABA institution or visiting (transient) status at another ABA institution

Transfer courses must be:

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

Transient/Visiting Students and Transferring Credits back to Akron Law

General:

- Whether taking a single course or an entire semester of courses, students must complete the [Visiting-Student Status Application](#) to the Assistant Dean of Student Affairs. The student should explain the reason for the request, the time-period for visiting away from Akron Law, the courses to be taken and number of credits, and a description of each course. Upon approval, a letter will be sent to the host law school.
- Students are responsible for coordinating financial aid between the host school and the University of Akron.
- Under ABA rules, a law school shall not grant a student more than a total of 15 credits taken as a transient/visitor at another law school toward the J.D. degree.
- Distance learning courses successfully completed at another ABA approved law school or graduate credits transferred as part of an Akron Law joint degree program will be considered for transfer upon receipt of the syllabi and pre-approval.
- Students will receive credit only for courses with a passing grade. Those courses will not count toward the law GPA, but are entered into DARS and reflected in the law credit hour totals for tracking graduation progress.
- Students must have an original, official transcript sent from the host school to the School of Law. Failure to do so will delay counting those credits and may

delay graduation. The Assistant Dean of Student Affairs will establish deadlines for receipt of transcripts.

Special Rule for Entire Semesters

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

Special Rules for Final-Year Transient Study

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

Study Abroad

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

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

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

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

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

Change of Program Classification

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

- **First year 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.
- **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.

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

All students must complete the Change of Classification Request at <http://www.uakron.edu/law/current-students/student-services/index.dot>. Criteria for classification changes include academic performance, employment obligations (past, present, and future), and other circumstances that may impact the student.

Leaves of Absence

The Assistant Dean of Student Affairs must approve a leave of absence (after meeting with the student). Compelling circumstances (i.e., health, family reasons) are required.

Upon returning from a leave of absence, students must meet again with the Assistant Dean of Student Affairs to discuss course schedules. Students should also contact the Financial Aid Office to discuss financial aid.

Students who begin a leave of absence after a semester has begun will receive IPs on their transcript and must complete those courses at the first available opportunity after returning. No additional scholarship or financial aid is awarded to complete the coursework already in progress, and students are not required to pay for those courses again.

Withdrawal from the School of Law

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

The Dean and Assistant Dean of Student Affairs may need to meet with the student before granting authorization. Depending upon the individual circumstances surrounding the withdrawal, students may need to withdraw from scheduled classes through the Registration Office. Any refunds will depend on the date of the withdrawal.

ACADEMIC DISMISSAL, PROBATION, AND REINSTATEMENT ELIGIBILITY

General

After completion of the first year and beyond, all students must have a cumulative GPA of 2.30 or higher to continue enrollment at the School of Law.

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

After completion of the second semester and beyond, students with cumulative GPAs below 2.30 are dismissed from the School of Law as described below. Students whose cumulative GPA is 2.10 to 2.29 are eligible to petition for reinstatement.

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

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

Reinstatement

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

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

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

(2) upon reading the petition and reviewing the relevant records the Committee concludes that its previous decision was clearly erroneous.

2. *Procedure for seeking reinstatement after second dismissal for academic deficiency.*

Any student 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. and LL.M. students.

What to put in your 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 (or 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.

STUDENT DISCIPLINE

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

STUDENT DISCIPLINARY CODE THE UNIVERSITY OF AKRON SCHOOL OF LAW

Purpose

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

1. Violations

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

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

The following are examples of the types of conduct that violate this Code, but in no way exhaust or limit types of violations.

A student violates this Code if:

- a. In an examination, he or she uses material not authorized by the instructor.
- b. In a paper or other coursework, he or she uses material inconsistent with the instructor's instructions.
- c. In any work, work, he or she negligently, recklessly, or intentionally fails to adequately identify the extent of reliance on the work of another person. The negligence standard may be shown upon a finding that a student has failed to use appropriate citation or attribution in a paper, exam, or other coursework as instructed by his or her professor.

(A student should identify by citation, and if appropriate, quotes, each work used and show the extent of use. A single citation 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 was 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.

Revised and approved by law faculty 2/14/2018

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

Academic-Misconduct Referral Process

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

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

1. The faculty member shall confer with the Department of Student Conduct and Community Standards to determine whether any prior academic misconduct has occurred. If the student has a previous history of academic misconduct the faculty

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

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

Interim Removal from Clinic or Externship/Internship

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

Student-Conduct Process

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

The Procedures may be found here:

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

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

CURRICULUM

Requirements

Required Core Courses

All students must successfully complete the following courses before graduation:

• 9200:601	Civil Procedure I	3 credits
• 9200:602	Civil Procedure II	3 credits
• 9200:603	Constitutional Law I	3 credits
• 9200:604	Constitutional Law II	3 credits
• 9200:607	Criminal Law	3 credits
• 9200:608	Evidence	3 credits
• 9200:610	General Writing Requirement	0 credits
• 9200:611	Contracts	4 credits
• 9200:612	Professional Responsibility	3 credits
• 9200:618	Advanced Legal Research	1 credits
• 9200:619	LARW I	3 credits
• 9200:620	LARW II	2 credits
• 9200:625	Torts	4 credits
• 9200:645	Property	4 credits
• 9200:676	Legislation and Regulation	2 credits
• 9200:688	Legal Drafting	2 credits

Maximum Credits Earned in Non-Graded Courses

A student may take a maximum of 12 credits toward graduation in the clinics, externship programs, Advocacy Teams, and Law Review, unless subject to other restrictions on course load that are triggered by a low grade point average.

General Writing Requirement (GWR)

All students must satisfy the General Writing Requirement (GWR) in order to graduate. Students may fulfill the GWR requirement by completing one of the following:

1. Participation in Law Review.
2. Successful completion of a substantial legal writing submitted in satisfaction of the Individual Studies and Research course (9200:698) and certified by the faculty members serving as advisor for the individual-study course. The Associate Dean of Academic Affairs must approve this option in advance.
3. Successful completion of a research paper or substantial legal writing submitted in satisfaction of a law-school seminar or elective course that requires such paper. This option requires enrollment in the substantive course and the GWR, 9200:610.

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

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

General Writing Requirement Rules

- Students must propose topics to and receive approval from the supervising faculty member no later than July 5th of the last year in law school if graduating in December, or October 15th of the last year of law school if graduating in May.
- Students must submit the GWR paper to the professor no later than November 15th for December graduates and no later than March 31st for May graduates.
- Unless otherwise specified by the instructor, GWR papers are due the Monday of the Reading Period in the term in which the course is taken. For summer courses, the GWR paper is due on the Monday one week before the summer course ends.
- The Associate Dean of Academic Affairs may waive the deadlines only in unusual and compelling circumstances for which the student is not responsible.
- Students wishing to complete the GWR in an Individual Studies course must complete the Individual Studies course no later than the semester before the last semester of studies.

Experiential Learning Requirement

Each student must take at least 6 additional credits of upper-level skills instruction. One of the 6 credits must involve learning and experience in negotiation skills (denoted by an asterisk). Students may satisfy this requirement by completing a clinic, externship, or a simulation course listed below.

- Clinics and Externships
 - All clinics and externships for credit will satisfy this requirement.
 - 9200:683 SEED Clinic (2 – 3 cr)
 - 9200:684 Immigration Clinic (3 cr.)
 - 9200:691 Civil Litigation Clinic (2-3 cr.)
 - 9200:696 Externship Program (2-3 cr.)
 - 9200:697 Externship Program II (2-3 cr.)
 - 9200:706 Domestic Relations Clinic
 - 9200:707 Health Law & Policy Clinic
 - 9200:709 Reentry Clinic (2 cr.)
 - 9200:711 Social Justice Clinic (1 cr.)
 - 9200:896 Trademark Clinic (2 cr.)
- Simulation Courses
 - 9200: 628 Seminar in Pretrial Advocacy (3 cr.)
 - 9200: 642 Alternative Dispute Resolution (3 cr.)*

- 9200: 653 Experiential Learning Seminar (3 cr.)
- 9200: 659 Negotiation (1-3 cr.)*
- 9200: 667 Drafting for Estates (3 cr.)
- 9200: 674 International Business Transactions (3 cr.)*
- 9200: 681 Summer Trial Academy (3 cr.)
- 9200: 689 Appellate Advocacy (2-3 cr.)
- 9200: 684 Seminar: Mediation Skills (1-3 cr.)*
- 9200: 688 Legal Drafting (2 cr.) – [the first completion is required and does not count toward the Experiential-Learning requirement.]
- 9200: 907 International Contracting Strategies (1 – 3 cr.)
- 9200: 905 International Negotiations (1 – 3 cr.)*
- 9200: 684 Interviewing and Counseling (2 cr)
- 9200: 677 Real Estate Law (3 cr.)

Pro Bono Publico/Community Service Requirement

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

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

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

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

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

The Student Community and Pro Bono Publico Service Coordinator has sole discretion to accept late-reported hours and does so only when the student demonstrates “rare and

compelling circumstances” warranting acceptance of the late-reported hours.

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

Electives

The School of Law offers a variety of upper-class elective course options. To view all courses and their course descriptions listed in our curriculum, please refer to <http://www.uakron.edu/law/curriculum/course-descriptions.dot>.

Individual Studies and Research

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

The course may be repeated to a maximum of six (6) credits and may be used to satisfy the GWR. This course requires the permission of the Associate Dean of Academic Affairs. Additional information is at https://www.uakron.edu/law/docs/ISR_Packet.pdf.

Graduation Requirements Based on Grades

A student’s performance may trigger additional academic requirements to complete before graduation.

Course Requirements Based on First SEMESTER Grades

A student with an accumulative law grade point average of 2.6 or below at the end of the first semester of law studies is subject to the following requirements:

1. The student will be assigned to Legal Reasoning (0 credits).
2. The student will be required to take the bar exam preparation course, Advanced Legal Applications (3 credits) during the student’s final semester prior to graduation.*
3. The student will be required to enroll in the Academic Success Program.*

* The requirements in Numbers 2 and 3 shall no longer apply if the student achieves an accumulative law GPA of 3.0 or higher.

Bar-Track Course Requirements Based on First-Year Grades

A student with an accumulative law grade point average of 2.60 or below at the end of the

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

1. The student may take a maximum of 12 credits of non-exam elective courses (not including Clinics, Externships, Trial Advocacy, or other professional skills courses as determined by the Associate Dean) during their entire academic career*;
2. The student must take a minimum of 18 credits of elective bar subject courses from the Bar Elective Course List.

BAR ELECTIVE COURSES

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

Any student whose cumulative law grade point average falls to 2.60 or below shall also be subject to these requirements except under rare and compelling circumstances that the Assistant Dean of Student Affairs determines compliance to be impracticable.

*This restriction shall end if the student achieves an accumulative law GPA of 3.0 or higher.

Bar-Preparation-Course Requirement

Students **must** enroll in Advanced Legal Applications (9200:673) if he or she:

1. is planning to graduate in December of a given year and has a cumulative GPA of **2.8 or lower** at the beginning of the fall semester of the year immediately preceding the year in which they intend to graduate, or
2. is planning to graduate in May of a given year and has a cumulative GPA of **2.8 or lower** at the beginning of the immediately preceding fall semester.

This restriction ends if a student achieves a cumulative GPA of 3.0 or higher. In individual cases, the Director of the Academic Success Program has discretion to waive this requirement if the director determines that the student demonstrates a substantial likelihood of passing the bar examination without completing this course.

Degree and Certificate Programs

Joint-Degree Programs

[Juris Doctor/Master of Laws in Intellectual Property \(JD/LL.M.\)](#)

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

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

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

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

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

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

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

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

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

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

International J.D. Program

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

Certificate Programs

The School of Law offers the following certificates:

- [Certificate in Intellectual Property Law](#)
- [Certificate in Litigation](#)
- [Certificate in Health Law](#)
- Certificate in Constitutional Law (Beginning Spring 2017)

Students must apply for a certificate by February of the second (full-time) or third (part-time) year of law school. The faculty advisor may waive the application deadline only if clear that the student could fulfill all requirements and could achieve the enhanced learning experience that the program provides. Students must achieve a 3.1 cumulative GPA in all certificate courses and work closely with a faculty advisor to earn the certificate. Students may complete and receive more than one certificate.

Clinical and Experiential Programs

Clinics

Students may complete for-credit internships through one of the School of Law's [Clinics](#):

- Trademark Clinic
- SEED (Small Entrepreneur & Economic Development) Clinic
- Civil Litigation Clinic
- Domestic Relations Court Clinic
- Reentry Community Clinic
- Health Law & Policy Clinic
- Inmate Assistance Program
- Social Justice Lawyering Clinic
- Immigration Clinic (Beginning Spring 2017)

Externships

The law school arranges for-credit externship placements, primarily in public or not-for-profit agencies. Placements generally include the chambers of state and federal judges, prosecutors, public defenders, legal aid attorneys, and not-for-profit hospitals where an attorney is available to supervise students. To further complement this practical legal experience, students take a course component that focuses on issues involving law practice. Please contact the Career Services Office before registering for this course to make arrangements for the placement. As coursework, students may complete Externship I and Externship II. Each course may be taken for either 2 or 3 credits, but neither course may be repeated (that is, each course must be for a different externship placement). For placement, please complete the [Externship Application](#) and view the [Externship Evaluation](#).

Externships through Other ABA-Accredited Law Schools

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

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

EXAMINATION PROCEDURES

General

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

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

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

Faculty members have discretion to deviate from this policy.

ExamSoft for Laptops

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

Free-Slot Exams

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

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

Rescheduling Exams

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

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

begins an examination, the student must complete that examination and receive that grade. Examinations that are rescheduled due to conflict or illness must be rescheduled within the exam period at the earliest available time. If illness prevents rescheduling during exam period, the examination must be scheduled no later than the start of the next semester. Students who cannot reschedule an examination before the next semester should consult with the Assistant Director of Student Affairs.

Testing Accommodations

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

Students with documented disabilities 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 the Assistant Director of Student Affairs.

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

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

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

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

STUDENT SERVICES

General Information

Student-Employment Policy

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

First-Year, Full-Time Students: The law school **strongly discourages** first-year, full-time students from working. Under School of Law policy and ABA standards, students who choose to work **cannot work more than 20 hours per week in any semester**. In addition, first-year, full-time students desiring to work must meet with the Dean or his/her designee before working to discuss the consequences employment may have on academic performance.

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

Continuing Duty to Inform and Amendment to Admission Application

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

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

- Whether you were on disciplinary (non-academic) probation at a college or university, and whether you were charged with, penalized for, or found guilty of a college or university honor code, and whether you have been suspended or dismissed from a college or university.
- Whether you have been the subject of a disciplinary action involving plagiarism.
- Whether there are any disciplinary charges from any education institution pending.
- Whether, as a member of any profession, you have been subject to disciplinary action by a licensing board or professional association; and whether you have had any license denied, suspended, revoked; and whether you have had any complaints against you that were dismissed, expunged, or sealed.
- Whether, as a member of any profession, you have been removed from office (public or private) because of conduct reflecting on your character; or whether you have been charged with conduct reflecting on your character that could result in removal from office.
- Whether any criminal charges are pending against you.
- Whether you have been arrested, charged, formally accused, cited, fined, posted

bail, subject to a restraining order, or ordered to community service for the violation of any law (including any juvenile or expunged matters, but not including any traffic or parking violation).

- Whether you have been or are currently a party to or otherwise involved (except as a witness) in: (1) any criminal or quasi-criminal action or legal proceeding (including, but not limited to, a misdemeanor, minor misdemeanor, traffic offense, or felony), including any actions that were dismissed, expunged, or sealed; and (2) any action or legal proceeding in juvenile court, including any actions or legal proceedings that were dismissed, expunged, or sealed.
- Whether you have been summoned for a violation of any statute, regulation, or ordinance.
- Whether you have any outstanding or unpaid fines, court costs, or tickets, including those for traffic or parking violations.
- Whether you have been granted immunity from prosecution.
- Whether you have been cited or arrested for contempt of court for any reason, including, but not limited to, failure to appear as a witness or answer a subpoena or a jury summons.
- Whether you have 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.
- Whether you have been involuntarily separated from a job.
- Whether you have been sued for a non-criminal act that was alleged to have been intentional.
- Whether you have been cited or fined for any moving traffic violations within the last ten years (including moving violations that were dismissed, reduced, or removed from your record)?
- Whether you have been arrested for or charged with operating a vehicle while under the influence of drugs or alcohol.

If you answered **yes** for any of these questions, you were required to submit a **detailed** statement that included the following information:

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

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

Contact-Information Updating

All students must maintain current contact information with the School of Law, which requires current name, address, phone number (preferably a cell-phone number) for each student. Students may change their contact information online via [My Akron](#). The School of Law cannot accept or process name-change requests; students must do so in person at the Office of the University Registrar in Simmons Hall.

UANet ID and University E-mail

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

University ID Card (ZipCard)

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

Maintaining the Student File

Each student is responsible for submitting all requested documents to the Office of Student Services. During the first week of each semester, a notice is sent to all entering students informing them if additional documentation is needed, and that their record will be placed on Academic Hold for non-compliance, precluding registration for subsequent semesters until the needed documents are received.

Counseling and Health Services

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

The University of Akron Counseling Center (located in Simmons Hall) provides a wide range of psychological counseling, psychotherapy, testing, career planning, outreach and consulting serves to the University community. The Center is staffed by psychologists and psychology trainees. Psychological services are confidential and free to enrolled students. There may be a minimal charge for some testing services.

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

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>.

Course Registration and Scheduling

Procedures

- Registration is through [My Akron](#).
- Law students register for classes according to their classification (see Classification Table) and the number of credits completed.
- Each student is responsible for registering, completing any required forms, and paying any appropriate fees.
- First 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.

Priority Registration

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

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

Adding an Open Course

Before and During the First Week: Students may add courses with openings by processing the change via the web using [My Akron](#) or in person registration in Simmons Hall.

During the Second Week of Courses: 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 Assistant Dean of Student Affairs. To do so, students must submit a Registration/Schedule Adjustment form (available on [My Akron](#)) to each professor for his or her signature and then submit the form to the Assistant Dean of Student Affairs for written

approval. After receiving approval, the student must take the completed form to Simmons Hall (Student Services) for processing and payment of any 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:

Before and during the first two days of the course: 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 Affairs.

Third day through the second week of the course: Students must obtain signatures from the instructor and the Associate Dean or Assistant Dean of Student Affairs.

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 Assistant Dean of Student Affairs. Students must follow the procedure stated above for adding courses. Students are rarely permitted to register in full courses.

Dropping a Course

Students may drop courses using [My Akron](#) through the 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 and with WRITTEN permission from the Associate Dean of Academic Affairs or Assistant Dean of Student Affairs.

Elective Courses: Students wishing to cancel their course registration after the 15th day of the course must withdraw from a course on [My Akron](#).

After the mid-point of the semester, the School of Law generally forbids withdrawal. A student may withdraw only with the signatures of the instructor and the Assistant Dean of

Student Affairs, and rare and compelling circumstances must exist for approval.

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

Auditing

Students wishing to audit elective courses must complete the Registration Schedule Adjustment Form on [My Akron](#) and receive permission from the Assistant Dean of Student Affairs and the course professor. Audited courses do not count toward graduation, and students must pay full tuition/fees for any audited course.

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

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

Legal-Intern Certificate

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

To be eligible, a student must (1) meet the above described employment/association, (2) be in good academic standing and eligible to continue, and (3) have completed at least 59 applicable and approved credits toward their Juris Doctor degree. Credits are not considered complete until grades have been submitted. The Legal Intern Certificate costs \$25.00 (certified check or money order only). The normal time to receive the certificate is 10 to 14 days.

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

Bar-Examination Registration and Procedures

Ohio

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

Registration: Generally, students must register as a Candidate for Admission **in their second year of law school.**

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

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

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

Other States

Please contact Student Services for questions on bar admissions for other states.

Disability Services for Law Students

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

School of Law Policy on Accommodations for Students with Disabilities

1. With respect to disabilities existing at the time of entering the School of Law:
 - a.) Any student who has a disability that currently substantially limits learning in a higher education setting may contact The University of Akron Office of Accessibility for information regarding eligibility for reasonable accommodations. It is the student's responsibility to provide appropriate documentation of the disability according to the guidelines established by the Office of Accessibility. After a disability specialist has reviewed your documentation, you will be asked to meet with one of them to discuss your eligibility status and appropriate accommodations if applicable. Once this process is complete, you will receive a letter describing your accommodations that you may present to the 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: End of policy is 2a.]

STUDENT ORGANIZATIONS AND EXTRACURRICULAR ACTIVITIES

Advocacy-Competition Teams

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

Requirements for Competition Teams

Trial Team:

Upper-division students must be in good academic standing.

First-year students generally are not invited to participate. On rare occasions, first-year students may be invited to participate as auxiliary members, but must have at least a 2.50 cumulative GPA after completing the first semester. First-year students volunteer (no credit awarded) to serve as trial-team witnesses or other positions during the spring semester.

Moot Court:

Students must have at least a 2.70 cumulative GPA to participate.

Standards for New Competition Teams

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

such new tournaments.

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

- The name of the competition and the tournament's sponsor
- The dates and locations of the regional and national rounds
- The estimated cost of the school's participation in the tournament, including, but not limited to the registration fee, hotel costs, 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

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

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

OFFICE OF ACADEMIC SUCCESS

General Information

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

Students wishing to use OASP may choose to:

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

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

CAREER SERVICES

Office Services

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

The School of Law is an active member of:

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

Programs

The Career Services Office coordinates the fall and spring On-Campus Interview Program and hosts various employers on-campus throughout the academic year. Job fairs provide students the opportunity to interview for employment in various areas of general practice. The School of Law also participates in public-interest-law recruiting fairs held nationally; minority job fairs across the country; and the annual Patent Law Interview Program. We also present on various legal career and professional development topics each semester. We work with The Akron Bar Association on various programs and activities, including the Mentor Program and the Minority Clerkship Program. We also provide the following programs and services:

- résumé/cover letter writing
- interviewing skills
- job search strategies
- practice/mock interview program
- judicial clerkship programs
- alternative career options
- career roundtable presentations
- career fairs, including Government and Public Interest Fair in the spring each year
- career planning newsletter emailed out each Friday
- monthly graduate opportunities newsletter
- alumni advisory network
- extensive career planning library and online library
- participation in off-campus job fairs
- reciprocal career service agreements with other law schools
- externships (placements for credit with outside employers)
- job search databases
- 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 depend on the individual's skills, interest, academic credentials, law clerk and/or internship experience, market forces, interviewing style, diligence and drive to succeed, etc.

Experience suggests that if a student is geographically flexible and pursues an active career planning/job search campaign, and utilizes the career planning office's resources and assistance, that student will more readily find a satisfying position.

LAW LIBRARY AND TECHNOLOGY

Law Library

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

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

Technology

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

Wireless Internet

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

Mobile Computer Lab

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

UANet

A student UANet ID is required to access the University Network. Your UANet ID comes with an e-mail address used for all university business (including contact with the School of Law). You also receive 100 MB of space on ZipSpace. ZipSpace can support a personal website, and you can access files anywhere on the Internet. For more information, visit <http://support.uakron.edu/wiki/index.php/ZipSpace>.

Printing

The Technology Department maintains three networked printers for student use from mobile lab and personal laptop computers. The School of Law utilizes the Pharos printing system, see

[http://support.uakron.edu/wiki/index.php/Printers#List of Printer Queues for Main Campus uaniprint1](http://support.uakron.edu/wiki/index.php/Printers#List_of_Printer_Queues_for_Main_Campus_uaniprint1) for more information. The cost is 5 cents per page for black and white, and 10 cents per page for color. This will be deducted from the user's Zip Card or a Courtesy Zip Card. Students may also add money to their Zip Card by using their credit card over the Internet at <https://uakron-sp.blackboard.com/eaccounts/AnonymousHome.aspx> or visit a Zip Card Office to add value. Each semester all law students are entitled to 75 free prints on their Zip Card. If you need assistance setting up the printers, please contact the technology support specialists in room 130.

GENERAL POLICIES

Policy Against Discrimination and Sexual Harassment

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

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.

Anyone subject to discrimination may report complaints to any supervisor, including the Dean and members of the Dean's staff. For more information on the University of Akron's Sexual-harassment policy, please visit <http://www.uakron.edu/ogc/UniversityRules/pdf/11-13.pdf>.

Student Concerns and Grievances

I. General Issues

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

II. Complaints Regarding Non-Compliance with ABA Accreditation Standards

When a student is concerned about an important issue that implicates Akron Law's compliance with the American Bar Association's (ABA) Accreditation Standards (http://www.americanbar.org/groups/legal_education/resources/standards.html), that student should submit a written complaint to the Associate Dean for Academic Affairs. An

accreditation standard complaint directly implicates the Akron Law's program of legal education and Akron Law's compliance with ABA accreditation standards. An accreditation standard complaint does not include grade appeals, harassment complaints, or other matters covered by the Akron Law Honor Code or other University of Akron policies and procedures.

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

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

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

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

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

law student shall submit the complaint to the Dean, who will perform the duties of the Associate Dean regarding the complaint.

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

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

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

Notary Public Services

Notary Public Services are available on campus in the Law School Dean's Office, Student Services. Please see Ms. Terri Bisesi or Assistant Dean Alisa Benedict O'Brien for assistance.

Limitations on Smoking, Alcohol, and Drugs

The University of Akron limits smoking on campus and restricts use of alcohol and drugs on campus. For more information, please read University Policy 3359-20-05.5, which is located at <http://www.uakron.edu/ogc/UniversityRules/pdf/20-05.5.pdf>.

FINANCIAL AID AND TUITION

General

Notice: All fees are subject to change without notice.

Tuition and Fees

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

Financial Aid Information

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

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

Scholarships

Questions may be directed to Nolan James, Director of Admissions and Financial Aid, at ntj4@uakron.edu or 330-972-7334.

Loans

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

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.

Short-term Emergency Assistance

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

LL.M. HANDBOOK ADDENDUM

Contact Information

- Intellectual Property Center Director: Interim Co-Dean and Professor Ryan Vacca (vacca@uakron.edu)
 - *Academic Information, Curriculum, Advising*
- General Academic Information: Interim Co-Dean and Professor Sarah Cravens (cravens@uakron.edu)
 - *Curriculum and Advising*
- Student Services: Assistant Dean Brian Fuller (bfuller@uakron.edu)
 - *Scheduling and Registration, Examinations, Accommodations, Graduation, Student Disciplinary Matters, General Student Services*
- Admissions: Director Nolan James (ntj4@uakron.edu)
 - *Admissions, Financial Aid and Scholarships*

Policies and Standards

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

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

Good Academic Standing

Students must earn a cumulative GPA of 3.1 or higher for all IP courses taken that apply toward the LL.M., *excluding* transfer work.

Scheduling Information

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

Graduation Application and Clearance

LL.M. students should monitor their progress toward the LL.M. (and the J.D., if applicable) through DARS (available on [My Akron](#)). LL.M. Audit Sheets are also available online for use:

- LL.M. degree: http://www.uakron.edu/law/docs/LLM_Requirements_Audit_Form.pdf
- LL.M. and J.D.: http://www.uakron.edu/law/docs/JDLLM_Degree_Tracking_Audit.pdf

Students must formally apply for graduation before completing the LL.M. degree through [My Akron](#).

Graduation with Excellence

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

Graduation Surveys and Exit Interviews

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

Academic Dismissal

A student pursuing the LL.M. degree who has a cumulative GPA so low that the student cannot mathematically attain at least a 3.1 GPA by the time the student completes 24 credits toward the LL.M. will be dismissed from the LL.M. program. Students dismissed from the LL.M. program are still eligible to pursue their J.D., following the standards established for the J.D. program.

Students dismissed under this standard who could mathematically attain a 3.1 cumulative GPA with an additional 1-6 credits beyond the required 24 credits are eligible to petition for reinstatement to the LL.M. program. All other students dismissed under this standard are ineligible to petition for reinstatement.

Reinstatement after Academic Dismissal

Please review the Reinstatement Procedure on pages 12 and 13 of this Handbook.

Student Information

Leave of Absence

The IP Program Director and the Assistant Dean of Students Affairs must meet with the student and approve a leave of absence. Compelling circumstances (i.e., health and family issues) are required.

Current Name & Address Reporting

The School of Law requires a current, up-to-date name, address, and phone number. Students desiring to change or update address or phone information may do so through [My Akron](#). Name-change requests must be done in person at the University's Registrar Office in Simmons Hall. The School of Law does not process address changes.

UANet ID and E-mail

The School of Law uses University e-mail addresses (your UANet ID) to communicate with you. You are responsible for regularly checking your UANet e-mail account so that you receive all official correspondence. The UANet ID also allows you to access grades, course

schedule, and registration information.

ZipCard (Photo ID)

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

Student Disciplinary Code

The School of Law operates on the honor system, and students are expected to adhere to the Student Disciplinary Code in their academic work. The Student Disciplinary Code adopts and provides standards of professional and ethical conduct that LL.M. students are expected to follow. Students who believe they have witnessed a potential violation must report such violation to a faculty member, the Assistant Dean of Student Affairs, or the Chair of the Academic Committee. If a potential violation has occurred, the matter is referred to the Student Disciplinary Committee for further investigation.