

# The University of Akron **School of Law**

## SPRING 2016 ENTERING STUDENT HANDBOOK

J.D. and LL.M. Degrees



**Dean and Professor of Law**  
**Matthew J. Wilson**

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

This Handbook has the limited purpose of providing information concerning the programs of The University of Akron School of Law during the 2015-16 academic year, effective for Spring 2016 entering students. The Handbook should not be construed as the basis of an offer or contract between the law school and any present or prospective student. The Law School has the right to amend, add, or delete any information in this Handbook, including any course of study, program or regulation. Such changes are announced routinely within the University.

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

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

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

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

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

*Adopted by the Law Faculty April 12, 2007*

**View the:**

**[JURIS DOCTOR \(J.D.\) Spring 2016 Handbook](#)**

**View the:**

**[LL.M. in IP \(MASTER OF LAWS\) Spring 2016 Handbook](#)**

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## **ACADEMIC CALENDAR**

### **Spring 2016**

Martin Luther King	Monday, January 18, 2016
First Day of Classes	Tuesday, January 19, 2016
President's Day	LAW CLASSES HELD. Tuesday, February 16,
Spring Break	Monday-Sunday, March 21-27, 2016
Classes Resume	Monday, March 28, 2016
Last Instructional Day	Friday, April 29, 2016
Reading Period	Saturday-Tuesday, April 30-May 3, 2016
Exam Period	Wednesday-Saturday, May 4-14, 2016
Law Commencement	Sunday, May 22, 2016

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### **Summer 2016**

Intersession I	Sunday - Sunday, May 15-29, 2016
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### **Summer I-5-week**

Memorial Day holiday	Monday, May 30, 2016
Summer I 5-week	*Tuesday, May 31, 2016
Summer I 5-week	Friday, July 1, 2016

\* Due to Memorial Day holiday, Mon/Wed/Fri. classes will meet for the first time on Tuesday, May 31, 2016.

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### **Summer I-10 week**

Memorial Day holiday	Monday, May 30, 2016
Independence Day	**Monday, July 4, 2016
Summer I 10-week	*Tuesday, May 31, 2016
Summer I 10-week	Friday, August 5, 2016

\* Due to Memorial Day holiday, Mon/Wed/Fri. classes will meet for the first time on Tuesday, May 31, 2016.

\*\* Due to the Fourth of July holiday, Mon/Wed/Fri. classes will meet on Tuesday, July 5, 2016.

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### **Summer II-5-week**

Independence Day \*Monday, July 4, 2016  
Summer II 5-week Tuesday, July 5, 2016  
Summer II 5-week Friday, August 5, 2016

\* Due to the Fourth of July holiday, Mon/Wed/Fri. classes will meet on Tuesday, July 5, 2016.

**Intersession II** Sunday-Sunday, August 7-21, 2016

## **Fall 2016**

Orientation Week Monday-Friday, August 22 - 26, 2016  
First Day of Classes Monday, August 29, 2016

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

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## **SCHOOL OF LAW ADMINISTRATORS AND STAFF**

### **Dean's Office**

Dean: [Matthew J. Wilson](#)

Assistant to the Dean: [Robin Lombardi](#)

Associate Dean for Institutional Excellence: [Tracy Thomas](#)

Assistant Dean for Global Engagement: [Sarah Cravens](#)

### **Office of Academic Affairs**

Associate Dean of Academic Affairs: [William S. Jordan III](#):

*Academic Information; Curriculum, Course Schedule, Exam Schedule; Faculty Development; Registration*

Assistant Director of Student Affairs: [Misty Franklin](#)

Coordinator Office Administration: [Angela Smith](#)

*Booklist, Assignments, Syllabi, Student Research Assistants*

Front Desk Secretary: [MaryAnn Garrett](#)

*Short Term Emergency Loan Applications, Room Reservations, Handouts, General Inquiries*

Lead Computer Support: [Elijah Eubanks](#)

### **Office of Student Services**

Assistant Dean of Student Affairs: [Ivy Banks](#):

*Graduation Clearance, Academic Standards/Clearance, Class Rankings, Dean's List, Grades, Student Disciplinary Matters, Overload, Advising, Graduation (e.g., Ceremony, Program,*

*Graduation Packets, Robe Orders, Class Composite, Photos),  
Summer Study Abroad, Transfer/Transient, Joint Degree, Bar  
Exam Forms, Registration, Course W/D and Leaves of Absence,  
Accessibility Accommodations, Student Life, Student  
Organizations and Event Approval*

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 of Academic Success & Institutional Assessment: [Donna Palmer](#)

*Academic Success Tutoring (Fellow and Scholar program),  
Student Success Workshops, Legal Reasoning, Summer  
Workshop Series, Advanced Legal Applications and Bar Exam  
Support*

Assistant Director of Academic Success Programs: [Nancy Reeves](#)

**Office of Admissions and Strategic Initiative:**

Assistant Dean of Admissions and Strategic Initiatives [Barbara Weinzierl](#)

Director of Admissions & Financial Aid: [Nolan T. James Jr](#)

*Admissions, Financial Aid and Scholarships for entering  
students*

Assistant Director of Admissions: [Anthony P. Colucci III](#)

College Program Specialist: [Terri Bisesi](#)

Director of Career Planning and Placement: [Alisa Benedict-O'Brien](#)

*Career Counseling, Planning and Placement, and  
Pro Bono Hours Reporting*

Coordinator Office Administration: [Angela Smith](#)

Student Services Counselor: [Debbie Casey](#)

Director of Alumni and Development: [Lia Evans](#)

*Alumni Relations, Development, Continuing Legal Education,  
Alumni Events*

Program Coordinator of Law School Centers: [Shannon Aupperle](#)

Program Coordinator of Law School Centers: [Michele Novachek](#)

**Office of Finance and Personnel Administration:**

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

*Finance and Personnel*

**Legal Clinic:**

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

*Building Coordinator*

*The law school faculty, administrators, and staff information is also located at:*

**Faculty** <https://www.uakron.edu/law/faculty/directory/#faculty4>

**Administrators** <https://www.uakron.edu/law/faculty/directory/admin.dot>

**Staff** <https://www.uakron.edu/law/faculty/directory/staff.dot>

## UNIVERSITY OF AKRON CHIEF ADMINISTRATORS

**Scott Scarborough**, President of the University, B.B.A., M.B.A., Ph.D.

**W. Michael Sherman**, Senior Vice President, Provost and  
Chief Operating Officer, B.S., M.S., Ph.D.

A complete list of the university's chief administrators is available at [www.uakron.edu](http://www.uakron.edu).

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### ACADEMIC PROGRAM, POLICIES AND STANDARDS

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

#### **Curriculum and Courses of Study Information**

To better accomplish its objectives and serve our students, the University reserves the right to alter, amend or revoke any rule or regulation. The policy of the University is to give advance notice of such change, whenever feasible. The School of Law offers a full-time and a part-time program, both leading to the degree of Juris Doctor (J.D.). Beginning law students are subject to the degree requirements in effect for the academic year in which they matriculate. 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.

Students should monitor their degree requirements and degree progress using the university's electronic Degree Audit Reporting System (DARS). [DARS](#) 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 posts to his or her academic record. Information and materials related to degree audits may also be found under [Graduation & degree auditing \(DARS\)](#) on the law student services webpage.

The curriculum of the School of Law is designed to provide training for technical competency, professional responsibility and the practice of law in any common-law jurisdiction.

Akron Law requires completion of 88 credit hours and a minimum cumulative law GPA of 2.30 to earn the JD degree.

*(Adopted by the law faculty and university approved October 14, 2015)*

The JD course of study includes:

1. 43 credit hours of required courses that must be completed in the order offered

- by the School of Law
2. Two (2) required credits of substantial skills coursework
  3. 30 required hours of Pro Bono Publico Service, plus registration in the accompanying 9200:613 (0 credit) Pro Bono course.

Further, students *may* be required to:

- Complete the 3 credit Legal Reasoning course (9200:624) their second semester
- Complete at least 18 credit hours of bar tested elective coursework from the [Bar-Required Track List](#)
- Complete the 3 credit Advanced Legal Applications course (9200:673) during their final semester (not offered summer) prior to graduation.

This core curriculum establishes the essential foundation for upper-division courses. The first-year courses include foundational study of common law origin, public law, research, writing and procedure. If a student fails to complete a required course in the order offered by the law school, the student MUST take the next available offering.

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### **Full -Time Curriculum-January (Spring) Start**

### **Part -Time Curriculum- January (Spring) Start**

Academic Programs are available at <http://www.uakron.edu/law/curriculum/index.dot>

### **Bar & Required Course Track**

A student's accumulative law grade point average may trigger additional requirements regarding bar-elective courses (See [Course Requirements Based Upon First Year \(full-time\) or Second Year \(part-time\) Grades](#))

### **Law Course Descriptions**

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

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### **The Writing Program**

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

The GWR Information Packet is available at <http://www.uakron.edu/law/docs/GWRInfoPacketRevised4-1-11.pdf>.

## Substantial Skills Requirement

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

- 9200:628 Pretrial Advocacy (3 cr.)
- 9200:642 Alternative Dispute Resolution (3 cr.)
- 9200:659 Negotiation (1-3 cr.)
- 9200:684 Sem: Corp. Legal Dept. Skills Development (3 cr.)
- 9200:667 Seminar: Substantial Skills (1-3 cr.)
- 9200:687 Expert Evidence (1-3 cr.)
- 9200:689 Appellate Advocacy (1 cr.)
- 9200:688 Legal Drafting (2 cr.) – [1<sup>st</sup>, required 9200:688 does not apply]
- 9200:690 Trial Advocacy I (3 cr.)
- 9200:692 Trial Advocacy II (3 cr.)
- 9200:681 Summer Trial Academy (3 cr.)
- 9200:693 Probate Practice (2 cr.)
- 9200:694 Advocacy Teams (trial and appellate) (1-2 cr.)
- 9200:695 Advocacy Teams (trial and appellate) (1-2 cr.)
- 9200:683 SEED Clinic (2-3 cr.)
- 9200:691 Civil Litigation Clinic (2-3 cr.)
- 9200:696 Externship Program (2-3 cr.)
- 9200:697 Externship Program II (2-3 cr.)
- 9200:704 Health Law Externship (3 cr.)
- 9200:805 Licensing Intellectual Property (3 cr.)
- 9200:807 Patent Prosecution (3 cr.)
- 9200:808 Trademark Prosecution (3 cr.)
- 9200:896 Trademark Clinic (2 cr.)

7400: 585# Mediation Skills (1-4 cr. offered by Family & Consumer Science)

# requires [Transfer of Graduate Credit](#) pre-approval from the Assistant Dean of Student Affairs in the law school for graduate credits to apply.

**Note:** Not all courses are offered each year. Additional courses may be recognized as skills courses as appropriate.

## General Writing Requirement (GWR)

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

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

The elective course

--AND--

9200:610 GWR

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

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

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A student must fulfill the General Writing Requirement in one of the following ways:

1. Participation in Law Review;
2. Successful completion of a law school seminar where a research paper is required, upon certification by the responsible faculty member that the student has engaged in extensive research and has produced a substantial legal writing;
3. Successful completion of a substantial legal writing, submitted in satisfaction of the requirements of a law school credit course (such as Appellate Advocacy 9200:689 or Advocacy Teams – Moot Court 9200 695) and certified by the law faculty member in charge; or
4. Successful completion of a substantial legal writing submitted in satisfaction of requirements of Individual Studies and Research (9200:698) and certified by the law faculty member serving as advisor to the independent research. This option must be approved in writing, in advance, by the Associate Dean of Academic Affairs. Applications and information are available at on-line at <http://www.uakron.edu/law/current-students/student-services/index.dot> the Scheduling, registration & student services forms.

GWR Deadlines and Due Dates:

1. The student must **propose a topic** and receive topic approval by the supervising faculty member no later than **July 5th** of his or her last year in law school if the student is expected to graduate in December or **October 15th** of his or her last year in law school if the student is expected to graduate in May.
2. A student who intends to satisfy the GWR in conjunction with ISR alone, as provided in paragraph (4) above, must enroll in ISR no later than the semester before his or her last semester in law school unless the Associate Dean of Academic Affairs determines that the unavailability of a course on an appropriate subject resulted from a change in circumstances that was not reasonably foreseeable by the student

until it was too late for the student to comply with this requirement.

3. GWR papers must be **submitted to the supervising faculty member for grading** no later than **November 15th** if the student intends to graduate in December of the same year or **March 31st** if the student intends to graduate in May of the same year.
4. In unusual and compelling circumstances for which the student cannot reasonably be held responsible, the Associate Dean of Academic Affairs may waive the deadlines specified above.

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

*Forms and additional information for the General Writing Requirement (GWR) are available under the General Student Services Information button at <http://www.uakron.edu/law/current-students/student-services/index.dot>.*

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

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

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

*Additional information and the application packet for the **Individual Studies and Research (ISR)** are located at [https://www.uakron.edu/law/docs/ISR\\_Packet.pdf](https://www.uakron.edu/law/docs/ISR_Packet.pdf)*

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### **CLINICAL TRAINING AND PUBLIC SERVICE**

The University of Akron School of Law recognizes the need to prepare students with practical skills and has created a variety of opportunities for clinical experiences. The clinical participant can actively assist in trial and appellate litigation. A student may take a maximum of 12 credit hours toward graduation in the 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.

## COMMUNITY AND PRO BONO PUBLICO SERVICE

J.D. students are required to register for 9200:613 (0 credit) and complete a minimum of 30 community service 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.

*Opportunities are available and coordinated in the Legal Clinic. For more information, visit Career Services, the Legal Clinic, or <http://www.uakron.edu/law/current-students/probono.dot>*

## CLINICAL EXPERIENCES

### Externship Programs I & II (previously Clinical Seminars I & II)

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

#### Clinical Programs:

Public External Placement Clinic:	<a href="http://www.uakron.edu/law/clinical/index.dot">http://www.uakron.edu/law/clinical/index.dot</a>
SEED Clinic:	<a href="http://www.uakron.edu/law/curriculum/clinical.dot">http://www.uakron.edu/law/curriculum/clinical.dot</a>
Civil Litigation Clinic:	<a href="http://www.uakron.edu/law/clinical/index.dot">http://www.uakron.edu/law/clinical/index.dot</a>
Reentry Clinic:	<a href="http://www.uakron.edu/law/curriculum/reentry.dot">http://www.uakron.edu/law/curriculum/reentry.dot</a>
Jail Inmate Assistance Legal Clinic:	<a href="http://www.uakron.edu/law/curriculum/clinical.dot">http://www.uakron.edu/law/curriculum/clinical.dot</a>
Prisoner Legal Assistance Clinic:	<a href="http://www.uakron.edu/law/clinical/prisoner.dot">http://www.uakron.edu/law/clinical/prisoner.dot</a>
Trademark Clinic:	<a href="http://www.uakron.edu/law/curriculum/clinical.dot">http://www.uakron.edu/law/curriculum/clinical.dot</a>
Domestic Relations Clinic:	<a href="http://www.uakron.edu/law/curriculum/clinical.dot">http://www.uakron.edu/law/curriculum/clinical.dot</a>
Health Law & Policy Clinic:	<a href="http://www.uakron.edu/law/curriculum/clinical.dot">http://www.uakron.edu/law/curriculum/clinical.dot</a>

*Additional Information for all clinical programs is available at <http://www.uakron.edu/law/clinical/index.dot>.*

## Externship Placement

The law school arranges for-credit externship placements, primarily in public or not-for-profit agencies. Placements generally include the offices of state and federal court 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 [Alisa Benedict O'Brien](#) in the Career Planning and Placement Office before registering for this course to make arrangements for the placement. Each course may be taken for either 2 or 3 credits, but neither course may be repeated.

The following two forms are required for placement:

Externship Application Form:	<a href="#">Externship Application.pdf</a>
Externship Evaluation Form:	<a href="#">Externship Evaluation Form.pdf</a>

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## International JD Program

The University of Akron School of Law is proud to offer a **2-year Juris Doctor Degree Program for students with a foreign law degree** (“International JD Program”).

Information and application procedures for the International JD Program can be found at: <http://www.uakron.edu/law/curriculum/international-transfer.dot>

## 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>

## Certificate Programs

The School of Law offers certificates in Intellectual Property Law, Litigation and Health Law. Students may take advantage of the opportunity to specialize in one or more, and receive a certificate denoting successful completion of their requirements. Students must be admitted into the program by an advisor and Associate Dean, must attain a cumulative 3.1 grade point average in all certificate courses, and must work closely with a faculty member.

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

A student **shall submit** the certificate application (and course selections approved by the Faculty Advisor for the certificate) to the Associate Dean by **February of the second year of law school (full-time) or February of the third year of law school (part-time)**. The Faculty Advisor for the certificate may waive the deadline only upon determining that the student would be able to fulfill all of the requirements of the program and that the student would be able to work with the Faculty Advisor to achieve the enhanced learning experience that the program is intended to provide. See the Certificate Program applications for further

details and requirements.

Descriptions of the programs are available at:

Intellectual Property <https://www.uakron.edu/law/curriculum/certificates.dot#ip>  
Litigation <https://www.uakron.edu/law/curriculum/certificates.dot#lit>  
Health Law <https://www.uakron.edu/law/curriculum/certificates.dot>

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## Joint Degree Programs

The School of Law offers:

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

Full-time students may complete BOTH degrees in 3 years including summer enrollment. Part-time students may complete BOTH degrees in 4 years including summer enrollment.

The School of Law and College of Business Administration offer

- [Juris Doctor/Master in Business Administration \(JD/MBA\)](#)
- [Juris Doctor/Master of Taxation \(JD/MTax\)](#)
- [Juris Doctor/Master of Science in Accounting – Financial Forensics \(JD/MSA\)](#)

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

The School of Law and Department of Public Administration offers:

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

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

The School of Law and the Bliss Institute offer:

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

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

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

Courses in one college can fulfill course requirements in the other college. Law students

may transfer in ten to twelve credits, depending upon the degree, toward the 88 credits required for the JD. Individuals with baccalaureate degrees in any field of study are eligible to apply for a joint degree program.

**Joint Degree Programs** information and application packets describing the joint degree programs are available from the School of Law at:

<https://www.uakron.edu/law/curriculum/joint.dot>

**The form to Request Transfer of Joint Degree Graduate Credits** to apply toward your JD degree requirements is located at:

[https://www.uakron.edu/law/docs/Transfer\\_of\\_Graduate\\_Credit\\_Permission\\_Form.pdf](https://www.uakron.edu/law/docs/Transfer_of_Graduate_Credit_Permission_Form.pdf).

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

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### **The Office of Academic Success Programs**

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

Students wishing to use OASP may choose to:

1. Attend group sessions during the semester on specific study topics such as outlining, exam writing, time management, and stress management.
2. Schedule an individual appointment to assess learning style strengths and weaknesses and to develop strategies for studying.
3. Schedule individual appointments to work on specific areas such as: note taking, reading cases, briefing, outlining, exam writing, procrastination, time management, and stress management.
4. Schedule a group session for study group members or a student organization to discuss specific study concerns and techniques; and
5. Check out learning materials from the OASP library located in 317 Law Library (including hornbooks, flashcards, explanatory books, and question and answer books).

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

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## **ACADEMIC STANDARDS FOR JD STUDENTS**

### **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.

*Revised and approved by law faculty and UA Board of Trustees - October 14, 2015*

## Grade Point Average (GPA)

The School of Law uses a 4.0 grading scale of A to F, with pluses and minuses (there is no A+).

## How to Calculate Your Grade Point Average (GPA)

To calculate your grade point average (GPA), you must determine the quality points your grades are worth. Then you multiply that by the number of credit hours.

1. Use the table below to determine the quality points for the associated grade(s) earned.
2. For example, in your 3-credit hour course you earned a (B+). A (B+) is worth 3.3 quality points. Multiply the credits of the course by the quality points for the grade earned (3 credits x 3.3 quality points). You earned 9.9 quality points for this course. Calculate your quality points for each course taken.
3. Once you have calculated each course, add all of your quality points together to get one quality point total.
4. Then add all of your credits attempted together to get one credit hour total. *Do not include CR/NCR hours in this count.*
5. Divide the total number of quality points by the total number of credits attempted to get your GPA. For example, 40.548 quality points/12 total credit hours = 3.379 GPA.

### NOTES:

CR/NCR courses are not factored in the student's GPA.

I (Incomplete) and IP (In-Progress) marks do not receive grade points and do not have an effect on the GPA.

Grade	1-Hour	2-Hours	3-Hours	4-Hours	5-Hours	6-Hours
A	4	8	12	16	20	24
A-	3.7	7.4	11.1	14.8	18.5	22.2
B+	3.3	6.6	9.9	13.2	16.5	19.8
B	3.0	6	9	12	15	18
B-	2.7	5.4	8.1	10.8	13.5	16.2
C+	2.3	4.6	6.9	9.2	11.5	13.8
C	2.0	4	6	8	10	12
C-	1.7	3.4	5.1	6.8	8.5	10.2
D+	1.3	2.6	3.9	5.2	6.5	7.8
D	1.0	2	3	4	5	6
D-	0.7	1.4	2.1	2.8	3.5	4.2
F	0	0	0	0	0	0

## Marks Legend

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

## Credit Hour Classification Table

Full-Time 1	Full-Time 2	Full-Time 3
0 – 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

*Revised: 6/23/2016*

## Degree Requirements

The following core required courses must be successfully completed 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
9200:613	Pro Bono Service Requirement	0 credits

[Substantial Skills Courses](#): Substantial Skills credits 2 credits

*Core, required course list revised - Law Faculty Approval: 10/01/15*

Students must complete ALL required courses and must have 88 total credits to graduate. Students must have attained at least a 2.30 accumulative grade point average for all of the required 88 semester credit hours. A student may be required to take the Legal Reasoning 9200:624 (0 credit) during the spring semester of the first year depending on academic performance. Additionally, students are required to complete a minimum of 30 hours of [Community and Pro Bono Publico Service](#). Registration in 9200:613 (0 credits) is required to receive credit for this requirement. Further, students may be required to take the Bar Exam Preparation Course – Advanced Legal Applications 9200: 673 (3.0 credits) during their final semester prior to graduation.

### **Graduation Audits and Checklist**

Electronic degree monitoring is available via the university’s Degree Audit Reporting System (DARS). [DARS](#) 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 and located under **Graduation & Degree Auditing (DARS)** at <http://www.uakron.edu/law/current-students/student-services/index.dot>. The checklist enables a student to record the courses and credit hours taken. Each student may choose to complete their form at the end of each semester to monitor progress toward the successful completion of the Juris Doctor degree.

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

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.

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### **Graduation with Honors**

Students who have earned an accumulative grade point average (AGPA) of 3.30 or higher out of a possible 4.0 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.

*The above honors are effective with the graduating class of 2017 (December 2016 and May 2017 completers) approved by law faculty and ratified by UA Board of Trustees October 14, 2015*

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## **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.

*Revised and approved by Law Faculty- 04/02/ 2015*

## **Dean's List**

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

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

**PART-TIME STUDENTS:** Must have taken at least 7 law credit hours and achieved at least a 3.3 grade point average or better for the semester – OR – if a joint degree student must have taken at least 6 law credit hours and achieved at least a 3.3 grade point average or better for the semester AND achieved at least a 3.3 grade point average for courses taken outside the School of Law.

*Revised and approved by Law Faculty - 01/15/2015*

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## **Class Rankings**

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 classification goes into effect.

Students taking summer classes are not issued a new class rank in August.

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 entered the transferring law school.

*Revised and approved by Law Faculty- 04/02/2015*

### **Grades and Grade Posting**

Faculty members are responsible for entering their grades into the grade rosters. Students are able to 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:

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

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

### **Grade Changes**

Students who need to have a grade changed on their permanent academic record must meet with the class professor. The professor of record must initiate the change using the University Registrar's Grade Change Form (available on 'My Akron'). A grade can be changed *only* for clerical and computational errors, and upon written approval of the Associate or Assistant Dean of Student Affairs. The University Registrar's Office processes grade changes, which takes approximately two weeks. The student will be able to view grade changes on-line via [My Akron](#) once processing is completed.

### **Maximum Credits Earned in Non-Graded Courses**

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

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### **Grades of "F" and Repeating a Class**

Students may not repeat a course to improve a grade. If a student earns an "F" in a required course, that course must be repeated and 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. **Elective courses cannot be repeated for a change of grade.**

### **Grade Appeal Policy**

Grades may not be appealed.

### **Course Restrictions Based on Law Grade Point Average**

Beginning law students are subject to the degree requirements in effect for the academic year in which they matriculate. An admitted student shall reference the Law Student Handbook pertaining to their matriculation year for their applicable policies, standards, and degree requirements. 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.

### **Course Requirements Based Upon First SEMESTER Grades**

*(Law faculty revisions approved April 18, 2014)*

*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 a two-credit Legal Reasoning.
2. The student will be withdrawn from Criminal Law (if full-time) or Civil Procedure II (if part-time) during the spring semester. The student will take Criminal Law or Civil Procedure II during their second year of law school.
3. 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.\*
4. The student will be required to enroll in the Academic Success Program.\*

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

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### **Bar-Track Course Requirements Based Upon Grades**

**At End of 1st YEAR for Full-time Students and at End of 2<sup>nd</sup> YEAR FOR Part-Time Students**

*(Law Faculty revisions approved April 18, 2014)*

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 credit hours 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 credit hours of elective bar subject courses from the Core Required and Bar Elective Course List found at <https://www.uakron.edu/law/current-students/student-services/index.dot> \* under Scheduling, registration & student services forms

### BAR ELECTIVE COURSES

*Updated to reflect November 19, 2015 law faculty's approved addition of UCC-Sales*

Course Number	Course Name	Credit Hours
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 accumulative 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.

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### Course Requirements Based Upon UPPER DIVISION (Nearing Completion) Grades

**Effective at the start of the Fall 2014 semester;**

*(Law Faculty revisions approved April 18, 2014)*

Advanced Legal Applications (9200:673) Bar Preparation Course

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

- (a) Any student planning to graduate in December of a given year, who had a cumulative GPA of **2.8 or lower (effective with the Fall 2014 entering class and subsequent entering classes)** at the beginning of the fall semester of the year immediately preceding the year in which they intend to graduate, AND

- (b) any student planning to graduate in May of a given year, who had accumulative GPA of **2.8 or lower (effective with the Fall 2014 entering class and subsequent entering classes)** at the beginning of the immediately preceding fall semester, must enroll in the Bar Preparation Course

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

*Revised and approved by law faculty and UA Board of Trustees - October 14, 2015*

In individual cases, however, the Director of the Academic Success Program has the discretion to cancel the enrollment of any student whom the director determines has demonstrated a substantial likelihood of success on the bar examination without the need for enrollment in the Bar Preparation Course – Advanced Legal Applications (9200:673).

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### **Community and Pro Bono Publico Service Requirement**

To provide positive experiences to law students that will promote their future involvement as practitioners and provide independent educational value (direct knowledge) concerning the plight of persons of limited means and their access to justice, the University of Akron School of Law has adopted the following Community and Pro Bono Publico Service Requirement policy.

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

- A minimum of 15 of the 30 community service hours must involve service to persons of limited means or to organizations that are dedicated primarily to serving such persons.
- A minimum of 10 of the 30 community service hours must be in pro bono publico service (as defined above).
- A minimum of 5 of the 10 pro bono publico service hours must involve service to persons of limited means or to organizations that are dedicated primarily to serving such persons.

### **Reporting Deadlines**

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

- Hours served during the Fall Semester must be reported no later than the last business day of January
- Hours served during the Spring Semester must be reported no later the last

business day of June.

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

Failure to report community service hours by the applicable deadline will result in forfeiting those hours for purpose of the community service requirement absent rare and compelling circumstances. Whether the student has demonstrated “rare and compelling circumstances” warranting accepting late-reported hours is in the sole discretion of the Student Community and Pro Bono Publico Service Coordinator.

*Additional Community and Pro Bono Publico Service Requirement information is available at <http://www.uakron.edu/law/current-students/probono.dot>.*

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### **ACADEMIC DISMISSAL, PROBATION, REINSTATEMENT ELIGIBILITY**

Students with accumulative grade point averages (AGPAs) below 2.30 are dismissed from the School of Law as described below. Students whose AGPA is 2.10 or higher are eligible to petition for reinstatement. First year students with an AGPA below 1.00 in the first semester are dismissed from the School of Law without the possibility of a petition for reinstatement, but can apply for readmission.

*Approved by Law Faculty April 22, 2010*

#### **First-Year Students**

All first year students with accumulative grade point averages (AGPAs) below 1.00 in the first semester are dismissed from the School of Law without the possibility of a petition for reinstatement, but can apply for readmission.

All full-time and part-time first-year students must have an AGPA of 2.30 or higher by the end of the second fall or spring semester (May for fall entering students or December for spring entering students) of the first year in order to continue enrollment at the School of Law. All first year students with an AGPA below 2.30 after the spring semester of their first year of law school are dismissed from the School of Law.

Year-end dismissals for students are based on the appropriate academic year (end of spring semester for fall admits or end of fall semester for spring admits), not the number of required courses completed. Dropping a course does not exempt first-year students from dismissal for academic deficiency. An “Incomplete” or “In Progress” will not alter this process. The A.G.P.A. calculated without that class will be the A.G.P.A. acted upon. Therefore, students who receive an “Incomplete” or “In Progress” do so at their own risk.

No classes subsequent to end of semester, including Intersession classes, will be included in the calculations for dismissal or considered with a petition for reinstatement. Enrolling in, beginning, or completing any classes after the end of the semester are at the student’s own

risk.

Upon dismissal, a student whose A.G.P.A. is between 2.10 and 2.29 is eligible to petition for reinstatement. The procedure for seeking reinstatement follows. Any student who is reinstated must take the approved required courses and Ohio bar-track courses *and* will be subject to conditions of probation established by the Academic Committee.

### **Upper Division Students**

All upper division students (beyond the first year) are required to maintain at least a 2.30 A.G.P.A. during each semester of their law school studies. A law student whose accumulative grade point average (AGPA) is below 2.30 will be dismissed for academic deficiency. An “Incomplete” or “In Progress” will not alter this process. The AGPA calculated without that class will be the AGPA acted upon. Therefore, students who receive an “Incomplete” or “In Progress” do so at their own risk. Students wishing to petition for reinstatement must have a minimum AGPA. of 2.10 (see procedure below). Any student who is reinstated will be allowed to take only those required and Ohio Bar courses approved by the Associate Dean and will be subject to conditions of probation established by the Academic Committee.

*Approved by Law Faculty & Board of Trustees on October 14, 2015*

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### **Reinstatement after Academic Dismissal**

1. Procedure for seeking Reinstatement upon dismissal for academic deficiency.
  - 1.1 Petition for Reinstatement: Any student who has been dismissed from the School of Law for failure to maintain the required grade-point average 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 upon second dismissal for academic deficiency: Any student who has once been dismissed from the School of Law for failure to meet the conditions upon which reinstatement was previously granted may petition the Academic Committee again for reinstatement, but such student has no right to appear personally before the Committee. Petitions for second reinstatement shall be granted only in extraordinary circumstances strongly indicating a substantial likelihood of academic success notwithstanding previous academic deficiencies. No student whose petition for second reinstatement has been denied may petition the Academic Committee for reconsideration of that decision.
3. No student who has twice been dismissed from the School of Law for failure to meet the conditions upon which reinstatement was previously granted may petition the Academic Committee again for reinstatement.
4. The above reinstatement provisions apply to J.D. and LL.M. students.

*Ratified by Law Faculty, 1/17/08  
Amended: 4/18/13; 5/28/14*

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### **WHAT TO PUT IN YOUR PETITION**

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

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

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

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

An applicant who previously has been dismissed for academic deficiency is ineligible for readmission for two years after the dismissal. The applicant may submit his or her reapplication materials during the second year after dismissal for readmission

consideration. An applicant reapplying to the School of Law shall be considered a new student and must submit a complete application. The applicant must demonstrate a substantial likelihood of success if admitted. In making its decision the Admissions Committee shall consider the applicant's past law school record, but will also consider new information such as a new LSAT and academic work completed since last enrolled in law school.

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### **Honor system (part of the Student Disciplinary Code (SDC) - [Read Full SDC](#))**

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

If a student believes that he or she has witnessed a violation of the Student Disciplinary Code during an exam, the student must report such violation. Students witnessing a violation should inform a faculty member, the Associate Dean or Assistant Dean of Student Affairs or the Chair of the Academic Committee. If a potential Student Disciplinary Code violation has occurred, the faculty member will contact the chair of the Student Disciplinary Committee, who will arrange for a confidential investigation of the alleged violation.

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

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### **Examinations**

The exam schedule is released before the start of each semester. The largest courses are scheduled at set times. We designate several courses as "free slot" exams. A course designated as a "free slot" offers flexibility in choosing the date/time of your final exam.

Here's how the "free slot" system works:

- 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.
- For each free slot exam, 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.

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."

In addition to free slots for designated courses, you may reschedule a set-time exam as a free slot 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 Associate Dean for Academic Affairs

## **Reschedule for 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 sits for an examination, the student must complete that examination and receive that grade. Examinations that are rescheduled due to conflict or illness must be rescheduled within 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 with Accommodations**

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

Students with continuing needs should register with and provide documentation to the University Office of Accessibility. Assistant Director of Student Affairs should also be notified immediately as well.

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

## **Exam Accommodations Policy for ESL International 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 the Office of Student Services International Student Exam Accommodation Request Form.
- 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.

*Approved and adopted by law faculty – November 19, 2015*

## **ExamSoft for Laptop Examinations**

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

## **Non-Take Home Exam Policy**

On April 18, 2013, the School of Law faculty adopted the following policy with respect to non-take-home exams:

1. First, that cell phones (and tablets) must be turned off and put away;
2. Second, that headphones may not be used.

However, it is within the discretion of individual faculty members to deviate from this policy.

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## **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.

*Adopted by the law faculty, October 10, 1985, with technical revisions January 19, 2016*

## **Student Employment Policy**

The faculty believes that the study of law is a full-time pursuit. Consequently, the University of Akron School of Law sets forth the following employment rules for full-time students:

### **First-Year, Full-Time Students:**

The law school **strongly discourages** first-year, full-time students from working.

Students who nonetheless choose to work are prohibited from **working more than 20 hours per week in any semester**. In addition, a first-year, full-time student must

meet with the Dean or his/her designee before working to discuss the consequences such employment may have on the student's academic performance.

### Second and Third-Year, Full-Time Students:

The law school permits second and third-year, full-time students to work, but **strongly discourages working** more than 20 hours per week in any semester.

Approved by law faculty 03/05/2008  
Revised and approved 11/06/2014

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## STUDENT SERVICES

### Student Information

#### Continuing Duty to Inform / Amendment to Application for Admission

**When you applied for admission, you signed the following certification statement:**

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

### Character, Fitness, and Bar Exam Clearance

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

*If an amendment is needed, you must complete the [Amendment to Application for Admission](#) form, attach any explanatory documentation, and submit all pages of the amendment packet to Assistant Dean of Student Affairs.*

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

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

Were you ever on disciplinary (non-academic) probation at a college or university; regardless of the outcome, have you ever been charged with, penalized for, or adjudicated guilty of a violation of a college

or university honor code; or have you ever been suspended or dismissed from a college or university?

Yes

No

Regardless of the outcome, have you ever been the subject of disciplinary action for plagiarism at any educational institution?

Yes

No

Are there any disciplinary (non-academic) charges from any educational institution pending against you?

Yes

No

As a member of any profession, have you ever been subject to disciplinary action by a licensing board or professional association, or had any license denied, suspended, or revoked, including any complaints that were dismissed, expunged or sealed?

Yes

No

As a member of any profession, have you ever been removed from office, public or private, because of conduct reflecting upon your character or charged with conduct reflecting on your character that could result in removal from office?

Yes

No

Are there any criminal charges pending against you?

Yes

No

Have you been arrested, charged, formally accused, cited, fined, posted bail, subject to a restraining order, or ordered to do community service for the violation of any law (including any juvenile or expunged matters, but excluding traffic or parking violations)?

Yes

No

Have you ever been or are you 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 or legal proceedings that were dismissed, expunged, or sealed;

Yes

No

- (2) any action or legal proceeding in a juvenile court, including any actions or legal proceedings that were dismissed, expunged or sealed?

Yes

No

Have you ever been summoned for a violation of any statute, regulation or ordinance?

Yes

No

Do you have any outstanding or unpaid fines, court costs, or tickets, including those for traffic or parking

violations?

Yes

No

Have you ever been granted immunity from prosecution?

Yes

No

If yes, please explain.

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Have you ever been cited or arrested for contempt of court for any reason, including, but not limited to, failure to appear as a witness or answer a subpoena or a jury summons

Yes

No

Have you ever been the subject of a court martial hearing, dishonorably discharged from military service, or administratively separated from military service with other than an honorable discharge?

Yes

No

Have you ever been involuntarily separated from a job?

Yes

No

Have you ever been sued for a non-criminal act that was alleged to have been intentional?

Yes

No

Have you been cited or fined for any moving traffic violations within the last ten years (including moving violations that were dismissed, reduced, or removed from your record)?

Yes

No

Have you ever been arrested for or charged with operating a vehicle while under the influence of drugs or alcohol?

Yes

No

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

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

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

**If an amendment is needed, you must complete the [Amendment to Application for Admission](#) form, attach any explanatory documentation, and submit all pages of the amendment packet to Assistant Dean of Student Affairs.**

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

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

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

### **UANet ID**

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

To access your grades, address change, class schedule or to change your Directory Information, you must have a **UANetID and password**. You must be 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 to request or reactivate a UANetID.

### **Photo ID - ZipCard**

Student ID Cards for enrolled students may be obtained by going to the Zip Card Office located in the Student Union or Simmons Hall, 1<sup>st</sup> floor. To receive a card, please take your a picture ID (i.e. valid state ID, valid Driver's License) OR Birth Certificate and Social Security Card.

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### **Maintenance of the Student File**

Each student is responsible for ensuring that all documents requested by the School of Law are promptly obtained and turned in to the Law School Student Services Office. During the fall semester, a note is sent to all 1<sup>st</sup> year students telling them the status of their file at the School of Law. If a student's file is complete, no other documentation is needed. If a

student's file is incomplete, the student will have until approximately the beginning of the spring semester to obtain the proper documents and complete his/her file. Students who have not completed their file by October 1<sup>st</sup> for August (fall) entering students or February 15<sup>th</sup> for January (spring) entering students will be placed on Academic Hold. Academic Hold prevents registration for subsequent semesters until a student's file is complete.

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

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## **Disability Services for Law Students**

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

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

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

2. With respect to disabilities arising or diagnosed during the course of enrollment at the School of Law:
- a.) Once a student has become aware of a disability and the need for accommodation the student should promptly inform the Office of Accessibility of the same. The Office of Accessibility will then proceed, to the extent possible, in accordance with the policy stated above in Section 1.
- [Note: There is no 2b. End of policy is 2a.]

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## **ACADEMIC STATUS AND SCHEDULE**

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

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

PART-TIME: A part-time load is 7 to 10 credits each fall and spring semester.

#### **FULL- AND PART-TIME:**

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

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### **Change of Classification**

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

**First year part-time** students may submit change of classification requests to transfer to the full-time program effective with the fall semester of the second year of law school AFTER grades for spring semester –OR- after Summer I or Summer II have been reported.

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

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

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### **Transferring Courses to Akron Law from Other UA and Other A.B.A. 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) credit hours, 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 – See: [Clinical Externships and Internships](#) for details
- Not independent research projects

## Enrollment in Graduate Courses at The University of Akron

Unless otherwise authorized by the Assistant Dean or Assistant Director 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.

Approval to pursue such courses must be secured in writing from the Assistant Dean or Assistant Director of Student Affairs before taking the courses. University of Akron law students whether in a joint degree program or are non-joint degree who wish to transfer credits toward the JD, the student must complete an application to take courses available at: [http://www.uakron.edu/law/docs/Transfer\\_of\\_Graduate\\_Credit\\_Permission\\_Form.pdf](http://www.uakron.edu/law/docs/Transfer_of_Graduate_Credit_Permission_Form.pdf). Any graduate or undergraduate credits approved as applicable toward the JD degree are combined with law credits for determining academic load. ***The total credit hour load per semester may not exceed the ABA MAXIMUM LOAD of 18.0 CREDITS.***

The student must complete processing of this form after receiving the signature from the Assistant Dean or Assistant Director of Student Affairs, by gaining appropriate approvals/signatures from the Graduate School. Students must then register for the approved course(s) via [My Akron](#). For controlled graduate courses, the student must register in person with the signed form at Student Services located at Hezzelton E. Simmons Hall.

The student will receive credit only for courses with a passing grade. Courses taken prior to law school attendance are not transferable. Courses will transfer to The University of Akron School of Law as grades of credit and will not be included in law grade point average (LGPA). Credit hours transferred are counted toward the 88 credit hours that are required for the JD degree, but will not be computed into the student's grade point average. The grades for such courses will not physically move on the University of Akron transcript from the graduate career totals into the law career totals. However, the approved and transferred credit hours will be entered into the [Degree Audit Reporting System \(DARS\)](#) so that these credits earned will be reflected in the student's law credit hour totals for monitoring and tracking progress toward the law degree in DARS. This combined total will only appear in DARS.

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

A student may request transient status to enroll for coursework in another ABA accredited law school. To receive transient status, a student must submit the transient student request form which may be obtained on-line at <http://www.uakron.edu/law/current-students/student-services/index.dot> prior to taking any course(s). The student should provide information as to why the request is being made, the time period for transient status, the courses to be taken, the

credit hours (semester or quarter) per course, and a description of the courses as appears in the school's catalog.

Regarding Transfer of Distance Learning Credit Hours: In accordance with ABA Standard 306, a law school shall not grant a student more than a total of 15 credit hours, 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.

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

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

If the request for transient status is granted, the student will receive credit only for courses with a passing grade. The course will be entered on the student's transcript as "credit." Courses will transfer to The University of Akron School of Law as grades of credit and will not be included in law grade point average (LGPA). Credit hours transferred are counted toward the 88 credit hours that are required for the JD degree, but the grades for such courses will not be computed into the student's grade point average. The transferred credit hours will also be entered into the [Degree Audit Reporting System \(DARS\)](#) so that these credits earned will be reflected in the student's law credit hour totals for monitoring and tracking progress toward the law degree in DARS.

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

### **Transient Student Status, Visiting Student (single course)**

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

Please submit the Visiting (Transient/Guest) Student Request Form which may be obtained at [http://www.uakron.edu/law/docs/Visiting\\_Transient\\_Permission\\_Request.pdf](http://www.uakron.edu/law/docs/Visiting_Transient_Permission_Request.pdf).

### **Transient Student Status (entire semester)**

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

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

Please submit the Visiting (Transient/Guest) Student Request Form which may be obtained at [http://www.uakron.edu/law/docs/Visiting\\_Transient\\_Permission\\_Request.pdf](http://www.uakron.edu/law/docs/Visiting_Transient_Permission_Request.pdf).

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## **Study Abroad**

The University of Akron School of Law offers a study abroad program in Asia during the 2016 summer semester. Permission to participate in this program can be simply obtained by submitting an application to the program.

Akron Law students may participate in other study abroad programs offered through an ABA-accredited law school, but only with advance authorization. To receive authorization, the student must complete the application located at <https://www.uakron.edu/dotAsset/754ba960-56a0-45e3-a8f0-c7a66cb7c816.pdf> and submit it to Law Student Services. Students must indicate the name of the host school, the reason for enrolling in the courses, which courses would be taken to apply toward the JD (include course descriptions from the school's catalog, where the letter authorizing visiting status should be mailed, name, address, and contact person at the ABA approved law school offering this program).

The law faculty has determined that students may elect to take up to 15 credits abroad. No more than 6 credits may be earned in any single summer program. Foreign credits may be taken in any of the following combinations:

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

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

*Approved by the School of Law Faculty March 8, 2007*

A student may request study abroad status to enroll for coursework at another ABA-accredited law school. A student may receive permission to spend an entire fall or

spring semester abroad **only after all required courses are completed.** Summer study abroad may be done following the first full year of law studies.

In the case of summer study abroad, permission should be granted absent a compelling reason to deny permission pertaining to the best academic interests of the student.

*Approved by the School of Law Faculty October 11, 2006  
Revised by Law Faculty April 18, 2014*

### **Clinical Externships and Internships through Other ABA Accredited Law Schools**

Students interested in enrolling in clinical externships and internships through other ABA-accredited law schools can be approved by seeking prior written permission of the Associate Dean or Assistant Dean of 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.

To be approved the experience must:

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

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

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### **Final Year of Law Studies**

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

The Associate Dean or Assistant Dean of Student Affairs must approve all courses

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

### **Leave of Absence**

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

### **Returning After Leave Of Absence**

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

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

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

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

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

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

Faculty waivers should be reported to Assistant Dean of Student Affairs for documentation

in student files.

### **Withdrawing from Law School**

A student wishing to totally withdraw from the School of Law must put his/her request (including the reason(s) for the request) in writing to the Associate Dean of Academic Affairs or Assistant Dean of Student Affairs. Students are asked to complete the Exit Survey Form found at [https://www.uakron.edu/law/docs/Exit\\_Survey.pdf](https://www.uakron.edu/law/docs/Exit_Survey.pdf).

The Assistant Dean of Student Affairs may need to meet with the student before granting the authorization. Depending upon the individual circumstances surrounding the withdrawal, it may be the responsibility of the student to withdraw from his/her scheduled classes by processing the approved withdrawal form through the Registration Office in Hezzelton E. Simmons Hall. Any refunds will depend on the date of the withdrawal.

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## **SCHEDULING AND REGISTRATION**

### **Registration Procedures**

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

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

### **Law School Credit Hour Classification Table**

<b>FULL-TIME 1</b>	<b>FULL-TIME 2</b>	<b>FULL-TIME 3</b>
0 – 27 credits	28 – 55 credits	56 or more credits

<b>PART-TIME 1</b>	<b>PART-TIME 2</b>	<b>PART-TIME 3</b>	<b>PART-TIME 4</b>
0 – 18 credits	19 – 44 credits	45 – 66 credits	67 or more

*Revised: 6/23/2016*

The School of Law notifies entering students how to register and which courses to register for. For each semester/term, the student is responsible for his/her own registration, completion of any forms required, and payment of appropriate fees. First year full-time and part-time and second year part-time students must successfully complete part I of a two-part course before enrolling in part II.

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

assessments.

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

### **Priority Registration**

To check your status, go to your [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.

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### **Scheduling Information**

Registration Information can be accessed by clicking on [My Akron](#) from any of the University of Akron web pages. Tutorials showing how to use the Student Self Service modules of My Akron are available by clicking the Technology Support Tab.

### **Adding an Open Course**

#### **FALL & SPRING SEMESTERS**

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

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

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

#### **SUMMER SEMESTER**

**WITHIN THE FIRST TWO-DAYS OF COURSE REGISTRATION PROCEDURES:** Students may add courses with openings without signatures or add closed (full) courses with signatures of

both the professor and the Associate Dean or Assistant Dean of Student Affairs.

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

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### **Adding a Closed Course**

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

### **Dropping a Course**

Students may drop courses using [My Akron](#) through the 14<sup>th</sup> day of the fall or spring term. A withdrawal notation of "WD" will not appear on the academic record if the drop is done prior to the 15<sup>th</sup> day of the term.

### **Withdrawing from a Course**

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

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

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

After the mid-point of the semester or a summer session, School of Law policy forbids withdrawal. If a student has a rare and compelling circumstance, he/she must put the withdrawal request in writing and submit it to the Associate Dean or Assistant Dean of Student Affairs for possible approval. An approved withdrawal will be indicated by a "WD"

on The University of Akron official academic record. A student who leaves a course without completing the withdrawal procedure will be given an “F” in the course.

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### **Course Auditing Procedure**

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

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

The auditor is required to do all of the work prescribed for the regular student enrolled for credit except taking examinations. The fee for the auditor is the same as for a regular student. Students may NOT register for audited courses via web registration. They must complete the Registration Schedule Adjustment Form found on your [My Akron](#) Student Tab and obtain the proper signatures. The auditor must deliver the request form to the University’s Registrar’s office for processing and fee payment.

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## **GRADUATION APPLICATION, DEGREE AUDITS AND CLEARANCE**

### **Graduation Application**

Each law student is responsible for making formal application for graduation. The deadlines are June 1<sup>st</sup> for December completers and October 1<sup>st</sup> (of the semester preceding) for May completers. Students apply for through [My Akron](#). How to apply for graduation is explained at <http://www.uakron.edu/dotAsset/415817cd-0912-45eb-96c3-82727d219c6f.pdf>.

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

ALL STUDENTS MUST APPLY FOR GRADUATION regardless of whether the student plans to participate in the graduation ceremony. Failure to apply for graduation by the stated university deadline could result in delayed graduation and eligibility to take the bar examination in some states.

### **Degree Audits for Clearance**

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

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

### Graduation Packets, Surveys and Exit Interviews

Students who have applied for graduation will receive a *mandatory graduation survey* via email during their final semester requesting information pertaining to 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 from the Law School's [Career Planning and Placement 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 Planning Exit Interview Form
- NALP Employment Form
- Class Directory Form
- School of Law Senior Survey

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### Bar Registration

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

### OHIO BAR EXAMINATION:

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

2016	
January 15	<b>Deadline:</b> Late Application to Register as a Candidate for the July 2016 bar examination
February 23 - 25	Administration of the February 2016 Bar Examination
April 1	<b>Deadline:</b> Application to take the July 2016 bar examination <b>Note: The dates for the July 2016 bar examination are July 26, 27, and 28</b>
May 10	<b>Deadline:</b> Late Application to take the July 2016 bar examination
July 26 - 28	Administration of the July 2016 bar examination
August 15	<b>Deadline:</b> Late Application to register as a candidate for the February 2017 bar examination

November 1	<b>Deadline:</b> Application to take the February 2017 bar examination <b>Note: The dates for the February 2017 bar examination are February 21, 22, and 23</b>
November 15	<b>Deadline:</b> Timely <a href="#">Application to Register as a Candidate for Admission</a> to the Practice of Law (for applicants in the second year of law school)
December 12	<b>Deadline:</b> Late Application to take the February 2017 bar examination

\*Fees are payable to the Supreme Court of Ohio as outlined in the Fee Schedule for Ohio

Bar Admissions which is available at the following link:

<http://www.supremecourt.ohio.gov/AttySvcs/admissions/fees/default.asp> (Other fees may apply, please contact the Office of Admissions directly for further information)

Final Law School Certificates which includes the one-hour of instruction on substance abuse is due not less than 30 days prior to the exam. The Office of Law Student Affairs will submit the Final Law School Certificate to the Supreme Court of Ohio Office of Admissions the Monday immediately following the May graduation date. Students do not need to submit the Final Law School Certificate.

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### Substance Abuse Lectures

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

The University of Akron School of Law hosts Attorney and Executive Director Scott Mote (or designee) from [Ohio Legal Assistance Program, Inc. \(OLAP\)](#) for two, free, one-hour substance abuse lectures each year. Lectures are scheduled once during the fall semester and once during the spring semester. Notices of upcoming lectures are sent out via the [Akron Law Announcements Blog](#).

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

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

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

1650 Lake Shore Dr. Suite, Suite 375  
Columbus, OH 43204

Office: 1-800-618-8606  
Fax: 1-614-464-2245

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

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

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## **Student Disciplinary Standards**

The responsibility of honorable conduct is placed upon the individual student, a practice consistent with the purpose of the law school. The University Code of Student Conduct (<http://www.uakron.edu/ogc/UniversityRules/pdf/41-01.pdf>) and Student Disciplinary Code of The University of Akron School of Law below govern student conduct. In the event of 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.

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#### 1. Violations

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

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

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

A student violates this Code if:

- a. In an examination, he or she uses material not authorized by the instructor.
- b. In a paper or other coursework, he or she uses material inconsistent with the instructor's instructions.

- c. In any work, he or she fails to adequately identify the extent of reliance on the work of another person.

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

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

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

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

(For example, a student is not permitted to hide, damage, or steal Library books or School supplies or use equipment or property without appropriate authority. Stealing a book, mail, or property of a student may also be a violation.)

- f. He or she makes a false representation to any University authority.

Examples include the following:

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

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## 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.

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### 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.

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#### 4. Notice

Upon completion of the investigation, the Chair shall determine whether there is probable cause to believe that a violation was committed.

It is anticipated that the investigation will be completed within twenty (20) business days of the date of notice to the suspected violator that an investigation is being initiated; or, if the identity of the suspected violator was unknown, then within twenty (20) business days of the date of appointment of the investigator. If the investigation is not completed by the twentieth (20<sup>th</sup>) business day, the Chair shall notify the suspected violator (if identity is known) of the need for further investigation and that it is anticipated it will be completed by a specified date.

If the Chair determines that such probable cause does not exist, he or she shall so notify the student(s) who had been notified of the investigation. If the Chair determines that such probable cause does exist, he or she shall provide the student(s) suspected of violating the Code with written notice specifying in detail the nature of the suspected violation(s) and the date, time, and location of the Hearing. The Hearing shall be scheduled not earlier than one week or more than four (4) weeks following the date of the notice, unless there are compelling reasons for doing otherwise. Notice should be accompanied by a copy of this Code.

If the Chair finds probable cause and on a request by the suspected violator, the Chair shall promptly provide the suspected violator with the following: the identity of any witnesses, the identity of any persons known to possess exculpatory information, and an opportunity to examine all evidence available to the Committee. All persons so identified by this disclosure shall be promptly notified that disclosure of their identity has been made to the suspected violator. The Chair has a continuing duty to disclose requested information.

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#### 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.

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## 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.

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## 7. General Provisions

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

### Effective Date

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

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

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## **University of Akron Student Disciplinary Code**

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 Asst. 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 Asst. 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.

#### Informal Resolution Process

According to University Rule 3359-41-01 Section (J) an incident of academic misconduct may be resolved and a sanction assessed in a meeting between the faculty member and

student as outlined in the following steps:

**Step 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.

**Step 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. For your convenience SJA has developed an [academic misconduct notification form](#)

**Step 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.**

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**Interim removal of a student from clinical or 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, in accordance with 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.

**What is the Student Conduct Process?**

Students contacted by the Department of Student Conduct and Community Standards will

typically receive one or more of the following communications indicating that the student has been referred to our office for possible violations outlined by the [definitions of misconduct](#) in the Code of Student Conduct:

- Email
- Phone

Students are **required** to meet with a hearing officer to begin the conduct process. Please note that Student Conduct staff will **NOT** give additional details about the alleged violation over the phone, nor will any staff member discuss your disciplinary records with anyone except the student without a signed [FERPA Release of Information](#) waiver that expressively permits such disclosure.

**Parents** interested in a student's disciplinary record should complete the [FERPA Authorization for Parents](#).

### **What is a fact finding meeting?**

A fact finding meeting is a conversation between a student and a hearing officer in which the student will:

- Be informed of his or her rights as a student.
- Review the alleged violation(s) of the Code of Student Conduct.
- Be given the details of his or her file and referred incident.
- Present his or her side of the story, ask questions and respond to the allegations.
- Mutually reach a determination of responsible or not responsible.
- Be assigned sanctions (when applicable) and sign a case resolution form.

During the fact finding meeting the student may also [request copies](#) of the contents of his or her disciplinary file.

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### **What are the possible outcomes of a fact finding meeting?**

There are typically four possible outcomes to a fact finding meeting:

- Student can be found **not responsible** for a violation of the Code
- Student can be given an **informal warning**
- Student can be found **responsible** for a violation of the Code and given sanctions
- The case can be **referred to the University Hearing Board**

### **How can I prepare for a fact finding meeting?**

Before attending you could:

- Write down your recollection of the events in question.
- Gather information you would like to present to the hearing officer (i.e. names of

- witnesses).
- Outline the details you plan to present.
- Develop a list of questions you would like to ask.

### **How does SJA determine appropriate sanctions?**

A variety of factors are considered when determining what sanctions will be effective in helping students to **recognize misconduct, identify potential consequences, and make informed decisions** in the future.

The [sanctioning considerations](#) begin with educational opportunities and become more punitive as each factor is considered along a continuum of potential outcomes.

### **Your Right to an Adviser**

Please be aware it is your right to have an adviser present at all conduct proceedings. An adviser may be a:

- Friend
- Family Member
- Faculty or Staff Member
- Attorney

If you choose to have an adviser present, they are **not permitted to speak** on your behalf during the hearing process. They are only to serve as **support** and give you **advice** as you respond to the allegations.

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### **What is a formal hearing?**

Every student has the right to a formal hearing before the **University Hearing Board (UHB)**. The UHB is composed of a mix of three faculty members or contract professionals and two students who are trained and preselected at the beginning of each semester. A formal hearing before a board typically happens if the information concerning the violation is sufficient to meet the standard of proof but the student denies responsibility.

### **What happens at a formal hearing?**

In general, the UHB will determine if you are responsible for violating the Code of Student Conduct and if you are found in violation of the Code the appropriate sanction(s) will be issued.

Here is what the process looks like:

- Basic [hearing procedures](#) and the alleged violations will be reviewed.
- Student will admit or deny responsibility for the alleged violations.
- Student is given the opportunity to make an opening statement and general

- overview of the incident from their perspective.
- The UHB will ask questions that will help determine responsibility and/or sanctions.
  - Witnesses will be introduced to provide additional information when applicable.
  - The UHB will ask questions of the witness, and the student will have the same opportunity.
  - Student will make a closing statement and summarize relevant information presented as a conclusion of the formal hearing.

### **What happens after the hearing concludes?**

After the closing statements are made, the UHB will go into closed deliberations to review the information and determine if the student is responsible or not responsible for violating the Code of Student Conduct.

If the student is found responsible, the UHB will assign the appropriate sanction(s) using similar [sanctioning considerations](#) as in the fact finding process.

The UHB will reconvene the hearing to inform the student of the outcome. Immediately following the hearing, the student will meet with a member of the Student Conduct staff to receive a written copy of the hearing outcome and to review the process for appealing the UHB decision, if applicable.

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### **How can I prepare for a formal hearing?**

To prepare for a hearing, a student could take the following steps:

- Write down the recollection of events as completely as possible.
- Gather any information to be presented during the formal hearing.
- Inform Student Conduct staff of any witnesses who need to be present at the hearing.
- Make an outline of information to present and questions to ask during the hearing.

While there is not a specific dress code, **business casual** attire is **suggested**.

### **Can I appeal a University Hearing Board decision?**

Every student has the right to appeal the UHB decision. Immediately following the hearing, the student will meet with a member of the student conduct staff to discuss this option and the [procedures for submitting the appeal](#) in writing.

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### **Your Right to an Adviser**

Please be aware it is your right to have an adviser present at all conduct proceedings. An

adviser may be a:

- Friend
- Family Member
- Faculty or Staff Member
- Attorney

If you choose to have an adviser present, they are **not permitted to speak** on your behalf during the hearing process. They are only to serve as **support** and give you **advice** as you respond to the allegations.

### **The Appeal Process**

The complainant and adjudicated student have **five (5) business days to petition** the Appeals Board in writing after receiving the hearing outcome. The [letter of appeal](#) must be sent to the Department of Student Conduct and Community Standards.

The appeal letter **must include at least one of the grounds for appeal** outlined in Section(H)(3) of the Code of Student Conduct.

### **What are the grounds for appeal?**

An appeal shall be limited to review of the verbatim record of the initial hearing and the supporting documents for one or more of the following purposes:

- To determine whether there was a misapplication or misinterpretation of the rule alleged to have been violated.
- To determine whether the hearing was conducted in violation of procedural requirements set forth in the code of student conduct, and whether these violation(s) could have affected the outcome of the hearing.
- To determine, based solely upon a review of the original hearing record, whether there was a reasonable basis for the hearing board's or student conduct administrator's conclusion that a violation of the code of student conduct had been proven by the applicable standard of the evidence.
- To determine whether the sanction(s) imposed were grossly disproportionate to the violation(s) of the code of student conduct for which the appellant(s) was found responsible.
- To consider new evidence unavailable to the appellant(s) at the time of the hearing, which is sufficient to alter a decision.

To prepare for an appeal, the complainant and adjudicated student may request a copy of all materials that will be reviewed by the Appeals Board.

### **Who hears the appeal?**

The Appeals Board is composed of three members including **one student** and **at least one faculty member**; it may include **one contract professional**. No Appeals Board member may have participated in the initial adjudication of the case.

### **What appeal outcomes are possible?**

- The appeal may be denied and the outcome of the hearing upheld.
- The case may be remanded for a new hearing.
- The Appeals Board may reverse the finding of responsibility, in whole or in part, made by the University Hearing Board or Student Conduct Administrator.
- The Appeals Board may uphold, reduce, or increase the sanction imposed by the University Hearing Board or Student Conduct Administrator.
- The Appeals Board may dismiss the appeal if the appeal is not based upon one or more of the grounds for appeal.

### **Does the appeal process impact the sanction(s)?**

- Sanction(s) will not be imposed until the appellant has been notified of the Appeals Board decision. Students who have received an interim presidential suspension shall remain suspended until the conclusion of the appeal process.
- The Appeals Board's decision is final subject only to the limited right for a presidential review requested by the Vice President for Student Affairs or a student who has been sanctioned to dismissal or revocation of degree.

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## **CAREER PLANNING & PLACEMENT**

### **Office Services**

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

The University of Akron 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 Planning & Placement 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 in Cleveland, Chicago, and across the country; and the Patent Law Interview Program held annually in Chicago. 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 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 are related to 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. We are proud to report that the employment rate of our graduates has been competitive with the national average.

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

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

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

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

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

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

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

*Adopted by the Law Faculty April 12, 2007*

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

**Anti-Discrimination Policy:**

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

Employers are required to sign a statement of compliance with this policy before participating in any on-campus interviewing program, all those employers who list a position with the Law Career Planning Office are informed annually by letter that their compliance is presumed, the policy is published in the National Association of Law Placement Directory of Law Schools, and the policy is posted on the job board in the law school. The University of Akron School of Law takes very seriously compliance with its anti-discrimination policy and will fully investigate student complaints in order to enforce the policy.

**Complaint Procedures:**

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

1. Oral Complaint: A student may make an oral complaint to the Director. The Director may, if appropriate, contact the employer to discuss the complaint and to clarify the employer’s or the law school’s policies and/or practices. The Director shall promptly inform the student who submitted the complaint of the nature and results of any such discussion. The student’s identity shall be kept confidential if he or she desires.
2. Written Complaint:
  - a. Submission of Complaint to Director: A student who wishes to have his or her complaint recorded and pursued may fill out the “Student Complaint Against Employer Form” (which can be obtained in the Law Career Planning Office) and submit the form to the Director. As indicated on the form, the complaint shall specify the date of the occurrence, the name and address of the employer, the

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

name of the representative of the employer involved in the occurrence, the employer's statements and/or practices upon which the complaint is based, and the specific manner in which the employer's statements or practices are alleged to violate the Anti-Discrimination Policy. The written complaint also may set forth any other facts that the student deems relevant. The Director shall have the authority to use the contents of the complaint according to his or her discretion as needed to fully investigate the alleged violation.

b. Consideration of Complaint by Director:

- (1) The Director shall review the complaint and determine whether the allegations (if taken as true) provide a clear showing of a violation of the law school's Anti-Discrimination Policy.
- (2) If the Director determines that, on its face, the complaint does not demonstrate a clear showing of a violation of the law school's Anti-Discrimination Policy, the Director will promptly inform the student who submitted the complaint of that determination and will take no further action.
- (3) If the Director determines that the complaint does appear to demonstrate a clear showing of a violation of the law school's Anti-Discrimination Policy, the Director shall:

(a) promptly inform the employer of the complaint;

(b) seek the employer's response to the complaint;

(c) conduct any other necessary investigation; and

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

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

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

c. Consideration of Complaint by Associate Dean:

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

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

(b) after a full review of the matter (under 2.b.(3)), the Director

recommends that sanctions be imposed against the employer; or

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

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

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

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

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

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

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

(a) forward to the employer and to the student/complainant copies of his or her written determination that a violation of the Anti-Discrimination Policy has occurred and what sanctions are recommended;

(b) inform the employer that it has a right to request review of his or her determination in the form of a hearing before the Ad Hoc Career Planning & Placement Committee ("Committee");

(c) inform the employer that if it requests a hearing before the Committee it may submit to the Committee data concerning its interviewing and hiring practices and any other relevant information, and that it may present oral testimony to the Committee; and

(d) inform the student/complainant that if the employer requests a hearing before the Committee, the student/complainant may testify at the hearing and may present any other relevant information to the Committee.

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

(1) If the employer so requests, the Ad Hoc Career Planning & Placement Committee ("Committee") shall hold a hearing on the allegations contained in the complaint, at which time the employer may present witnesses and the student/complainant may testify. (The Director will not be present at such a hearing or participate in the decision-making process.)

- (2) After considering the complaint, the testimony at the hearing, any written submissions from the employer and the student/complainant, the written determination of the Director (if applicable) and the written determination of the Associate Dean, and any other relevant information, the Committee shall make a written determination as to whether the law school's Anti-Discrimination Policy has been violated, and what sanctions, if any, should be imposed against the employer.
- (3) The Committee's determination will be final, and will be communicated promptly to the employer and to the student/complainant.

3. Retention of Records:

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

*Unanimously Adopted by Law Faculty, November 11, 1993.*

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## Honors and Awards

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

## Extracurricular Programs

**Advocacy Program's Competition Teams** is located at:  
<http://www.uakron.edu/law/curriculum/advocacy.dot>

### Requirements for Competition Teams

#### **Trial Team:**

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

**First Year:** Although it is rare, first year students have been allowed to participate as auxiliary members of the teams must have at least a 2.70 LGPA upon the completion of their fall semester classes can be utilized for volunteer (no credit awarded) trial team witnesses or similar positions during the spring semester.

## **Moot Court:**

In order to participate, you must have at least a 2.70 LGPA.

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

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

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

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

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

### **Student Organizations**

Student organizations are an integral part of our students' law school careers, providing them with a chance to thrive academically, professionally, and personally.

- [Akron Law Federalist Society](#)
- [Akron Law Review](#)
- [American Association for Justice](#)
- [American Civil Liberties Union - Akron Law Student Organization](#)
- [Asian-Latino Law Students Association](#)
- [Black Law Students Association](#)
- [Delta Theta Phi](#)
- [Environmental Law Society](#)
- [Gay/Straight Law Alliance](#)
- [Intellectual Property and Technology Law Association](#)
- [International Law Society](#)
- [J. Reuben Clark Law Society](#)
- [Jewish Law Students Association](#)
- [Law Association for Women](#)
- [Moot Court Honor Society](#)

- [Phi Alpha Delta Law Fraternity](#)
- [Phi Delta Phi International Law Fraternity](#)
- [Sports and Entertainment Law Society](#)
- [Student Animal Legal Defense Fund](#)
- [Student Bar Association](#)

University policy requires all student organizations to limit membership to students who are in good academic standing. Officers for each listed student organization is available on the site. You may contact the Assistant Director of Student Affairs with questions.

*Student Organizations are also located at: <http://www.uakron.edu/law/about-us/student-orgs.dot>*

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## STUDENT LIFE

### Policy Against Discrimination and Sexual Harassment

The University of Akron and the University of Akron School of Law have policies prohibiting discrimination upon a variety of factors. The law school policy provides:

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

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

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

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

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

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

Anyone subject to discrimination or harassment in violation of these policies has a variety of remedies. The victim has the option of reporting complaints about such matters to any supervisor, including the Dean and members of the Dean’s staff (see Procedures Below,

Section E). The Director, Affirmative Action/Equal Employment Opportunity serves in that capacity for the whole University. The Procedure for Law Student Claims of Discrimination and/or Harassment by Law Faculty, Administration, or Staff is Sexual Harassment Policy is set forth as follows:

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## **THE UNIVERSITY OF AKRON SCHOOL OF LAW STUDENT COMPLAINT POLICY**

### **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 complaint. 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](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.

*(Adopted by the Law Faculty, October 1, 2015)*

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

### **THE UNIVERSITY OF AKRON SCHOOL OF LAW**

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

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

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

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

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

This provision only creates a procedure as to which complaints of discrimination are to be made and investigated, and does not create any substantive rights and does not

grant new powers (disciplinary, or otherwise) to the Dean or Associate Dean, or any ad hoc committee that may be formed.

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

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### **SEXUAL HARASSMENT POLICY AND PROCEDURES**

**Sexual Harassment Policy and Procedures is also available on the University of Akron Office of General Counsel at <http://www.uakron.edu/ogc/UniversityRules/pdf/11-13.pdf>**

*Effective: 2/1/ 2015*

#### **3359-11-13 Sexual harassment policy.**

(A) Statement of policy.

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

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

more of the following: unnecessary touching or hugging, remarks of a sexual nature about a person's clothing or body, or remarks about sexual activity or speculations about previous sexual experience.

- (3) The university recognizes that not every advance or consent of a sexual nature constitutes harassment. Whether a particular action or incident is a personal social relationship without a discriminatory effect requires a determination based on all the facts and surrounding circumstances. False accusations of sexual harassment can have a serious detrimental effect on innocent parties and all others who are concerned. This policy shall not be used to bring frivolous or malicious charges against fellow students, faculty members, or employees. Such charges may result in discipline against the offending individual pursuant to applicable university disciplinary procedures.
- (C) Retaliation. Under this policy, retaliation is defined as the undertaking of adverse action against students or employees for the exercise of rights under this policy; or for having brought forward a charge of discrimination or sexual harassment, testified, assisted, or participated in any manner in an investigation or hearing or other proceeding under this policy or pursuant to procedures provided by law. The exercise of such legally protected rights shall not reflect upon an individual's status or affect future employment, grades, or assignments when such exercise is pursuant to the terms set forth in this policy.
- (D) Responsibility.
- (1) All persons affiliated with the university have a responsibility to actively oversee and implement this policy. The affirmative action officer shall facilitate and administer this policy consistent with the terms set forth herein and consistent with the state and federal rules, regulations, and laws governing this institution.
  - (2) Any person who believes he or she has been the victim of sexual harassment by an employee, student, or visitor of the university, or any third person with knowledge or belief of such conduct, should report the alleged acts immediately to a university official listed in paragraph (e) of this rule.
  - (3) Employees and students should make clear through affirmative conduct and/or verbal statements to an alleged harasser that such conduct is unwelcome and uninvited and should cease immediately. However, the employee's or student's inability to do so does not, in itself, negate the validity of the offensiveness of the conduct alleged.
- (E) Investigating reporting and procedures.
- (1) Persons who believe they are the victim of sexual harassment have the right to file a complaint. Such complaints should be filed as quickly as possible, but not later than one hundred twenty days after the incident in question, utilizing either the informal or formal procedures outlined below.
  - (2) However, any sexual conduct defined as criminal conduct in accordance with Title XXIX of the Revised Code shall be handled by the formal procedures outlined

herein. The university reserves the right to refer such complaints to the appropriate external agency, including the prosecutor, police, or other appropriate investigative agency.

(3) Informal procedures. Those desiring to file complaints are strongly encouraged to utilize the procedures outlined below:

- (a) Any complainant who is an employee should contact his or her immediate supervisor, or if the supervisor is the alleged perpetrator or unavailable, the vice president or head of the administrative unit;
- (b) Any complainant who is a student should contact immediately the dean of the student's college or the assistant vice president for student affairs;
- (c) The complainant may also contact the affirmative action officer directly;
- (d) Third persons referenced in paragraph (d)(2) of this rule should contact any of the above-listed officials;
- (e) University personnel contacted about an incident or informal complaint of sexual harassment must report the incident/complaint to the affirmative action officer as soon as possible. The affirmative action officer shall be apprised of patterns of incidents or complaints as they may develop;
- (f) The affirmative action officer and the university official listed above shall promptly investigate and then attempt to resolve the complaint in cooperation with the university representative originally contacted when appropriate.

(4) Formal procedures.

- (a) Should informal procedures not produce a resolution satisfactory to the complainant, the complainant has the right to file a formal written complaint with the affirmative action officer.
- (b) Upon receiving a formal complaint, the affirmative action officer shall inform the alleged offender of the allegation and of the identity of the complainant. A written statement of the complaint shall be given to both parties. The affirmative action officer shall then conduct an investigation and fully inform the complainant and the accused of the results thereof.

(F) Resolution of a complaint.

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

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

*Prior effective dates: 5/13/98, 8/20/11, 11/15/12*

### **The University of Akron Counseling Center**

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

### **Student Health Services**

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

### **Center for Child Development**

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

### **Ohio Lawyers Assistance Program**

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

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

1650 Lake Shore Dr. Suite, Suite 375  
Columbus, OH 43204

Office: 1-800-618-8606  
Fax: 1-614-464-2245

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

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

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## **FINANCIAL AID AND TUITION**

### **Short Term Emergency Loans**

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

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

### **Loans**

#### **Law School Financial Aid Information**

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

#### **University Office of Student Financial Aid Information**

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

### **Loan Deferments**

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

Loan inquires and applications may be directed to:

The Student Services Center  
Email: [ssc@uakron.edu](mailto:ssc@uakron.edu)  
**The University of Akron**  
**Akron, OH 44325-6211**  
Phone: 1-330-972-7032  
<http://www.uakron.edu/finaid/>

## Scholarships

### Scholarship Information

<http://www.uakron.edu/finaid/scholarship-programs/index.dot>

### Scholarship Descriptions

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

### External Scholarship Opportunities

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

Scholarship inquires and applications may be directed to:

[Nolan T. James Jr.](#)  
**Director of Admissions & Financial Aid**  
**The University of Akron**  
**School of Law**  
**Akron, OH 44325-2901**  
Phone: 1-800-4-AKRON-U or 1-330-972-7334  
E-mail: [ntj4@uakron.edu](mailto:ntj4@uakron.edu)

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## 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.

## Tuition and Fees (audit students and transient students pay same fees)

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

### Billing Information

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

### Payment Options

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

**Tuition and Fees**

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

**Resident/Non-Resident Information**

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

**Late Fees Information**

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

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

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

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

**Refund Information**

**Refund Policy & Schedule**

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

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

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**LAW LIBRARY**

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

**Law Library Hours**

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

**UA Libraries Catalog**

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

**Borrowing Library Materials**

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

**Lexis/Westlaw/Bloomberg Law Password Use Policy**

[http://law.uakron.libguides.com/lexis\\_westlaw\\_casemaker](http://law.uakron.libguides.com/lexis_westlaw_casemaker)

**Electronic Subscriptions**

<http://www.uakron.edu/law/about-us/law-library-database.dot>

**Business and Law Databases**

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

### Library Guides

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

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## TECHNOLOGY DEPARTMENT

### Computers and Technology

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

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

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

**Printing from personal computers.** You can print from your laptop to the printers in the Law Library once you configure your laptop to do this. See the following information on configuring your laptop for printing in the School of Law or visit the Technology Support Office in room 153.

[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)

**The Technology Department** maintains four networked printers for student use from lab and personal laptop computers. The School of Law utilizes the Zip Print system, see [http://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. The Law Library has a Zip Card Value Transfer Station (VTS) located next to the Circulation/Reserve Desk that students can use to add money to their Zip Card. Students may also use their credit card over the Internet at <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.

**Wireless network.** Students with laptop computers may connect to the University's wireless network if their laptops are configured properly. There are hardwired network

connections in the Law Library for laptops at multiple carrels. For assistance in configuring laptops for network access please see our Technology Support Specialists in Room 153. Instructions can be found below:

[http://support.uakron.edu/wiki/index.php/Wireless\\_Setup](http://support.uakron.edu/wiki/index.php/Wireless_Setup)

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## **GENERAL**

### **Law Announcement Blog**

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

### **Dean's Office Fax Policy**

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

### **Notary Public Services**

Notary Public Services are available on campus in the Law School Dean's Office, Student Services. Please see Ms. Terri Bisesi ([tbisesi@uakron.edu](mailto:tbisesi@uakron.edu)) for assistance. You may also check with one of the many local banks which are within walking distance of the university.

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

#### **3359-20-05.5 Health services and restrictions on smoking, alcoholic beverages and drugs.**

(A) Restrictions on smoking and alcoholic beverages.

(1) Controlled smoking policy.

(a) The board of trustees, pursuant to its authority set forth in R.C. 3359.03 and R.C. 3345.21, and consistent with the provisions of R.C. 3791.03.1, designates the following areas as "no smoking" areas:

(i) All "places of employment" as included within that term by R.C. 3794.01, including but not limited to all offices, meeting rooms, sales, production and storage areas, restrooms, stairways, hallways, warehouses, garages, and vehicles; all "Enclosed Areas" as included within that term by R.C. 3794.01, including but not limited to an area with a roof or other overhead covering of any kind and walls or side

coverings of any kind, regardless of the presence of openings for ingress and egress, on all sides or on all sides but one; and all "Outdoor patios" as included within that term by R.C. 3794.01, including but not limited to an area that is either: enclosed by a roof or other overhead covering and walls or side coverings on not more than two sides; or has no roof or other overhead covering regardless of the number of walls or other side coverings. An "enclosed area" as described in R.C. 3794.01 is a place of employment without regard to the time of day or the presence of employees.

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

- (2) All sales or consumption of alcoholic beverages on property owned, leased or operated by the university of Akron shall be in accord with the laws of the state of Ohio. Unless authorized upon written application to the president, or pursuant to applicable permits, alcoholic beverages shall not be available at events held on university property. The consumption of alcoholic beverages in private residence hall rooms by the occupants or guests shall conform to Ohio law in all respects.
- (B) Health services.
- (1) The student health service in the student wellness and recreation center provides emergency treatment for minor illnesses and injuries to university faculty and staff.
  - (2) The following procedures are to be followed in reporting about any student, faculty member, staff member, or visitor who becomes unconscious, has an accident, or becomes seriously ill while on campus.
    - (a) Call university police, and describe the nature of the illness or injury. Give your name and the name of the patient, if known, and the location of the patient.
    - (b) The dispatcher will call an ambulance if it is advisable, or the police officer after arriving will call an ambulance if it is needed.
    - (c) In case of any other illness, call university police, and request that the person be taken to the health services.
- (C) It shall continue to be the policy of the university of Akron to maintain a drug-free workplace. Recognizing that illegal drug use poses health and safety hazards to employees and to the community at large, the possession or use of illegal drugs on any university property and at any other location where employees are conducting university business is prohibited. (See rule 3359-47-02 of the Administrative Code for the university's drug-free workplace policy and see rule 3359-47-01 of the Administrative Code for the university's alcohol policy.)

Effective: 01/31/2015

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

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## **LL.M. FOR INTELLECTUAL PROPERTY**

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

### **Whom to Contact with LL.M. Administrative Questions**

Intellectual Property Center Director Professor [Ryan Vacca](#):  
Academic Information, Curriculum, Advising

Associate Dean [William Jordan](#): Academic Information; Curriculum, Course  
Schedule, Exam Schedule; Faculty  
Development; Registration; Speaker Series  
Assistant Director of Student Affairs [Misty Franklin](#);

Assistant Dean [Ivy Banks](#)  
Manager of Technology and Compliance: [Liz Wascak](#)  
College Program Specialist: [Mary Cooke](#)  
*General Advising, Graduation, Accessibility,  
Accommodations and Student Services  
Graduation—Academic Standards/Clearance, Grades,  
Student Disciplinary Matters, Course W/D and Leave of  
Absence and Student Services*

Director of Admissions & Financial Aid: [Nolan T. James Jr](#)  
*Admissions, Financial Aid and Scholarships for entering  
students*

Assistant Director of Admissions: [Anthony P. Colucci III](#)

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### **Intellectual Property Faculty & Advisors**

**Professor Ryan Vacca:**

**Associate Professor of Law and Director,  
Center for Intellectual Property Law and  
Technology**

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

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

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

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

### **Academic Standards for LL.M. Students**

#### **Good Academic Standing**

Student must earn 3.1 or higher AGPA for all IP courses taken that apply toward the LLM *excluding* transfer work.

*Revised and approved by law faculty and UA Board of Trustees - October 14, 2015*

### **Academic Dismissal**

A student pursuing the LL.M. degree who has an accumulative grade point average (AGPA) so low that the student cannot arithmetically attain at least a 3.1 AGPA by the time the student would complete 24 credit hours toward the LL.M. degree will be dismissed from the LL.M. program. Students enrolled in the joint J.D. /LL.M. program who are dismissed from the LL.M. program are still eligible to pursue their J.D. in accordance with the standards established for the J.D. program.

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

*Revised and approved by law faculty and UA Board of Trustees - October 14, 2015*

### **Reinstatement after Academic Dismissal**

1. Procedure for seeking Reinstatement upon dismissal for academic deficiency.
  - 1.1 Petition for Reinstatement: Any student who has been dismissed from the School of Law for failure to maintain the required grade-point average 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 upon second dismissal for academic deficiency: Any student who has once been dismissed from the School of Law for failure to meet the conditions upon which reinstatement was previously granted may petition the Academic Committee again for reinstatement, but such student has no right to appear personally before the Committee. Petitions for second reinstatement shall be granted only in extraordinary circumstances strongly indicating a substantial likelihood of academic success notwithstanding previous academic deficiencies. No student whose petition for second reinstatement has been denied may petition the Academic Committee for reconsideration of that decision.
3. No student who has twice been dismissed from the School of Law for failure to meet the conditions upon which reinstatement was previously granted may petition the Academic Committee again for reinstatement.
4. The above reinstatement provisions apply to J.D and LL.M. students.

*Ratified by Law Faculty, 1/17/08  
Amended: 4/18/13; 5/28/14*

### **Scheduling Information**

LL.M. students should consult with an IP faculty advisor each semester before registering for courses. Close work with an advisor is important for planning a successful program in pursuit of the degree. The School of Law registration information for LL.M. and JD/LL.M students may be accessed at <https://www.uakron.edu/law/curriculum/areas/registration.dot> or by clicking on [My Akron](#) from any of the University of Akron web pages.

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### **GRADUATION APPLICATION AND CLEARANCE**

Students should monitor their degree requirements and degree progress using **DARS**, the university's electronic, degree audit reporting system. DARS is available via [My Akron](#) and may be run as often as needed **after** the student's first semester of grades has posted to

their academic record.

Information and materials related to degree audits may also be found under Graduation & Degree Auditing (DARS) list on the law student affairs webpage located at <https://www.uakron.edu/law/curriculum/areas/registration.dot>.

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

LLM:

<https://www.uakron.edu/law/docs/LLM+only+degree+requirements+form.pdf>

JD/LLM: <https://www.uakron.edu/law/docs/JD-LLM+degree+requirements+form.pdf>

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

### **Graduation Application**

The student is responsible for making formal application for graduation before completion of the student's studies. The deadlines are June 1<sup>st</sup> for December graduates and October 1<sup>st</sup> for May graduates. Students apply for through [My Akron](#). How to apply for graduation is explained at <http://www.uakron.edu/dotAsset/415817cd-0912-45eb-96c3-82727d219c6f.pdf>.

### **Graduation with Excellence**

LLM students who have earned an accumulative LL.M. GPA of 3.70 or higher out of a possible 4.0 for all LL.M. coursework taken in the School of Law are honored with the LL.M. Certificate of Academic Achievement. Recipients will receive an excellence certificate with their diploma and be footnoted in the Commencement Booklet.

*Adopted by the Law Faculty - February 5, 2009*

*Revised and approved by law faculty and UA Board of Trustees - October 14, 2015*

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

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

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

- Career Planning Exit Interview Form
- NALP Employment Form
- Class Directory Form

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## **Student Information**

### **Leave of Absence**

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

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

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

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

### **UANetID**

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

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

### **Photo ID - ZipCard**

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

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### **Honor Code**

The University of Akron School of Law has a Student Disciplinary Code and operates on the honor system. The Student Disciplinary Code is an important part of the professional and ethical environment of the law school, as is The University Student Code of Conduct. All students are expected to adhere to its requirements in their academic work. In addition,

the Student Disciplinary Code adopts standards of professional and ethical conduct by which students are expected to govern their behavior both in and out of class.

If a student believes that he or she has witnessed a violation of the Student Disciplinary Code during an exam, the student must report such violation. Students witnessing a violation should inform a faculty member, the Associate Dean or Assistant Dean of Student Affairs or the Chair of the Academic Committee. If a potential Student Disciplinary Code violation has occurred, the faculty member will contact the chair of the Student Disciplinary Committee, who will arrange for a confidential investigation of the alleged violation.

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

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### [Disciplinary Standards](#)

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

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

**ALL FEES ARE SUBJECT TO CHANGE WITHOUT NOTICE  
PLEASE INQUIRE IN THE [OFFICE OF STUDENT ACCOUNTS](#) FOR INFORMATION ON THE  
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