

VI. CHARACTER AND FITNESS TO PRACTICE LAW; AMENDING COLLEGE OF LAW APPLICATION; QUALIFICATIONS FOR ADMISSION TO THE BAR

A. Disclosure of Character and Fitness Matters Required

Character and Fitness is important for both admission to law school and admission to any state bar where you intend to practice. The NKU Chase College of Law application for admission requires applicants to disclose several matters related to their character and fitness to practice law.

For students entering Chase in fall 2011, the disclosures that must be made in detail are as follows:

- *Have you ever been arrested, charged with, or convicted of any crime, or military offense? (This includes felonies, misdemeanors, juvenile offenses, major traffic violations such as driving while intoxicated or impaired, or repeated moving violations. Matters that have been expunged, sealed, or subject to a diversion program must still be disclosed.)*
- *Have you ever been accused of cheating, plagiarism, or any other violation of a student conduct code, or have you ever been placed on probation, suspended, asked to withdraw, or been dismissed from any educational institution for any reason?*
- *Have you ever been charged with fraud, deceit, misrepresentation, forgery or other act of dishonesty in any civil, criminal, administrative, or other proceeding?*
- *Have you ever been disciplined, discharged, or asked to resign from any employment for fraud, deceit, misrepresentation, forgery, dishonesty, or other reason reflecting on your character?*
- *Have you ever filed or been the subject of a petition for bankruptcy, had a credit card revoked, or defaulted on student loans or any line of credit?*
- *Have you ever been subject to disciplinary action by a professional association or state licensing board, or been disqualified as a member of another profession?*

For students who entered Chase prior to fall 2011, the matters that must be disclosed in detail are as follows:

- *arrests, charges, and citations for violations of the law that occurred when the student was an adult or a juvenile including, but not limited to, felonies, misdemeanors, juvenile offenses, expunged records, arrests, charges, citations and fines including traffic offenses, even if the matter is expunged, sealed, or dismissed;*
- *accusations of cheating, plagiarism, or violations of a student conduct code;*
- *dismissal, request for resignation, withdrawal, probation, or suspension from any school, educational program, or employment;*

- *administrative disciplinary action taken against the applicant by a governmental or administrative agency including military authorities; and*
- *legal proceedings in which the applicant has been a plaintiff or defendant, including bankruptcy, divorce or separation, debt collection, and juvenile proceedings.*

The NKU Chase College of Law application also requires the applicant to attest that the information provided by the applicant is true to the best of the applicant's knowledge and acknowledge that any misrepresentation or material omission may be cause for revocation of admission or expulsion from the law school, revocation of a scholarship offer, or a determination of ineligibility to sit for a bar examination.

Effective fall 2010, all new students matriculating at the law school will be required to complete a *Character and Fitness Disclosure* form before the first day of the fall semester, affirming that the responses provided on the application were accurate and complete or requesting to add additional information to the application file to include information not previously disclosed or to update the application with information about events that transpired since submission of the application for admission.

B. Continuing Obligation to Disclose

The obligation to disclose character and fitness information of this type is one that continues throughout law school. If a student discovers that relevant information was omitted from the College of Law application, or in the event additional events related to character and fitness occur while the student is in law school, the student must **immediately** petition to amend his or her law school application.

C. Petition to Amend Law School Application

A petition (in the form of an email letter or memorandum) to amend a College of Law application should be addressed to the Associate Dean for Student Services and should be submitted via email to the Associate Dean. The petition should provide a detailed description of the event or matter being disclosed as well as the current status of any charges or action resulting from the event. If the matter was not immediately disclosed at the time the event occurred, the petition should explain the reason the matter was not previously disclosed. The Associate Dean for Student Services will determine whether the Petition to Amend should be granted and whether the additional information requires action by the law school that subjects the student to consequences for the disclosed behavior. In order to make a determination, the Associate Dean for Student Services may require a meeting with the student.

The fact that such a petition has been filed, as well as the nature of the resolution of the petition, will be communicated to the appropriate office of bar admissions at the time the student files documents requesting permission to sit for a bar examination.

Students are strongly urged to petition to amend their law school applications **immediately** upon discovery of omitted or new information, even if there has not been a final resolution of any resulting charges or action. Forthrightness and full and prompt disclosure are among the qualities favored by the character and fitness committees of state bar admissions

offices. Failure to promptly disclose such events may result in the appropriate bar admissions office finding the student ineligible to sit for a particular bar examination.

D. Character, Fitness, and Other Qualifications for Admission to the Bar

Each state has its own requirements regarding character, fitness, and other qualifications for admission to the bar. You are encouraged to determine what the admission requirements are for each state in which you intend to practice law. For more information about those requirements, please refer to the following websites:

Kentucky

Supreme Court Rule regarding Character and Fitness:

<http://www.kyoba.org/rules/scr/2.011.htm>

Requirements:

<http://www.kyoba.org/apps%20and%20forms/essential%20eligibility%20requirements.htm>

Ohio

Character and Fitness Process:

<http://www.sconet.state.oh.us/Boards/characterFit/CFProcess.pdf>

Requirements:

http://www.supremecourt.ohio.gov/AttySvcs/admissions/pdf/ESSENTIAL_ELIGIBILITY_REQUIREMENTS.pdf

Indiana

Character and Fitness: <http://www.in.gov/judiciary/ble/exam/overview.html>

Contact Information for Bar Admission Offices (includes all 50 states)

<http://www.ncbex.org/bar-admissions/offices/>

Comprehensive Guide to Bar Admission Requirements (includes all 50 states)

<http://www.ncbex.org/comprehensive-guide-to-bar-admissions/>