

Academic Policies

A. Graduation Requirements:

1. Ninety (90) earned credit-hours
2. Fifty (50) pro-bono hours (please see Chase website for more details regarding the pro bono service program)
3. AWR-Research Assignment
4. AWR-Drafting Assignment
5. Three (3) credit-hours of "Skills" courses

B. Required Courses:

The curriculum at Chase College of Law includes forty-eight (48) hours of Required courses, which all students must complete. Many of the Required courses must be taken in a regular sequence; however, Criminal Procedure, Evidence, and Professional Responsibility need not be taken in any particular sequence once the first-year courses are completed. The Required courses are:

1. Basic Legal Skills I and II (5 hours) (1L full-time; 1L part-time)
2. Civil Procedure I and II (6 hours) (1L full-time; 2L part-time)
3. Constitutional Law I and II (6 hours) (2L full-time; 2L part-time)
4. Contracts I and II (6 hours) (1L full-time; 1L part-time)
5. Criminal Law (3 hours) (2L full-time; first summer part-time)
6. Criminal Procedure (3 hours)
7. Evidence (3 hours)
8. Legal Analysis and Problem Solving (1 hour) (1L full-time; 1L part-time)
9. Professional Responsibility (3 hours)
10. Property I and II (6 hours) (1L full-time; 2L part-time)
11. Torts I and II (6 hours) (1L full-time; 1L part-time)

C. Core Courses:

The curriculum at Chase College of Law also includes twenty-seven (27) hours of Core courses. All students must successfully complete at least twelve (12) hours of Core courses, and students on the Structured Curriculum must successfully complete all twenty-seven (27) hours of Core courses. The Core courses are:

1. Administrative Law (3 hours)
2. Agency, Partnership, and LLCs (3 hours)
3. Corporations (3 hours)
4. Family Law (3 hours)
5. Remedies (3 hours)
6. Tax/Basic Income Tax Concepts (3 hours)
7. UCC: Payment Systems (3 hours)
8. UCC: Sales and Secured Transactions (3 hours)
9. Wills and Trusts (3 hours)

D. Elective Courses:

All courses that are not Required courses or Core courses are Elective courses. Almost all Elective courses (including clinics, but excluding field placements) are graded on an A/F scale. Pass/Fail courses will be identified on each semester's "course notes" that accompany the registration materials.

E. Advanced Writing Requirements and Skills Training:

In addition to completing the course requirements for graduation, students must complete all other Chase College of Law academic requirements including two Advanced Writing Requirements, a Skills Requirement, and a Pro Bono Service Requirement.

Description of the Advanced Writing Requirements:

The Advanced Writing Requirement is a graduation requirement which does not generate any separate credit hours. The requirement consists of a research component and a drafting component and can be met as follows:

Research Component: Completion of a research paper prepared in conjunction with:

A designated small-enrollment elective course or seminar (twenty student maximum) or an elective or seminar which, in fact, has twenty or fewer students. The research paper shall be prepared under the supervision of the full-time professor teaching that course or seminar. Enrollment in courses designated as satisfying the AWR-Research requirement is not necessarily capped. A professor may cap AWR availability in a particular course, but that cap can be no fewer than 15 students;

Supervised Independent Study; or

Law Review. A student who writes a research paper as a member of *the Northern Kentucky Law Review* may receive credit for AWR-Research under the supervision and approval of a full-time professor in consultation with a faculty advisor for the law review.

Drafting Component: Completion of a substantial drafting assignment prepared as part of (A) a designated upper-level skills course, or (B) a designated elective or seminar with fifteen or fewer students. The drafting assignment shall be prepared under the supervision of the full-time or part-time professor. The professor must offer the AWR opportunity to no fewer than fifteen students and no more than twenty students. If the course has fewer than fifteen students, the professor must offer AWR-Drafting credit to all students. Subject to the approval of the Associate Dean, the professor may increase the number of students allowed to receive AWR-Drafting credit.

Students must have successfully completed Basic Legal Skills Research and Basic Legal Skills Writing before undertaking the Advanced Writing Requirement. The research component and drafting component must be satisfied in separate courses.

In order to receive Advanced Writing Requirement certification, the quality of a student's AWR work must be of at least B- quality. To meet this requirement, the paper shall demonstrate substantial research and original analysis.

AWR-Research papers must be at least 6000 words, inclusive of footnotes.

The changes to the AWR-Research policy (the B- grade requirement and the length requirement) take effect for classes entering in the fall of 2009 or later.

Requirements for Satisfactory Completion of the Research Component:

The student must notify the supervising professor at the beginning of the term in which he or she will be undertaking the project. To this end, the student should fill out the appropriate form and have the supervising professor sign the form. Both the student and the professor shall retain a copy. The form shall include a schedule for the submission of the (A) abstract, (B) outline, (C) bibliography, (D) first draft, and (E) final draft. The appropriate form is available on line at the NKU Chase Registrar's web page.

A paper submitted to satisfy the research component must be a minimum of 6000 words inclusive of footnotes. The paper must contain footnotes appropriate to the subject matter of the paper. Compliance with the citation form set out in the BLUEBOOK is mandatory.

The student must also obtain the supervising professor's written certification of satisfactory completion of the paper at the end of the term when the paper has been completed. To this end, the student should make sure that the supervising professor fills out and signs the appropriate form. Both the student and the supervising professor shall retain a copy.

If the student completes the research paper as a member of the *Northern Kentucky Law Review*, the faculty advisor for the law review must have no objection, based on the quality of the research paper, to the student using the paper to satisfy the AWR-Research component. The student must have the faculty advisor for the law review sign the form in the appropriate space and return the form to the supervising professor. If there is more than one faculty advisor for the law review, only one of them needs to sign the form.

On or before the last day when grades are submitted for the semester, the supervising professor shall supply the Registrar with copies of the appropriate form. Rules applying to "Incomplete" for courses shall apply to completion of the Advanced Writing Requirement. The appropriate form is available on line at the NKU Chase Registrar's web page.

The Advanced Writing Requirement is a graduation requirement which does not in and of itself generate any separate credit hours; satisfactory completion of the research component does not necessarily constitute satisfactory completion of the course. At the professor's discretion, compliance with the aforementioned research component may satisfy all, part, or none of the requirements for satisfactory completion of the course.

Requirements for Satisfactory Completion of the Drafting Component:

The student must notify the supervising professor at the beginning of the term in which he or she will be undertaking the project. To this end, the student should fill out the appropriate form and have the supervising professor sign the form. Both the student and the professor shall retain a copy. The form shall include a schedule for the submission of at least one preliminary draft and a final draft. The appropriate form is available on line at the NKU Chase Registrar's web page.

A submission to satisfy the drafting component must be a minimum of 15 double-spaced 8 ½ x 11 paper, with one-inch margins, exclusive of footnotes. A submission may take the form of a brief, motion with supporting memorandum, set of pleadings, or documents of record (will, deed, contract, settlement agreement) or some combination thereof consistent with the professor's class project. The professor may accept marginally fewer pages if he or she certifies that the submission is of an extraordinary and compensating degree of complexity. Compliance with the rules of a specified state or federal jurisdiction is mandatory. A submission must be of a quality conforming to exemplary professional standards in the practice of law. The appropriate form is available on line at the NKU Chase Registrar's web page.

A drafting submission must receive the written certification of the supervising faculty in order to satisfy the Advanced Writing Requirement. To this end, the student should make sure that the supervising professor fills out and signs the appropriate form. Both the student and the professor shall retain a copy. On or before the last day when grades are submitted for the semester, the professor shall supply the Registrar with copies of the appropriate form. Rules applying to "Incomplete" for courses shall apply to completion of the Advanced Writing Requirement. The appropriate form is available on line at the NKU Chase Registrar's web page.

Advanced Writing Requirement is a graduation requirement which does not in and of itself generate any separate credit hours; satisfactory completion of the drafting component does not necessarily constitute satisfactory completion of the course. At the professor's discretion, compliance with aforementioned drafting component may satisfy all, part, or none of the requirements for satisfactory completion of the course.

Skills Training Requirement:

Effective with the class entering in fall 2008, including transfer students, every student must pass at least three credit-hours of professional skills training beyond the required curriculum. A list of some of the courses that may be used to satisfy this requirement, in whole or in part, is provided below. This list is subject to change from time to time as additional courses are added/deleted from the curriculum, and some courses may not alone satisfy the three credit-

hour requirement. Each semester, the course scheduling notes will identify which courses can be used to satisfy the skills training requirement.

Advanced Appellate Advocacy

Alternative Dispute Resolution/Mediation

Competition Teams

Contract Drafting

Deposition Strategies

Domestic Violence Prosecution and Trial

Drafting International Business Agreements

Federal Practice and Procedure

Interviewing, Counseling, and Negotiating

Inter-school Competition (Moot Court)

Legal Drafting

Litigation Technology

Modern Real Estate Transactions

National Trial Advocacy Competition

Pretrial Litigation

Trial Advocacy

Voir Dire Strategies

F. Primary Authority of the Professor:

The professor has responsibility for determining course content, choice of reading materials, and type and size of written and oral assignments.

Evaluation of academic achievement of students in a course is the responsibility of the professor.

The professor may regulate the use of laptop computers in the classroom and on examinations.

In order to maintain an atmosphere conducive to learning, the professor may take disciplinary measures judged appropriate to protect the learning environment.

G. Syllabus:

During the first class session for each course, the professor will inform the students of the materials to be covered in that course by written syllabus. The syllabus will also include attendance and class participation policies for that course as well as a statement of how the course will be graded (such as whether a graded midterm will be given, etc.). Any changes will be made in writing.

H. Student Evaluation of Faculty:

Near the end of every semester or term, students will be asked to complete evaluation forms for each faculty member. A faculty member does not have access to the student evaluations until after he or she has submitted final grades for all courses.

I. **Class Attendance Policy:**

A student must attend at least 75% of all regularly scheduled classes in order to have satisfactory attendance in a course. A student who does not have satisfactory attendance shall receive a penalty to be determined at the faculty member's discretion, but some penalty must occur. Individual faculty members may adopt and enforce stricter attendance policies, but they shall not adopt or enforce policies that allow more absences than allowed by this policy. The written attendance policy for each class shall be distributed to students during the first class session of the semester.

Students are responsible for keeping track of their own attendance. Faculty members are not required to give notice to individual students that their attendance is in danger of non-compliance or in actual non-compliance with the requirements for satisfactory attendance, although they may choose to do so.

Each faculty member (full-time, visitor, and adjunct) must take attendance (either by roll call or by sign-in sheet) at every class session. If a faculty member uses a sign-in sheet, any student who signs in a student who is not present is guilty of an Honor Code violation.

J. Rescheduling of Classes / Make-Up Classes:

In instances where a faculty member finds it necessary to reschedule or to make up a class:

1. The class will be rescheduled at a reasonable time.
2. Attendance at a make-up class shall be taken and recorded as for a regularly scheduled class. However, because rescheduling may create a conflict not of the student's own making, absence from a make-up class shall not be counted toward computing unsatisfactory attendance.
3. Tape recording of a rescheduled class may be allowed for the benefit of those students who are unable to attend, but such tape recording will be at the discretion of the professor.

A faculty member who intends to offer make-up sessions for students who experience legitimate absences should make that intention known with suitable requirements stated.

K. Auditing a Course:

A student who wishes to audit a course must have the written consent of the faculty member who will teach the course before the student can be registered for the course. For this reason, online registration is not available for auditing a course. Instead, the student must submit a request for the course along with the written consent of the faculty directly to the Registrar's office.

Chase College of Law students may not audit a Required course or a Core course required by the Structured Curriculum.

A student who is enrolled in a course may change to audit status only until the end of the first week of classes.

A student auditing a course must attend class regularly. Audit status will not be recorded on a student's transcript unless the professor teaching the course verifies satisfactory attendance. The professor may require the auditing student to be prepared for class and to participate in class discussion.

Auditing students need not submit papers or assignments, or take the final examination, but they may do so if they desire.

L. Transient Study, Visiting at Other Law Schools, and Study Abroad:

Any student at the College of Law who wishes to take courses for credit at another ABA-approved law school, or who wishes to study abroad, must petition the Associate Dean for Academics. The petition shall include the courses the student proposes to complete at the non-resident institution.

The College of Law will typically not apply credit-hours earned at institutions or in programs not accredited by the ABA toward the 90 hours required for graduation.

Students who have not satisfactorily completed the first 30 hours of courses at the College of Law are not eligible for transient study.

No more than 30 hours of transient study will be counted toward the 90 hours required for graduation.

Normally, students will not be permitted to complete their last fifteen hours in transient study at another law school.

In order to receive transient credit, the student must have an official transcript of the courses taken at the non-resident institution forwarded directly from that institution to the College of Law. All courses taken and grades received at the ABA-accredited, non-resident institution will be recorded on the transcript; however, the following rules apply to study at another law school:

1. No credit will be given for any grade below a "C" (2.00 on a 4.00 scale), or its equivalent, that is taken at another law school;
2. Pass/fail or similar grades are not accepted; and
3. Grades earned at another law school will not be included in the GPA or in class rank.

M. Distance Learning Policy:

The NKU Chase College of Law policy on distance education incorporates by reference ABA Standards for Approval of Law Schools 306.

N. Dropping Sequenced Required Courses:

Students may not drop a sequenced required course without the permission of the Associate Dean for Student Services upon a showing of good cause.

O. Dropping Non-Sequenced Required Courses, Core Courses, and Electives:

Upper-level, full-time students and part-time students may drop a non-sequenced required course, or a core or elective course, until the end of the third week of classes. After the third week of classes, no course may be dropped without the permission of the Associate Dean for Student Services upon a showing of good cause. There are shorter time limits for summer and special sessions. For the exact dates, see the Academic calendar, which can be found on the Chase website.

No course may be dropped on or after the first day of the final examination period or the date on which an equivalent paper or simulation is due.

P. Adding a Course:

During the fall and spring semesters, an upper-level student may add a course only until the end of the first week of classes. There are shorter time limits for summer terms. The exact dates during which adding a course is allowed for each semester and session are on the Academic calendar.

Q. Changing Course Sections:

Students who are pre-assigned and registered in a sequenced required course may not change to another section.

R. Withdrawing from Courses:

Withdrawal from all courses or any individual course in a manner inconsistent with the procedures articulated in sections “N” and “O” above for dropping a course and without the prior permission of the Associate Dean for Student Services will result in the assignment of the grade of “F” for the course(s)

S. **Course Loads:**

Full-time Students

Full-time students are required to take at least 12 and no more than 16 credit-hours in the fall and spring semesters except by permission of the Associate Dean for Student Services on a showing of good cause.

Part-Time Students

Part-time students are required to take at least 8 credit-hours but no more than 11 credit-hours in the fall and spring semesters except by permission of the Associate Dean for Student Services on a showing of good cause.

Over Loads and Under Loads

A student who wishes to take an over load or an under load must submit a written petition, which may be submitted via e-mail from a student's official NKU email account, to the Associate Dean for Student Services prior to registration or with the student's other registration materials. The Associate Dean for Student Services will approve an over load or under load when it is academically justifiable or where good cause is shown. If a part-time student has an overload, he or she must fill out an Employment Form.

Good Cause

The normal course load requirements are typical for professional legal education. Good cause for deviations from those requirements is a standard that contemplates exceptional circumstances rather than mere preferences. For example, good cause for reduced course load is not demonstrated by desire to achieve an academic advantage, to remedy an attendance policy violation, or to avoid an anticipated grade lower than the student desires. Good cause for an over load is not demonstrated by a simple desire to graduate early or to avoid paying tuition for an additional semester.

T. Limit on Non-Classroom Hours:

A total of not more than 18 hours of non-classroom work may apply toward the graduation requirement. Such hours may include, but are not limited to, moot court, law review, clinical courses, and supervised independent research. Non-classroom hours is defined as courses or programs that permit or require student participation in studies or activities away from or outside of the College of Law or are in a format that does not involve attendance at regularly scheduled class sessions, but do not include hours awarded for Distance Education, approved study abroad programs (except as the study abroad program includes non-classroom hours), nor credit-hours transferred from an approved law school (except as that study includes non-classroom hours). Students may take additional non-classroom hours that will not count toward graduation requirements.

U. Review of Graded Examinations:

Any student who desires to review his or her examination with a faculty member must arrange to do so within 30 days after semester grades have been received. Any student who wishes to review his or her spring examinations with a faculty member must do so within the first 30 days of the following fall semester.

Faculty may not refuse to review a student's examination solely on the basis of grade; however, because the purpose of reviewing exam answers is to help students improve their subsequent performance, faculty members may elect to give preference to students with a grade below C+.

Students who anticipate the possibility of a grade appeal should carefully read the Grade Appeal Policy for requirements of, and timing for, reviewing exams prior to initiation of a grade appeal, which may be different from the information above.

V. Recommended Grade Distribution Policy:

The *recommended* Grade Distribution Policy listed below divides courses into tiers. “First-tier” courses are Torts, Contracts, Property, and Civil Procedure. “Second-tier” courses are Constitutional Law, Criminal Law, Criminal Procedure, Evidence, and other Required courses other than Professional Responsibility. “Third-tier” courses are other graded (non-P/F) courses, which are not governed by this Grade Distribution Policy.

Range/Grade	First Tier	Second Tier	Third Tier
	Includes Torts, Contracts, Property and Civil Procedure	Includes Constitutional Law, Criminal Law, Criminal Procedure, Evidence, and all other Required courses except Professional Responsibility	Includes other graded (non pass/fail) courses not otherwise mentioned.
A+ A	5 - 10%	5 - 15%	5 - 20%
A- B+	5 - 15%	5 - 15%	10 - 20%
B B-	10 - 20%	20 - 30%	20 - 40%
C+ C	30 - 60%	30 - 60%	20 - 60%
C- D+	8 - 20%	5 - 20%	0 - 20%
D D- F	8 - 15%	5 - 20%	0 - 20%

W. Grades:

The following grades and quality points are awarded at the College of Law:

4.33 A+

4.00 A

3.67 A-

3.33 B+

3.00 B

2.67 B-

2.33 C+

2.00 C

1.67 C-

1.33 D+

1.00 D

0.67 D-

0.00 F

W Withdrawal

P Pass

CR Credit

CW Completed Work

I Incomplete

NC No Credit

T Audit

Definitions and Explanations of Grades and Grading Symbols:

A+ and A: [A+ = 4.33, A = 4.00]

The grade of A+ is reserved for unusual and truly outstanding performance. It is not automatically given to the highest A in a class, but is given only in exceptional cases when the performance is outstanding on both a relative and absolute scale. No more than one A+ may be awarded in a course in which thirty or fewer students are enrolled. In a course with enrollment exceeding thirty students, two A+'s may be awarded.

The grade of A is given to student work which is outstanding. This level of achievement represents honors work. This grade is not automatically given to the best performance in a class, but is used to show that the work is of a superior quality. In the context of an examination or paper, all or almost all issues are identified. The presentation will be logical, well-developed, and contain very good analysis. The law is accurate and used sensibly. Creativity should be present.

A-, B+, and B: [A- = 3.67, B+ = 3.33, B = 3.00]

These grades are given to student work which is solidly competent. They represent more than satisfactory, yet not outstanding, work. In the context of an examination or a paper, all or most of the major issues, and some other issues, will be identified. Usually the presentation is logical, well-developed, and contains good analysis. The law is usually accurate and sensibly used. Creativity may be present. The grade of A- is given to work which is among the more competently done at this level, yet not sufficient for the grade of A. The grade of B is given to work which is among the less competently done at this level of performance.

B-, C+, and C: [B- = 2.67, C+ = 2.33, C = 2.00]

These grades are given to student work which is satisfactory. In the context of an examination or a paper, the major issues are identified. The law is generally accurate but sometimes handled imprecisely. Such an examination or paper is often characterized by conclusory statements. Extraneous issues may appear. Although the presentation may lack logical, analytical development, it demonstrates a basic understanding of the area covered. The grade of B- is given to work which is among the more competently done at this level, yet not sufficient for the grade of B. The grade of C is given to work which is among the less competently done at this level of performance.

C-, D+, D and D-: [C- = 1.67, D+ = 1.33, D = 1.00, D- = 0.67]

These grades are given to student work which is not of satisfactory competence and demonstrates insufficient knowledge and ability. In the context of an examination or a paper, the discussion is often not fully developed and frequently proceeds in an illogical manner. Usually some major issues are not identified. For those issues that are identified, often there are substantial inaccuracies in the law and its application. The grade of C- is given to work which is among the more competently done at this level, yet not sufficient for the grade of C. The grade of D- is given to work which is among the least competently done at this level, yet is not sufficiently unsatisfactory for the grade F.

F: [F = 0.00]

The grade of F is given to student work which is substantially less than satisfactory. This grade represents a low level of achievement. It is not automatically given to the worst performance in a class. In the context of an examination or paper, the performance is worse than that for the grade of D or D-. The presentation demonstrates little or no competence. Failure to complete all course requirements may result in the grade of F.

W: (Withdrawal)

The grade of W is given when a student withdraws from a course with prior approval of the Associate Dean for Student Services.

P: (Pass)

The grade of P is given to denote satisfactory performance in a course in which Pass/Fail grading is used in lieu of the normal letter grade. The grade of P does not affect the cumulative GPA. Most courses at the College of Law are graded on the A/F scale. Field placements, Legal Analysis and Problem Solving, inter-school competitions, and Law Review are graded on a P/F basis. Each semester, the registration course notes will indicate which courses will be graded on a P/F basis.

CR: (Credit)

The notation of CR is used for course work completed at other institutions which the student is transferring to Chase.

CW: (Completed Work)

This grade is given to students who have successfully completed the first semester of Basic Legal Skills-Writing.

I: (Incomplete)

The notation I is used as a place holder approved by a faculty member pending the student's completion of work and the submission of a final grade. Incomplete assignments must be completed no later than the last day of classes for the following semester or term.

NC: (No Credit)

The notation NC is used where a student has completed course work at another law school but earned a grade of less than C.

T: (Audit)

The notation T is used where a student has audited a course consistently with the audit policy.

X. Grading Policies for Basic Legal Skills I and II:

Basic Legal Skills I and II have two components: BLS-Research and BLS-Writing, taught by separate faculty and graded separately and reported separately on a transcript.

In the fall semester, BLS-Research carries two (2) credits. At the end of the fall semester, students receive a final grade for BLS-Research.

In the fall semester, BLS-Writing carries no credits. In the spring semester, BLS-Writing carries three (3) credits. At the end of the spring semester, students receive a final grade for BLS-Writing II that represents the students' work in both semesters of that course.

Y. **Anonymous Grading:**

The College of Law has adopted a policy of anonymous grading. Exam numbers, rather than students' names, are used to identify written work.

Exam and assignment numbers may be obtained only online. Students will be notified by an email to their official NKU email accounts as well as in the weekly Chase Posting when exam numbers are available. Exam and assignment numbers are generally available within the first few weeks of class each semester.

Z. CLINICS, FIELD PLACEMENTS, AND NON-CLASSROOM HOURS

Clinics and Field Placements:

If you want to learn practical skills in a live-client setting, consider participating in the Chase College of Law Study Outside the Classroom Program. Clinics and field placements make up the Chase College of Law Study Outside the Classroom Program (“SOCP”). SOCP develops students’ legal knowledge, skills, and values while preparing students to represent clients successfully and professionally. The goals of the SOCP are (1) to teach students to solve legal problems, (2) to provide students appropriate writing and drafting opportunities not typical in the classroom setting, and (3) to teach students to become responsible and ethical practitioners. Students participating in SOCP clinics and field placements learn and practice complex lawyering skills under the close supervision and training of experienced, licensed practitioners. Faculty and field supervisors provide informative feedback and reflection on student performances. SOCP students strengthen their learning through on-going self-assessment.

Each SOCP experience teaches students skills in specialized areas of the law, including criminal law, civil law, local government law, tax law, and transactional law. In clinics and field placements, students engage in a variety of activities including fact gathering, client counseling, managing workloads, managing files, legal analyzing, communicating orally and in writing, self-assessing, critiquing techniques, and working with different people and organizations in the structured legal field.

Available Clinics and Field Placements:

Advanced Field Placement: The Advanced Field Placement is for students who are continuing their field placement for a second semester or are enrolling in a second field placement. Approval from Professor Kinsley is required before registering for this course. Students fulfill all of the standard field placement requirements and have some alternative classroom component requirements. Field placements include placements at state and federal agencies and at organizations that provide legal representation and services to the public regarding civil and criminal litigation matters. This includes Legal Aid Society, United States Attorney, Wright-Patterson Air Force Base, NLRB, the City of Cincinnati Legal Department, the Ohio Attorney General’s Office, the IRS Chief Counsel’s Office, NKU Legal Affairs, Welcome House, and other agencies that handle civil and criminal law matters, including family law litigation, labor law, and immigration law. Placements also include placements with both state and federal judges. Some of these placements are located in Cincinnati, Northern Kentucky, Louisville, and Lexington. Several of these placements can accommodate part-time students.

Children’s Law Center Clinic: The NKU Chase Children's Law Center Clinic is a collaboration between the Northern Kentucky University Chase College of Law and the Children’s Law Center, a non-profit legal organization that has been effectively serving children and youth for more than two decades. The Clinic is located in a newly-created 3,000-square-foot law office on the third floor of the CLC’s Covington, Kentucky office.

Chase law students, under the supervision of a Chase clinical professor in collaboration with the CLC’s highly-experienced staff attorneys, represent child and youth clients in a variety of

matters. Cases may include status offense, high-conflict custody, education, delinquency or other child-related matters. The Clinic will provide students with opportunities to develop the skills necessary to represent clients, focusing on the special skills needed to represent vulnerable children and youth.

Constitutional Litigation Clinic (2 semesters): Third- and fourth-year students represent prisoners and ex-offenders in civil rights and other cases in both federal and state courts. Prisoner cases involve everything from conditions of confinement to freedom of religion. Ex-offender cases involve housing, welfare, educational, and other restrictions upon the ability of ex-offenders to lead normal lives. Students, under the supervision of attorneys at the Ohio Justice & Policy Center, represent clients at all stages of litigation from filing the complaint to handling the trial and appeals process. This clinic is suitable for a limited number of part-time students.

Indigent Defense Clinic (2 semesters): Students participating in this program will represent indigent criminal defendants in Hamilton County under the supervision of attorneys at the Ohio Justice & Policy Center. Students will participate in all facets of criminal representation, including case management, client interviews, fact investigation, plea negotiations, trials, and sentencing. Students develop core competencies in advocacy skills and substantive knowledge required to serve as effective and ethical criminal defense attorneys. In the summer immediately preceding this program, registered students undergo intensive training in the litigation of criminal cases. In addition, students participate in weekly training in substantive and procedural law, professionalism, and practical skills.

IRS Chief Counsel Externship: Students work on all aspects of litigation of tax cases under the direct supervision of IRS Counsel. Students may work on civil or criminal tax issues. The work involved will range from fact gathering using the administrative file to legal research and drafting of motions and pleadings and assistance in writing briefs. If the U.S. Tax Court is in session, students will also have the opportunity to attend the court docket hearing. The program exposes students to the tax litigation side of a tax practice and helps students solidify their understanding of tax law as well as to hone their litigation skills. Placements are arranged by Prof. Nacev, but students participate in Prof. Kinsley's field placement course and must meet all requirements of that course.

Kentucky Innocence Project (2 semesters): Students assist the Department of Public Advocacy seek justice for innocent prisoners. Students will be placed in the field and assigned cases by the DPA. Students work under the supervision of a licensed attorney and handle a criminal case that qualifies under the Kentucky Innocence Project guidelines. Students investigate facts, formulate investigation strategies, research issues, file motions, and assist with legal proceedings.

Local Government Law Externship: Students work under the direct supervision of city or county attorneys at the site location handling civil matters for the city or county. The program helps students begin to develop the knowledge and skills required to become competent legal advisors to various city and county agencies. Students are exposed to governmental law practice and have the opportunity to work on a variety of governmental law issues, including municipal liability, zoning, ordinances, etc. Students will conduct research, write memoranda and pleadings, and attend hearings. Students might also work directly with Professor Sparkes

on special projects for city and county governments and organizations. Some of these placements are specifically designed for part-time students. Students participate in Prof. Kinsley's field placement course and must meet all requirements of that course.

Small Business and Nonprofit Law Clinic: The "SBN Clinic" provides students an opportunity to provide legal advice to local small-business entrepreneurs and non-profit organizations. The work in the SBN Clinic is transactional in nature and does not involve dispute resolution or litigation. Students may have the opportunity to work on a variety of business law matters, including: choice of business organization; business entity taxation issues; business licenses; contract drafting; entity dissolution; lease negotiations; non-profit incorporation; intellectual property; etc. Students will typically work with several clinic clients during the course of a semester, under the supervision of the Director of the SBN Clinic and/or a volunteer attorney. Students are expected to meet with their clients, to communicate with their clients regularly and effectively, to maintain their client's files in an organized and professional manner, and to regularly attend the seminar classes and participate in various seminar exercises.

Semester in Practice Program (effective fall 2012): The Semester in Practice (SIP) – Externship Program is a field-based external clinic in which students apprentice (without pay) with lawyers in all areas of practice or in judicial chambers. The SIP provides an opportunity - through observation, participation, practice, and reflection - to improve students' legal knowledge and skills and to inform and expand their vision of what the practice and profession of law can be. The overarching goal of the SIP Program is to provide opportunities for students to develop lawyering skills, learn substantive law, and engage in critical reflection about the legal profession, their legal career, and their priorities and values as lawyers and individuals through supervised field experiences and the contemporaneous seminar.

Students are expected to work diligently and professionally in this program. The practice of law requires the development and exercise of good personal and professional judgment, and students become conscious of how their decisions and performance fulfill the direction of the Attorney Mentor and serve the needs of the client.

There are two different components to the SIP program: a field placement component and a classroom component. Students are provided supervision on each aspect of the program. For the field placement component, students are designated an on-site attorney supervisor. The attorney supervisor is the person at the work site who has the responsibility to oversee student work and complete the program requirements. For the classroom component, each student is assigned a faculty supervisor. The faculty supervisor or the Director of Externships/Field Placement & Clinics is the person who will be reviewing the various classroom requirements throughout the semester and is also the person who will conduct any required site visits. The attorney supervisor will be contacted periodically by the Director or faculty supervisor to monitor the student's work performance throughout the program.

*** For more information regarding the SIP program, please contact Professor Kinsley.

Requirements:

SOCP placements may be in governmental offices, non-profit agencies, and for-profit law offices. They are offered only during 8- and 14-week sessions. Field placements award Pass/Fail grades, while the Constitutional Litigation Clinic, the Indigent Defense Clinic, the Small Business and Non-profit Clinic, and the Children's Law Clinic award letter grades (A-F). Credits vary depending on the hours worked and/or on the clinic. Field placements are for two or three credits. The Innocence Project is for two credits over each of two semesters (four credits total). The Constitutional Litigation Clinic & the Indigent Defense Clinic are for four credits over each of two semesters (eight credits total). The Small Business and Non-profit Clinic is for three credits. Each SOCP placement offers a concurrent classroom component. Check the course schedule to find out when each classroom component meets.

How to Enroll:

Students seeking enrollment in any SOCP must contact the professor in charge of the program. An application will be required. Many of the application forms can be found on the Chase website. Students may not enroll in a particular clinical or field placement program for more than one semester or summer session except with the approval of the supervision professor. Students should note that the regulations governing receipt of credit for non-classroom hours apply to participation in the SOCP.

Any student who has a minimum GPA of 2.3 and has completed thirty (30) credit-hours may apply to participate in a clinical or field placement program. Any student who has a minimum GPA of 2.3 and has completed sixty (60) credit-hours may apply to participate in clinical and field placement programs that require a student license to practice law. Participation in any SOCP requires completion of, or contemporaneous enrollment in, Professional Responsibility.

Restrictions:

Students may not receive compensation for any work done in an SOCP placement. Students may receive reimbursement from the placement for reasonable out-of-pocket expenses related to the placement. Also, students may not be placed in SOCP placements with their employers or with relatives, unless they receive prior approval from Professor Kinsley.

What to Expect:

Students must work a minimum of fifty (50) hours for each credit-hour earned. Classroom time shall be credited to the first fifty (50) hours of work. Commuting time shall not count toward hours required per credit-hour. Placement hours may be performed only during the semester in which the student is enrolled in the classroom component of the course. Faculty supervisors may grant an exception from this rule when appropriate and submit an incomplete grade.

Each student must maintain an activity log of his or her clinical and field placement work and classroom hours. Consistent with the appropriate professional responsibility rules, the activity

log shall contain descriptions of assignments and work completed. Students will complete journals, participate in the classroom component and meet all other requirements set by the professor.

If you are interested in a specific clinic or field placement, but have questions or concerns, contact the supervising professor.

AA. Dean's List:

Students who earn a grade point average of 3.15 or higher in any semester in which 12 or more hours have been earned in the full-time division (may include only one course graded Pass/Fail), or in which 8 or more hours have been earned in the part-time division (may include only one course graded Pass/Fail), will be named to the Dean's List, a significant honor at the College of Law.

BB. The College of Law Has Adopted the Following Honors Designations:

Cum Laude 3.15 - 3.39

Magna Cum Laude 3.40 - 3.64

Summa Cum Laude 3.65 - 4.33

Honors designations shall be tentatively set at the end of the fifth semester for full-time students, and at the end of the seventh semester for part-time students, for purposes of the graduation ceremony. However, honors will be printed on diplomas after all grades have been turned in and recorded.

CC. Class Rank:

Class rank is computed for full-time and part-time divisions separately each fall and spring semester. Notification will be sent to students of their class rank as soon as possible after the grades for that semester have been recorded.

DD. Required Grades and Re-taking Courses:

A student must earn a minimum grade of D+ in certain Required courses. A student who earns a grade of D, D-, or F in the following Required courses must re-take the course a second time or until a grade above F is earned (see ** below):

Basic Legal Skills – Research, Basic Legal Skills – Writing, Civil Procedure I, Civil Procedure II, Constitutional Law I, Constitutional Law II, Contracts I, Contracts II, Criminal Law, Criminal Procedure, Evidence, Property I, Property II, Torts I, and Torts II.

A student who must re-take the course must re-take it at the earliest appropriate opportunity, which is usually the next time the course is offered. The student shall consult with the Associate Dean for Student Services to determine the earliest appropriate opportunity.

If the course which must be re-taken is the first semester of a sequenced, two-semester, Required course, the student shall also consult with the Associate Dean for Student Services and with the professor who teaches the course about whether it is appropriate to take the second semester of the course without first re-taking the first semester of that course.

Once a student re-takes a course and earns a grade above F, the student may not re-take the course again.

**** New for classes entering in the fall 2009 or after:**

Professional Responsibility is included in the list of courses in which students must earn a grade of D+ or higher.

Students re-taking a required course must receive a grade of D+ or higher in order to satisfy the course requirement (regardless of how many times the student must re-take the course).

EE. Mandatory Minimum Grades in Other Required Courses:

A student must earn a final grade above F in every Required course. A student who does not earn a final grade above F in a Required course must re-take the course until a grade above an F is earned (See ** above for students in classes entering in the fall 2009 or after).

A student who earns a final grade above F in a Required course may not re-take the course unless the course is among those in which a minimum grade of D+ is required.

FF. Mandatory Minimum Grade Requirement for Core Courses:

A student must earn a final grade above F in every Core course he or she takes as a result of being placed on the Structured Curriculum. A Structured Curriculum student who earns a grade of F in such a course must re-take the course until he or she receives a grade of above an F.

GG. Recording of Grades for Required and Core Courses with Minimum Grade Requirements:

All final grades earned in taking and re-taking any course will be included in GPA calculations.

Example: A student earns an F in a Required course and must re-take the course. When the student re-takes the course, the student earns a B. Both the F and B will be averaged into both the cumulative GPA for all courses and into the GPA for Core and Required courses.

HH. Credit-Hours for Courses in Which a Failing Grade is Earned / Failing a Pass/Fail Course:

When a failing grade is earned in a course other than a course for which there are minimum grade requirements, the failing grade earned is included in the calculation of the appropriate GPA(s), and the credit-hours assigned to the course do not count toward the 90 hours required for graduation.

In P/F Elective courses, the grade of F is included in the calculation of the required GPA for all courses, and the credit-hours assigned to that course do not count toward the 90 hours required for graduation. **This Policy will take effect in the fall of 2012.**

II. Re-Taking Courses - In General:

A student may not re-take a course unless required to do so in Required courses or Core Courses (which would be “required” for students on the Structured Curriculum) for which there are minimum grade requirements (such as a D+ in certain Required courses, and a grade above an F in Core courses).

Where a student must re-take a Required or Core course under these policies, the credit- hours assigned to the course will be counted toward earned hours for graduation only once.

However, credit-hours for courses in which grades of D, D-, and F are earned will count for other purposes such as residency and tuition.

JJ. The Open Curriculum:

Students who have earned at least a 2.333 GPA by the end of the spring semester of the first year for full-time students, or by the end of the spring semester of the second year for part-time students, may follow the Open Curriculum, which requires the successful completion of 12 hours of Core courses.

However, students are advised of the importance of Core courses, which are often tested on the bar examination, and which, along with Required courses, constitute basic knowledge necessary for the practice of law.

KK. The Structured Curriculum:

Students who have earned less than a 2.333 overall cumulative GPA by the end of the spring semester of the first year for full-time students, or by the end of the spring semester of the second year for part-time students, are required to follow the Structured Curriculum, which requires successful completion of all 27 hours of Core courses.

Students on the Structured Curriculum are expected to participate in available academic support and individual counseling from the Director of Student Success Initiatives, Professor Barbara McFarland, whose office is on the third floor of Nunn Hall.

Students on the Structured Curriculum who raise their Core and Required GPA to a 2.33 or above after completing 51 or more hours of Core and Required courses will be released from the Structured Curriculum and will be placed on the Open Curriculum (this “removal policy” is effective for students entering in the fall 2012 semester or after). **For students who entered prior to the fall of 2012, the policy is the following:**

Students on the Structured Curriculum who raise their cumulative GPA to a 2.33 or above after completing 60 or more hours of courses will be released from the Structured Curriculum and will be placed on the Open Curriculum.

LL. Academic Standing Policies:

Minimum Grade Point Averages Required for Graduation:

In order to graduate from the College of Law, a student must have a cumulative grade point average (GPA) of at least 2.00 in all courses (Required, Core, and Elective) and a cumulative GPA of at least 2.00 in Required and Core courses.

Students who do not make satisfactory progress toward achieving those minimum GPA requirements are subject to academic actions including Academic Warning or Dismissal.

Academic Warning:

Academic Warning is notice to the student that a GPA deficiency must be corrected and raised to at least a 2.00 by the end of the immediately subsequent regular semester (summer terms are excluded). A student who is on Academic Warning has a probationary status under which he or she must meet both GPA requirements in all subsequent semesters and/or must meet the terms of his or her reinstatement. Failure to do so will result in dismissal.

A student placed on Academic Warning must register for and successfully complete the Effective Legal Analysis session offered during the immediately following semester. Completion is a graduation requirement, although no credit will be awarded for the sessions. The focus of ELA is building critical skills necessary to success in law school, on the bar exam, and in the practice of law. Participants will improve time management, class preparation, and exam study skills; multiple choice test-taking skills; and essay exam test-taking skills, such as reading critically, spotting issues, organizing multiple issues, stating appropriate rules, and balancing analysis.

Dismissal:

Academic Dismissal ends the student's relationship with the law school; the student may no longer continue law study.

First-Year Students: Grade Point Average Requirements:

First-Year Students in Full-Time Division:

A first-year student enrolled in the full-time division whose GPA at the end of the fall semester of the first academic year is lower than 2.00 but at least 1.85 will be placed on academic warning.

A first-year student enrolled in the full-time division whose cumulative GPA at the end of the fall semester of the first academic year is lower than 1.85 will be dismissed.

First-Year Students in the Part-Time Division:

A first-year student enrolled in the part-time division whose cumulative GPA at the end of spring semester of the first academic year is lower than 2.00 but at least 1.85 will be placed on Academic Warning.

A first-year student enrolled in the part-time division whose cumulative GPA at the end of spring semester of the first academic year is lower than 1.85 will be dismissed.

Upper-Level Students: Two Minimum GPA Requirements / Warnings and Dismissals:

Upper-level students (non-1L students) must maintain in every semester a cumulative GPA of 2.00 in all courses (Required, Core, and Elective) and a cumulative GPA of 2.00 in Required and Core courses.

An upper-level student who fails to maintain either of the required GPAs in any semester will be placed on Academic Warning.

A student in any division who is placed on Academic Warning who does not raise the deficient GPA to a 2.00 by the end of the immediately subsequent regular semester (non-summer) will be dismissed.

Extraordinary Relief from Dismissal: Immediate Reinstatement and Expedited Reapplication:

The Academic Standing Committee does not dismiss students; its authority is limited to hearing petitions from students who have already been dismissed because they have failed to meet GPA requirements.

The Academic Standing Committee consists of three faculty members. In addition, the Associate Dean for Academics is an ex officio member.

The Academic Standing Committee hears and decides all petitions seeking either Immediate Reinstatement and/or Expedited Reapplication.

A student who has been dismissed from the College of Law because of an academic deficiency may submit a Petition for Extraordinary Relief to the Academic Standing Committee. Such petitions must follow the process described below.

There are two forms of Extraordinary Relief: *Immediate Reinstatement* and *Expedited Reapplication*.

Immediate Reinstatement:

Immediate Reinstatement allows the student to continue his or her law study without interruption. The student resumes study with the same GPA and credit hours toward graduation that existed at the time of dismissal. If a student is granted Immediate Reinstatement, the student must meet all of the GPA and other requirements of the College of Law by the end of the semester in which the student is to be reinstated.

A student should consult with the Associate Dean for Academics or with the Registrar to determine whether it is numerically possible to correct the GPA deficiency within that semester. If that is not realistic, the student should consider petitioning for Expedited Reapplication.

A student petitioning for Immediate Reinstatement should continue to attend classes until the student receives notice of the Committee's decision as to the petition. If the student is not successful, tuition will be refunded.

Expedited Reapplication:

Expedited Reapplication permits the student to reapply for admission to the College of Law without waiting two or more years after being disqualified for academic reasons. Students granted Expedited Reapplication will be allowed to reapply to the College of Law after waiting at least one full year. Whether dismissed at the end of fall or spring semester, a student granted Expedited Reapplication may not apply for the immediately following academic year, unless the Academic Standing Committee makes specific and detailed findings that the student's rare and exceptional circumstances warrant allowing the student to reapply for the following academic year. When applying to return to the College of Law, a student must detail all steps taken to remedy the causes for the academic deficiency and dismissal.

A favorable decision by the Academic Standing Committee does not guarantee readmission, but only allows the previously disqualified student to seek admission through the normal admission process.

If the student is subsequently readmitted by the Admissions Committee, the student will receive no credit for any course taken prior to the granting of the petition. The student will be subject to all the academic policies and rules which will apply to the entering class with which the student begins law study anew.

University policy requires that the student's grades prior to readmission must remain on the student's transcript, which will also contain a notation that readmission was granted. The student's new grades will appear on the same transcript.

For every readmission of a dismissed student, a statement of the considerations that led to the decision shall be placed in the student's file.

A student petitioning for Expedited Reapplication should not continue to attend classes pending the Academic Standing Committee's decision on the petition. Tuition that has already been paid will be refunded.

Standards for Extraordinary Relief:

A petitioning student is not entitled to any relief from the Academic Standing Committee.

Either Immediate Reinstatement or Expedited Reapplication is available only where the student demonstrates by clear and convincing evidence both that:

Extraordinary Circumstances led to the unsatisfactory GPA which resulted in the dismissal ("Extraordinary Circumstances" do not include circumstances that were avoidable by timely action on the part of the student). The following list (although not exhaustive) provides examples of circumstances that do *not* qualify as Extraordinary Circumstances: failure to study, failure to attend classes, failure to take school seriously, failure to avail oneself of academic support, and failure to understand the material; and

Those circumstances have changed sufficiently, or will change sufficiently by the time the student resumes study at the College of Law, such that the student will likely satisfy the criterion below with respect to the form of relief sought.

For a student seeking Immediate Reinstatement, the Committee will grant a student's petition only if the Committee decides that the student has a realistic likelihood of raising the student's cumulative GPA, as well as the student's Core and Required GPA, to 2.00 at the end of the semester in which the student is to be reinstated.

For a student seeking Expedited Reapplication, the Committee will grant a student's petition only if the Committee decides that the student will possess the requisite ability to complete the course of study at the College of Law. The student's prior dismissal is an important criterion, but not the sole criterion, to consider in reaching a decision on this issue.

Petition Procedures:

A student who has been dismissed from the College of Law because of an academic deficiency may submit a Petition for Extraordinary Relief. Students who intend to prepare a Petition are encouraged to consult with the Associate Dean for Student Academics before doing so.

The petition for relief must be in writing and received by the Chase College of Law Registrar within seven calendar days after the date of the dismissal letter. The petition must be signed and include any supporting documentation.

The petition must specify the relief requested by the student. The student's petition may request the following forms of relief:

Immediate Reinstatement only;

Expedited Reapplication only; or

Immediate Reinstatement or, in the alternative, Expedited Reapplication

The petition for relief must set forth the specific facts that the student contends warrant relief pursuant to the standard of review described above.

The petitioner may request an oral hearing before the Academic Standing Committee.

Hearing:

A student who requests a hearing will be informed of:

The time and date for meeting with the committee for a fifteen (15) minute oral hearing;

The student's right to be accompanied at such a hearing by an advisor of his/her choice, without cost to the University; and

The student's right to file with the Dean of the College of Law a written motion to strike a member of the Academic Standing Committee containing specific reasons. If the Dean grants that motion, the Dean will appoint one of the alternate members of the committee to hear the petition.

At the hearing, the student should be prepared to inform the Committee of any additional relevant information and/or clarify his/her petition.

The Academic Standing Committee will conduct a hearing, normally within seven (7) days of receipt of the student's timely-filed written petition.

Decision:

In making its decision, the Academic Standing Committee will review the written petition and the oral statements made at the hearing in order to determine whether the student meets the standards set out in this policy. Normally, the student will receive written notice of the Committee decision from the Committee Chair within seven (7) days of the hearing.

Limitation on Procedure and Remedies:

A student who has been granted Immediate Reinstatement may not petition the Academic Standing Committee for any additional Extraordinary Relief, or for any subsequent modification of the original terms of the relief already granted, during his/her law school career.

All decisions by the Academic Standing Committee are final. Any communication from a student or from persons other than members of the law school faculty and administration regarding a student's case, outside the context of the petition and hearing process outlined above, shall be directed to the Associate Dean for Academics.

Academic Standing Policy - Effective Until Spring 2012

In order to graduate from the College of Law, a student must have a cumulative grade point average (GPA) of at least 2.00 in all courses (Required, Core, and Elective) and a cumulative GPA of at least 2.00 in Required and Core courses. Students who do not make satisfactory progress toward achieving those minimum GPA requirements are subject to academic actions including Academic Warning or Dismissal.

Academic Warning is notice to the student that a GPA deficiency must be corrected and raised to at least a 2.00 by the end of the immediately subsequent regular semester (summer terms are excluded). A student who is on Academic Warning has a probationary status under which he or she must meet both GPA requirements in all subsequent semesters and/or must meet the terms of his or her reinstatement. Failure to do so will result in dismissal.

Academic Dismissal ends the student's relationship with the law school; the student may no longer continue law study.

Students in their first year of academic study are subject to the following GPA requirements.

A first-year student enrolled in the full-time division whose GPA at the end of the fall semester of the first academic year is lower than 2.00 but at least 1.60 will be placed on academic warning.

A first-year student enrolled in the full-time division whose cumulative GPA at the end of the fall semester of the first academic year is lower than 1.60 will be dismissed.

A first-year student enrolled in the part-time division whose cumulative GPA at the end of spring semester of the first academic year is lower than 2.00 but at least 1.60 will be placed on Academic Warning.

A first-year student enrolled in the part-time division whose cumulative GPA at the end of spring semester of the first academic year is lower than 1.60 will be dismissed.

Once a student in any division has been tracked along either the Open Curriculum or the Structured Curriculum, the student must thereafter maintain in every semester a cumulative GPA of 2.00 in all courses (Required, Core, and Elective) and a cumulative GPA of 2.00 in Required and Core courses.

An upper-level student who fails to maintain either of the required GPAs in any semester will receive an Academic Warning.

A student in any division who has received an Academic Warning who does not raise the deficient GPA to a 2.00 by the end of the immediately subsequent regular semester will be dismissed.

The Academic Standing Committee does not dismiss students; its authority is limited to hearing petitions from students who have already been dismissed because they have failed to meet GPA requirements.

The Academic Standing Committee consists of three faculty members. In addition, the Associate Dean for Academics is an ex officio member. The Academic Standing Committee hears and decides all petitions seeking either Immediate Reinstatement and/or Expedited Reapplication.

A student who has been dismissed from the College of Law because of an academic deficiency may submit a Petition for Extraordinary Relief to the Academic Standing Committee. Such petitions must follow the process described below.

There are two forms of Extraordinary Relief: *Immediate Reinstatement* and *Expedited Reapplication*.

Immediate Reinstatement allows the student to continue his or her law study without interruption. The student resumes study with the same GPA and credit-hours toward graduation that existed at the time of dismissal. If a student is granted Immediate Reinstatement, the student must meet all of the GPA and other requirements of the College of Law by the end of the semester in which the student is to be reinstated.

A student should consult with the Associate Dean for Academics or with the Registrar to determine whether it is numerically possible to correct the GPA deficiency within that semester. If that is not realistic, the student should consider petitioning for Expedited Reapplication.

A student petitioning for Immediate Reinstatement should continue to attend classes until the student receives notice of the Committee's decision as to the petition. If the student is not successful, tuition will be refunded.

Expedited Reapplication permits the student to reapply to the College of Law Admissions Committee immediately after dismissal, instead of waiting the two years generally required by the Chase Readmission Policies and Procedures. A favorable decision by the Academic Standing Committee does not guarantee readmission, but only allows the previously disqualified student to seek admission through the normal admission process.

If the student is subsequently readmitted by the Admissions Committee, the student will receive no credit for any course taken prior to the granting of the petition. The student will be subject

to all the academic policies and rules which will apply to the entering class with which the student begins law study anew.

University policy requires that the student's grades prior to readmission must remain on the student's transcript, which will also contain a notation that readmission was granted. The student's new grades will appear on the same transcript.

For every readmission of a dismissed student, a statement of the considerations that led to the decision shall be placed in the student's file.

A student petitioning for Expedited Reapplication should not continue to attend classes pending the Academic Standing Committee's decision on the petition. Tuition that has already been paid will be refunded.

A petitioning student is not entitled to any relief from the Academic Standing Committee.

Either Immediate Reinstatement or Expedited Reapplication is available only where the student demonstrates by clear and convincing evidence both that:

Extraordinary Circumstances led to the unsatisfactory GPA which resulted in the dismissal ("Extraordinary Circumstances" do not include circumstances that were avoidable by timely action on the part of the student. The following list (though not exhaustive) provides examples of circumstances that do not qualify as Extraordinary Circumstances: failure to study, failure to attend classes, failure to take school seriously, failure to avail oneself of academic support, and failure to understand the material.); and

Those circumstances have changed sufficiently, or will change sufficiently by the time the student resumes study at the College of Law, such that the student will likely satisfy the criterion below with respect to the form of relief sought.

For a student seeking Immediate Reinstatement, the Committee will grant a student's petition only if the Committee decides that the student has a realistic likelihood of raising the student's cumulative GPA, as well as the student's Core and Required GPA, to 2.00 at the end of the semester in which the student is to be reinstated.

For a student seeking Expedited Reapplication, the Committee will grant a student's petition only if the Committee decides that the student will possess the requisite ability to complete the course of study at the College of Law. The student's prior dismissal is an important criterion, but not the sole criterion, to consider in reaching a decision on this issue.

Petition Procedures:

A student who has been dismissed from the College of Law because of an academic deficiency may submit a Petition for Extraordinary Relief. Students who intend to prepare a Petition are encouraged to consult with the Associate Dean for Academics before doing so.

The petition for relief must be in writing and received by the Chase College of Law Registrar within seven calendar days after the date of the dismissal letter. The petition must be signed and include any supporting documentation.

The petition must specify the relief requested by the student. The student's petition may request the following forms of relief:

Immediate Reinstatement only;

Expedited Reapplication only; or

Immediate Reinstatement or, in the alternative, Expedited Reapplication

The petition for relief must set forth the specific facts that the student contends warrant relief pursuant to the standard of review described above.

The petitioner may request an oral hearing before the Academic Standing Committee.

Hearing:

A student who requests a hearing will be informed of:

The time and date for meeting with the committee for a fifteen (15) minute oral hearing;

The student's right to be accompanied at such a hearing by an advisor of his/her choice, without cost to the University; and

The student's right to file with the Dean of the College of Law a written motion to strike a member of the Academic Standing Committee containing specific reasons. If the Dean grants that motion, the Dean will appoint one of the alternate members of the committee to hear the petition.

At the hearing, the student should be prepared to inform the Committee of any additional relevant information and/or clarify his/her petition.

The Academic Standing Committee will conduct a hearing, normally within seven (7) days of receipt of the student's timely-filed written petition.

Decision:

In making its decision, the Academic Standing Committee will review the written petition and the oral statements made at the hearing in order to determine whether the student meets the standards set out in this policy. Normally, the student will receive written notice of the Committee decision from the Committee Chair within seven (7) days of the hearing.

Limitation on Procedure and Remedies:

A student who has been granted Immediate Reinstatement may not petition the Academic Standing Committee for any additional Extraordinary Relief, or for any subsequent modification of the original terms of the relief already granted, during his/her law school career.

All decisions by the Academic Standing Committee are final. Any communication from a student or from persons other than members of the law school faculty and administration regarding a student's case, outside the context of the petition and hearing process outlined above, shall be directed to the Associate Dean for Academics.

MM. Joint JD/MBI (Master of Business Informatics) Degree Program:

NKU Chase College of Law and the NKU College of Informatics offer a joint JD/MBI degree.

A student entering the joint JD/MBI program is required to complete 108 semester credit-hours, consisting of 81 hours in the College of Law and at least 27 hours in the College of Informatics. If the same student were to complete each degree separately, he or she would be required to take 90 credit-hours in law and at least 30 in Business Informatics. Thus, the joint degree program allows the student to take 9 fewer law credit-hours and 3 fewer Informatics credit-hours. This potentially could allow a student to complete the joint degree program as much as a year earlier.

Students currently enrolled in either the MBI or JD program may elect to pursue the joint degree if they comply with the admission requirements of each program.

Informatics Curriculum

The Business Informatics (MBI) portion of this degree offers practical, hands-on experience and theoretical discussions of current and future trends in developing applications and managing corporate information systems. The purpose of the informatics courses is to provide students a good understanding of the information technology and information systems areas so as to incorporate them fully and practically into a legal environment.

The MBI program requires a competence in basic business courses or background. Additional foundation courses may be required for those students admitted to the program with a limited business or programming educational background. The requirement of these courses can be met based on undergraduate/graduate (transcripted) coursework completed or with professional experience.

Required:

- MBI 625 Information Systems in Organizations (3 credits)
- MBI 630 Systems Analysis and Design (3 credits)
- MBI 635 Database Management Systems (3 credits)
- MBI 640 Data Communication & Networking (3 credits)
- MBI 645 Electronic Commerce (3 credits)
- MBI 650 Information Technology Project Management (3 credits)
- MBI 685 Corporate IS Management (Capstone) (3 credits)

Electives (2 required):

MBI 647 ERP Business Process Analysis Using SAP
MBI 655 Advanced Business Application Programming
MBI 657 ERP Business Process Integration Using SAP
MBI 660 Data Warehousing and Data Mining
MBI 665 Knowledge Management and Decision Support Systems
MBI 667 ERP Business Intelligence Using SAP
MBI 670 Object-Oriented Software Engineering
MBI 675 Enterprise Workflow Design and Reengineering
MBI 677 ERP Programming for SAP
MBI 680 Global Information Technology and Systems
MBI 682 Information Security and Controls
MBI 692 Information Systems Research
MBI 694 Topics in Information Systems

Additional Admission Requirements:

1. A total score of at least 450 on the GMAT or a combined score of 1,000 on the Graduate Record Examination (GRE).
2. An admissions formula total of at least
1,000 points based on the formula (200 x GPA on 4.0 scale) + GMAT or
1,050 points based on the formula (200 x GPA on 4.0 scale for the last 60 semester
hours)

+ GMAT or

1,500 points based on the formula (200 x GPA on 4.0 scale) + GRE **
3. Current résumé.

*** Students applying to the joint JD/MBI may use the LSAT score in lieu of the GMAT or GRE.
Check with the MBI office for current formula.*

Law Curriculum

Required Courses for Joint Degree (63 hours):

Agency, Partnerships and LLCs (3)
Basic Legal Skills - Research (2)
Basic Legal Skills - Writing (3)
Civil Procedure I (3)
Civil Procedure II (3)
Constitutional Law I (3)
Constitutional Law II (3)
Contracts I (3)
Contracts II (3)
Corporations (3)
Criminal Law (3)
Criminal Procedure (3)
Evidence (3)
Intellectual Property Survey (3)
Legal Analysis and Problem Solving (1)
Professional Responsibility (3)
Property I (3)
Property II (3)
Tax-Basic Income Tax Concepts (3)
Torts I (3)
Torts II (3)
UCC: Sales and Secured Transactions (3) OR
UCC: Payment Systems (3)

Elective Courses (18 hours):

The additional 18 hours needed to fulfill the total of 81 law school hours will be taken from other courses offered by the College of Law, all as elective hours in the joint degree program - whether those courses are offered as Core courses or as Elective courses in the regular law curriculum.

Note: The Core Curriculum will not apply to students in the joint degree program.

Advanced Writing Requirements:

Students in the joint degree program shall fulfill both parts of the Advanced Writing Requirement.

Skills Training:

Effective with the class entering in fall 2008, every student must pass at least three credit-hours of professional skills training beyond the required curriculum. A list of courses that satisfy this requirement is located in the College of Law's Student Handbook. Additionally, these "skills courses" will be identified on the course notes that accompany registration instructions.

Additional Information and Requirements:

Students enrolled in the joint-degree program should complete their first year of the JD program before beginning to take courses in the College of Informatics. Thereafter, students are encouraged to blend their classes each semester so that a student can gain a better understanding of the interplay between law and informatics.

Students enrolled in the joint degree program are advised to take these courses, as they are available: Patent Law and Patent Prosecution.

No more than 6 hours of credit from courses listed in the "18 Hour Rule" will apply to the 81 hours needed to fulfill the law hours in the joint degree program.

Minimum Law School Grade Point Average:

Students in the joint degree program must maintain at least a 2.500 cumulative grade point average in all courses after their first 30 hours of law study and thereafter. Students who do not achieve this GPA will not be permitted to continue in the joint degree program but will be permitted to complete the law degree consistent with academic policies, standards, and requirements applicable to all other law students. The College of Informatics will determine whether that student may continue to pursue the MBI degree outside of the joint degree program.

Academic Standing:

A student who fails to meet academic requirements of the College of Informatics but who satisfies the academic requirements of the College of Law will be permitted to continue to pursue his or her law degree. Such a student will be required to meet all of the academic requirements of students who are not in the joint degree program.

A student who fails to meet the academic requirements of the College of Law will not be permitted to continue pursuing the law portion of the joint degree. The College of Informatics will determine whether that student may continue to pursue the MBI degree.

NN. Joint JD/MHI (Master of Health Informatics) Degree Program:

NKU Chase College of Law and the NKU College of Informatics offer a joint JD/MHI degree.

The following describes the JD/MHI program:

A student entering the joint JD/MHI program is required to complete 108 semester credit-hours, consisting of 78 hours in the College of Law and at least 30 hours in the College of Informatics. If the same student were to complete each degree separately, he or she would be required to take 90 credit-hours in law and at least 35 in Health Informatics. Thus, the joint degree program allows the student to take 12 fewer law credit-hours and 5 fewer Informatics credit-hours. This potentially would allow a student to complete the joint degree program as much as a year earlier.

Students currently enrolled in either the MHI or JD program may elect to pursue the joint degree if they comply with the admission requirements of each program.

Informatics Curriculum

The Master of Science in Health Informatics (MHI) portion of this degree is designed to expose students to the interaction and interdependencies of technology with other key elements in healthcare, including HIPAA compliance, JCAHO accreditation, FDA regulations, clinical decision support, evidence-based practices, and other organizational issues. This program addresses both areas of clinical informatics and health information systems, with a focus on the integration and interoperability of technology within this total environment. The graduates of this program will be able to analyze and understand the effects of the latest technologies on health care organizations, learn various clinical informatics data-handling methods, and solve particular problems in the domain.

The required foundation courses provide broad technical skills as well as the organizational competencies required for success by MHI graduates. All courses are associated with specific learning outcomes and outcome assessment methodologies. Students without an adequate academic or work background in health care will be required to take the Language and Culture of Medicine class in addition to the 30 credits required for the joint degree.

Required Core Courses and Credits:

MHI 600 Introduction to Healthcare Operations (3 credits)

MHI 601 Technical Foundations of Health Informatics (3 credits)

MBI 625 Information Systems in Organizations (3 credits)
MBI 650 Information Technology Project Management (3 credits)
MBI 635 Introduction to Database Management Systems (3 credit)
MHI 650 Research Methods for Health Informatics (3 credits)

TOTAL = 18 Credits

NOTE: Students with an academic background in technology or clinical medicine may petition to waive a single foundation course and replace it with an elective; approval is based upon the assessment of the program director.

Electives:

Students are required to take a minimum of 12 hours in elective courses. The electives are grouped into three areas, and students are required to take one course from each of the areas, and must select an additional course from one of the lists.

Within these elective groupings, at least two of the courses must come from the following list:
PHI 510; MGT 620; MGT 670; ECO 625; MKT 625

Health Informatics Policy Electives Credits:

COM 655 Health Communications (3 credits)
PHI 510 Ethics In Information Technology (3 credits)
MHI 694 Selected Topics in Health Informatics (3 credits)
CSC 670 Social Implications of Computing (3 credits)
MGT 620 Leadership and Ethics (3 credits)
MGT 670 Negotiation and Conflict Resolution (3 credits)

Business Process Management Electives Credits:

MBI 630 Systems Analysis and Design (3 credits)
MBI 675 Enterprise Workflow Design and Re-engineering (3 credits)
ECO 625 Managerial Economics (3 credits)
MBI 694 Selected Topics in Business Informatics (3 credits)
COM 604 Organizational Communication (3 credits)
MGT Managing People and Organizations (3 credits)

Knowledge Management Electives:

MBI 660 Data Warehousing and Data Mining (3 credits)
MBI 665 Knowledge Management and Decision Support (3 credits)
MBI 694 Selected Topics in Health Informatics (3 credits)
MKT 625 Marketing Management (3 credits)

Note: the MHI electives are updated often with courses from the College of Health Professions, College of Informatics, and College of Business. Students should check with program directors for year- to- year changes.

Admission Requirements:

Consideration for admission to the MHI program requires the following be submitted in addition to the application:

Official transcripts showing an earned baccalaureate degree from a regionally accredited college or university. Applicants who attended a university outside the United States must submit an evaluation of their transcript showing it is equivalent to a US four-year degree. As a criterion for full admission, applicants must have no less than a GPA of 3.0 on a 4.0 scale for either the last 60 semester hours of earned undergraduate credit or overall undergraduate credit hours. Applicants completing their undergraduate work at the time the application is submitted may be considered for provisional admission based in part on an official transcript of work completed thus far.

Official transcripts from all post-secondary work.

A standardized test score. Those acceptable are: the Miller Analogies Test (MAT), Graduate Record Exam (GRE), or Graduate Management Admission Test (GMAT). Minimum acceptable scores vary by test and by version of test. Those holding a master's, Ph.D., or professional doctoral degree (e.g., M.D., D.D.S.) from a U.S. regionally accredited school are not required to submit standardized test scores.

A carefully drafted statement about your personal interests, career goals, and relevant background experience.

For students with a degree from outside the US and who are not native English speakers, a TOEFL score (minimum score of 550 paper version, 213 computer-based version, 79 iBT version) or IELTS score (minimum 6.0).

A statement addressing your proficiencies in the use of computer technologies.

Law Curriculum

Required Courses for Joint Degree (63 hours):

Basic Legal Skills - Research (2)
Basic Legal Skills - Writing (3)
Civil Procedure I (3)
Civil Procedure II (3)
Constitutional Law I (3)
Constitutional Law II (3)
Contracts I (3)
Contracts II (3)
Corporations (3)
Criminal Law (3)
Criminal Procedure (3)
Evidence (3)
Healthcare Law (3)
Intellectual Property Survey (3)
Legal Analysis and Problem Solving (1)
Professional Responsibility (3)
Property I (3)
Property II (3)
Tax-Basic Income Tax Concepts (3)
Torts I (3)
Torts II (3)
UCC: Sales and Secured Transactions (3) OR
UCC: Payment Systems (3)

Elective Courses (15 hours):

The additional 15 hours needed to fulfill the total of 78 law school hours will be taken from other courses offered by the College of Law, all as elective hours in the joint degree program - whether those courses are offered as Core courses or as Elective courses in the regular law curriculum.

Note: The Core Curriculum will not apply to students in the joint degree program. Students receiving credit for MGT 670 may not also receive credit for Law 972: Alternative Dispute Resolution.

Advanced Writing Requirements:

Students in the joint degree program shall fulfill both parts of the Advanced Writing Requirement.

Skills Training:

Effective with the class entering in fall 2008, every student must pass at least three credit-hours of professional skills training beyond the required curriculum. A list of courses that satisfy this requirement is located in the College of Law's Student Handbook. Also, a list of "skills courses" will be provided with each semester's registration materials.

Additional Information and Requirements:

Students enrolled in the joint-degree program should complete their first year of the JD program before beginning to take courses in the College of Informatics. Thereafter, students are encouraged to blend their classes each semester so that a student can gain a better understanding of the interplay between law and informatics.

Students enrolled in the joint degree program are advised to take these courses, as they are available: Patent Law and Patent Prosecution.

No more than 6 hours of credit from courses listed in the "18 Hour Rule" will apply to the 78 hours needed to fulfill the law hours in the joint degree program.

Minimum Law School Grade Point Average:

Students in the joint degree program must maintain at least a 2.500 cumulative grade point average in all courses after their first 30 hours of law study and thereafter. Students who do not achieve this GPA will not be permitted to continue in the joint degree program but will be permitted to complete the law degree consistent with academic policies, standards, and requirements applicable to all other law students. The College of Informatics will determine whether that student may continue to pursue the MHI degree outside of the joint degree program.

Academic Standing:

A student who fails to meet academic requirements of the College of Informatics but who satisfies the academic requirements of the College of Law will be permitted to continue to pursue his or her law degree. Such a student will be required to meet all of the academic requirements of students who are not in the joint degree program.

A student who fails to meet the academic requirements of the College of Law will not be permitted to continue pursuing the law portion of the joint degree. The College of Informatics will determine whether that student may continue to pursue the MHI degree.

OO. Joint JD/MBA (Master of Business Administration) Degree Program:

The Chase faculty recently approved a new JD/MBA joint degree program. Although the law faculty has approved the program, the business school must also approve the program. Once the business school faculty approves the program, and after the program receives all other necessary approvals, the program's requirements will be incorporated into this handbook. Assuming the program is approved, students will start taking MBA courses during their second year of law study. All or most business courses will be offered at night, which will make it very difficult, if not impossible, for evening student to participate in this joint degree program.

PP. COURSE SELECTION IN LAW SCHOOL

Chase faculty and deans are frequently asked by both prospective and current law students for recommendations about selecting courses from among the many offerings in the catalog. The student sometimes has in mind an area of law or a specialty in which he or she would like to practice, although many come to law school with no such plans, and many change their plans after beginning their course of study. Because the J.D. program is intended to provide a general preparation for the practice of law, a frequent recommendation is that the student leave specialization for an LL.M. program or experience in practice. However, some general observations about course selection can be offered for anyone who already has an idea about the type of area or practice that he or she wants to have after graduation. These observations may also assist the student who has not yet decided on a career path to make a more informed decision. They should be considered within the framework of Required and Core courses that have been so designated to provide each Chase student with a well-rounded legal education and preparation for the bar examination.

Any Chase faculty member or dean will be happy to discuss with you your plans for law study and practice. You may wish to speak with your faculty advisor, but you may also wish to speak with faculty members and deans who teach or have practice experience in areas of law in which you are interested. Further information about courses and programs at Chase may be found in the Chase Catalog, in the other sections of this Student Handbook, in the registration materials distributed each semester, and on reserve in the Chase Law Library.

A. Full-Time Students

Full-time students are expected to maintain a full-time course load. In the first year of law study, full-time students must take the following Required courses in the sequence shown below:

Fall		Spring	
Legal Analysis and Problem Solving	1		
Basic Legal Skills I / Research	2		
Basic Legal Skills I / Writing	0	Basic Legal Skills II / Writing	3
Civil Procedure I	3	Civil Procedure II	3
Contracts I	3	Contracts II	3
Torts I	3	Torts II	3
Property I	3	Property II	3

In the second year of law study, full-time students must take the following Required courses in the sequence shown below.

Fall		Spring	
Constitutional Law I	3	Constitutional Law II	3
Criminal Law	3		

In addition to the Required courses that must be taken in sequence, full-time students must also complete the following Required courses prior to graduation: Criminal Procedure, Evidence, and Professional Responsibility. These Required courses are normally offered in the following semesters in the full-time division:

Fall		Spring	
Professional Responsibility	3	Criminal Procedure	3
Evidence	3		

B. Part-Time Students

In the first year of law study, part-time students must take the following Required courses in the sequence shown below.

Fall		Spring	
Legal Analysis and Problem Solving	1		
Basic Legal Skills I / Research	2		
Basic Legal Skills I / Writing	0	Basic Legal Skills II / Writing	3
Contracts I	3	Contracts II	3
Torts I	3	Torts II	3
First Summer			
Criminal Law	3		

In the second year of law study, part-time students must take the following Required courses in the sequence shown below.

Fall		Spring	
Property I	3	Property II	3
Civil Procedure I	3	Civil Procedure II	3
Constitutional Law I	3	Constitutional Law II	3

In addition to the Required courses that must be taken in sequence, part-time students must also complete the following Required courses prior to graduation: Criminal Procedure, Evidence, and Professional Responsibility. These Required courses are normally offered in the following semesters in the part-time division.

Fall		Spring	
Criminal Procedure	3	Professional Responsibility	3
Evidence	3		

C. Course Selection

The following Course Selection and Planning Guide is designed to help you plan your law school career by indicating when Required, Core, and Elective courses are likely to be taught each year. Please note that this guide does not guarantee that all courses will be offered in the future as they have been in the past. While we try to adhere to this guide as much as possible, we cannot provide a guarantee for several reasons. First, we are a very small dual-division school, where circumstances may arise that prevent us from offering every one of our Core and Elective courses at any given time. Second, our curriculum is continually being studied and revised, so it is always possible that changes in curriculum may occur that will alter the course selection or availability. Third, many Elective courses are taught by adjunct professors, whose availability may vary with their schedules. Fourth, our course offerings are partly dependent on student demand, which likewise may vary over time and may not be sufficient to permit a particular course to be offered. If you are certain that you want to take a particular course while at Chase, you may want to speak with the Associate Dean for Academics about its availability.

This table shows the frequency with which certain elective courses have been offered.

1. Annually: Course has ordinarily been taught at least once per year;
2. Frequently: Course has been taught most academic years;
3. Occasionally: Course has been taught on average, at least every third year; and

With courses falling in categories 2 and 3, you are strongly advised that:

If you are interested in the course, make sure to take it when it is scheduled, and

If you are strongly interested, convey your interest to the Associate Dean for Academics so that the possibility of increasing its frequency can be addressed. If there are enough students who have a need or interest in a course to justify its being offered, we will attempt to find someone with the expertise to teach it and to add it to the schedule, if we can do so in a timely fashion.

Course	Annually	Freq'ly	Occ'ly
Accounting for Lawyers		X	
Advanced Appellate Advocacy	X		
Advanced Criminal Procedure		X	
Advanced Legal Analysis Strategies	X		
Advanced Legal Research	X		
Advanced Online Legal Research		X	
Anti-Trust Law			X
Arbitration Competition		X	
Arbitration Law and Practice			X
Art Law			X
Bankruptcy		X	
Broadcast/Telecommunications/Internet Law			X
Business Basics for Lawyers		X	
Business, Technology and Regulation Seminar		X	
Chase Externship Program	X		
Children's Law Clinic	X		
Clinical Externship Program	X		
Clinical Externship Program – Local Government Law Center	X		
Clinical Internship Program – Local Government Law Center	X		
Close Corporation Problems			X
Contract Drafting	X		
Conflict of Laws			X
Constitutional Law Seminar		X	

Course	Annually	Freq'ly	Occ'ly
Constitutional Litigation Clinic	X		
Contemporary Issues in Criminal Justice		X	
Corporate and White Collar Crime		X	
Crimes Against Justice			X
Criminal Law/Criminal Justice Seminar		X	
Cultural Property Law			X
Death Penalty: Policy and Procedure		X	
Deposition Strategies		X	
Domestic Violence Prosecution and Trial		X	
Domestic Violence Law Seminar		X	
Drafting International Business Agreements			X
Elder Law			X
Employment Discrimination	X		
Employment Law	X		
Entertainment Law			X
Environmental Law I		X	
Equine Law			X
Ethics for Transactional Lawyers		X	
European Union Law			X
Facts, Storytelling and Persuasion		X	
Federal Courts			X
Federal Practice and Procedure			X
Immigration Law and Policy		X	
Indigent Defense Clinic	X		
Insurance		X	
Intellectual Property Survey		X	

Course	Annually	Freq'ly	Occ'ly
Intensive Trial Advocacy Program (ITAP)			X
International Business Transactions			X
International Law		X	
Interschool Competition (Mt. Ct.)	X		
Jurisprudence		X	
Juvenile Law			X
Kentucky Innocence Project	X		
Kentucky Practice and Procedure	X		
KY Criminal Justice Externship	X		
Labor Relations		X	
Land Use Planning			X
Law and Religion			X
Law and Social Problems Seminar			X
Law of Healthcare			X
Law Review	X		
Legal Drafting	X		
Legal History			X
Legislation and Statutory Interpretation			X
Mediation	X		
Modern Real Estate Transactions		X	
National Trial Advocacy Competition	X		
Not for Profit Corporations			X
Patent Law		X	
Patent Prosecution		X	
Pretrial Litigation	X		
Race, Racism and American Law			X

Course	Annually	Freq'ly	Occ'ly
School Law			X
Securities Regulation			X
Sports Law			X
State and Local Government Law		X	
State Constitutional Law	X		
Supervised Independent Study	X		
Tax: Advanced Income Tax Concepts		X	
Tax: Business Organizations and Business Planning		X	
Tax: Estate and Gift Tax		X	
Tax: Estate Planning			X
Tax: IRS Legal Counsel Externship		X	
Tax: Moot Court Interschool Competition		X	
Tax: State and Local Taxation		X	
Tax: Tax Policy Seminar		X	
Trial Advocacy	X		
Voir Dire Strategies		X	

This chart shows in which semester (fall or spring) certain Required and Core courses are likely to be offered in each division (full-time and part-time). The chart also shows, in relation to the summer term, whether the courses are offered frequently, occasionally, or rarely.

Course	Fall	Spring	Summer
Required Courses:			
Prof. Responsibility	Day	Evening	Frequently
Criminal Procedure	Evening	Day	Frequently
Evidence	Day/Evening	Not Offered	Occasionally

Course	Fall	Spring	Summer
Core Courses:			
Administrative Law	Day	Evening	Occasionally
Agency, Partnership, LLCs	Evening	Day	Occasionally
Corporations	Day	Evening	Occasionally
Family Law	Evening	Day	Frequently
Remedies	Not Offered	Day/Evening	Rarely
Tax-Basic Income Tax Concepts	Day/Evening	Not Offered	Frequently
UCC: Payment Systems	Evening	Day	Occasionally
UCC: Sale and Secured	Day	Evening	Occasionally
Wills and Trusts	Day	Evening	Occasionally

AREAS OF STUDY AND PRACTICE	
Business Organizations	<i>Related Areas: Commercial Transactions, International Law, Litigation and Dispute Resolution, Taxation</i>
<i>Suggested Courses</i> Accounting for Lawyers Agency, Partnership and LLCs Anti-Trust Law Business Basics for Lawyers Business Technology and Regulation Close Corporation Problems Contract Drafting Corporations Not for Profit Corporations Tax-Basic Income Tax Concepts	<i>Related Courses</i> Administrative Law Alternative Dispute Resolution/Mediation Bankruptcy Conflict of Laws Corporate and White Collar Crime Crimes Against Justice Insurance Law Intellectual Property International Business Transactions Legal Drafting Securities Regulation State and Local Taxation Tax-Advanced Income Tax Concepts
Commercial Transactions	<i>Related Areas: Business Organizations; Intellectual Property; Litigation and Dispute Resolution</i>
<i>Suggested Courses</i> Bankruptcy Broadcast/Telecommunications/Internet Ethics for Transactional Lawyers Legal Drafting State and Local Taxation UCC: Sales and Secured Transactions UCC: Payment Systems	<i>Related Courses</i> Accounting for Lawyers Alternative Dispute Resolution/Mediation Insurance Law Intellectual Property International Business Transactions Legislation and Statutory Interpretation Tax-Basic Income Tax Concepts
Criminal Law	<i>Related Areas: Family Law; General Practice; Governmental Practice; Litigation and Dispute Resolution; Personal Injury</i>
<i>Suggested Courses</i> Advanced Criminal Procedure Criminal Law/Criminal Justice Seminar Corporate and White Collar Crime Crimes Against Justice Death Penalty Practice and Procedure Kentucky Criminal Law Externship	<i>Related Courses</i> Federal Courts Interviewing, Counseling and Negotiating Juvenile Law Race, Racism and American Law Trial Advocacy

AREAS OF STUDY AND PRACTICE	
Employment Law	<i>Related Areas: Business Operations; Litigation and Dispute Resolution</i>
<i>Suggested Courses</i> Arbitration Law and Practice Corporate and White Collar Crime Employee Benefits Employment Law Employment Discrimination Labor Relations	<i>Related Courses</i> Administrative Law Alternative Dispute Resolution/Mediation Interviewing, Counseling and Negotiating Remedies
Environmental Law	<i>Related Areas: Business Organizations; Governmental Practice; Litigation and Dispute Resolution; Personal Injury</i>
<i>Suggested Courses</i> Administrative Law Environmental Law Land Use Planning	<i>Related Courses</i> Alternative Dispute Resolution/Mediation Corporate and White Collar Crime Insurance
Estate Planning	<i>Related Areas: Business Organizations; Litigation and Dispute Resolution; Taxation</i>
<i>Suggested Courses</i> Elder Law Tax: Bus. Organizations and Bus. Planning Tax: Estate and Gift Tax Tax: Estate Planning Tax: Tax Policy Seminar Wills and Trusts	<i>Related Courses</i> Agency, Partnership, LLCs Alternative Dispute Resolution/Mediation Close Corporation Problems Corporations
Family Law	<i>Related Areas: Business Organizations; General Practice; Litigation and Dispute Resolution; Taxation</i>
<i>Suggested Courses</i> Alternative Dispute Resolution/Mediation Domestic Violence Law Seminar Domestic Violence Prosecution and Trial Elder Law Family Law Interviewing, Counseling and Negotiating Juvenile Law Wills and Trusts	<i>Related Courses</i> Administrative Law

AREAS OF STUDY AND PRACTICE	
Governmental Practice	<i>Related Areas: Business Organizations; Criminal Law; Environmental Law; International Law; Litigation and Dispute Resolution, National Trial Advocacy Team</i>
<i>Suggested Courses</i> Administrative Law Broadcast/Telecommunications/Internet Corporate and White Collar Crime Crimes Against Justice European Union Law Federal Courts Immigration Law and Policy Legislation and Statutory Interpretation Local Government Intern/Externship Tax: State and Local Taxation	<i>Related Courses</i> See Related Areas
Intellectual Property	<i>Related Areas: Business Organizations; Commercial Transactions; Environmental Law; Litigation and Dispute Resolution; International Law</i>
<i>Suggested Courses</i> Administrative Law Business Technology and Regulation Intellectual Property Survey Patent Law Patent Prosecution	<i>Related Courses</i> Antitrust Law Bankruptcy Remedies Tax: State and Local Taxation
International/Transnational Law	<i>Related Areas: Business Organizations; Commercial Transactions; Governmental Practice</i>
<i>Suggested Courses</i> European Union Law Immigration Law and Policy International Business Transactions International Law	<i>Related Courses</i> Conflict of Laws
Jurisprudence	<i>Related Areas: All Areas</i>
<i>Suggested Courses</i> History of Anglo-American Law Jurisprudence Legal History	<i>Related Courses</i>

AREAS OF STUDY AND PRACTICE	
Litigation and Dispute Resolution	<i>Related Areas: All Areas</i>
<i>Suggested Courses</i> Administrative Law Advanced Appellate Advocacy Alternative Dispute Resolution/Mediation Arbitration Prac. and Procedure Bankruptcy Conflict of Laws Federal Trial Practice Seminar Interviewing, Counseling and Negotiating Legal Drafting Pretrial Litigation Trial Advocacy	<i>Related Courses</i> Insurance Juvenile Law National Trial Advocacy Team Remedies
Personal Injury	<i>Related Areas: Criminal Law; Family Law; General Practice; National Trial Advocacy Team; Litigation and Dispute Resolution</i>
<i>Suggested Courses</i> Alternative Dispute Resolution Conflict of Laws Interviewing, Counseling and Negotiation Remedies Pretrial Litigation Trial Advocacy	<i>Related Courses</i> Bankruptcy Insurance Law Legal Drafting National Trial Advocacy Team
Real Estate Transactions	<i>Related Areas: Business Organizations; Commercial Transactions; Environmental Law; General Practice; Litigation and Dispute Resolution; Taxation</i>
<i>Suggested Courses</i> Land Use Planning Legal Drafting Modern Real Estate Transactions	<i>Related Courses</i> Alternative Dispute Resolution/Mediation Bankruptcy UCC: Sales and Secured Transactions

AREAS OF STUDY AND PRACTICE	
Taxation	<i>Related Areas: Business Organizations; Commercial Transactions; Estate Planning; Family Law; Governmental Practice; Litigation and Dispute Resolution; Real Estate Transactions</i>
<p><i>Suggested Courses</i></p> <p>Administrative Law Tax: Advanced Tax Concepts Tax: Bus. Organizations and Bus. Planning Tax: Estate and Gift Tax Tax: Estate Planning Tax: IRS Legal Counsel Externship Tax: Moot Court Interschool Competition Tax: State and Local Taxation Tax: Tax Policy Seminar</p>	<p><i>Related Courses</i></p> <p>Agency, Partnership and LLCs Alternative Dispute Resolution/Mediation Close Corporation Problems Corporate and White Collar Crime Corporations Wills and Trusts</p>
Other Specialty Practice Areas	
<p><i>Suggested Courses</i></p> <p>Admiralty Bankruptcy Insurance</p>	

QQ. CONCENTRATIONS AND CERTIFICATE PROGRAMS

Chase College of Law offers four areas of concentration and/or a certificate program for those students who have a special interest in practicing in the fields of Advocacy, Transactional Law, Labor and Employment Law, or Tax Law.

1. Certificate in Advocacy (Effective for Students Entering Between Fall 2009 and Fall 2011)

a. Eligibility

Any Chase law student in good standing who has completed at least 30 credits and not more than 45 credits may apply for acceptance into the advocacy concentration program. The Director of the Center for Excellence in Advocacy will make final determinations on all applications for acceptance into this program based upon consideration of the student's demonstrated commitment to the program and the likelihood that the student will be able to successfully complete the requirements of the program.

b. Requirements

To earn the Certificate for Excellence in Advocacy, a student must fulfill the following requirements:

i. Required Graded Courses

The student must earn a grade of B or better in the following graded courses:

Evidence (3)
Legal Drafting-Litigation (2)
Advanced Appellate Advocacy (2)

ii. Required Non-Graded Courses

The student must earn a grade of "Pass" in the following courses:

ICN (3)
Pretrial Litigation (2 or 3)
Trial Advocacy (includes Intensive Trial Advocacy Program) (3)

iii. Elective Courses

The student must earn a minimum of six credit-hours with a grade of at least a B+ or a designation of "Pass" from among the following courses:

Mediation (3)
Arbitration Law and Practice (3)
Voir Dire Strategies (1)
Deposition Strategies (1)
[Other courses to be developed.]

iv. Required Externship

The student must earn a minimum of three credits with a grade of "Pass" in one of the following externships:

- Federal and State Judicial Externship
- Kentucky Criminal Justice Externship
- State Judicial Internship
- Indigent Defense Clinic
- Constitutional Litigation Clinic
- Kentucky Innocence Project
- Local Government Externship
- IRS Chief Counsel Externship

v. Writing Requirement

The student must complete the research component of the Advanced Writing Requirement on an Advocacy Topic with a grade of "B" or better on the paper the student submits to satisfy the requirement.

vi. Advocacy Competition

The student must participate in at least one advocacy-related competition from a list approved by the Director of the Center. That list includes:

- Grosse Competition
- an external trial advocacy competition
- Arbitration Team
- Client Counseling Team
- Negotiation Competition
- an external moot court competition

vii. Extracurricular Course of Study

The student must participate in a minimum of 500 minutes of extracurricular programming sponsored by the Chase Student Advocacy Society (CSAS).

For Students Entering in Fall 2012 and Thereafter (subject to explanation #5, below):

The Certificate for Excellence in Advocacy provides students an opportunity to demonstrate exposure to and excellence in certain core competencies associated with a successful law practice in advocacy-related fields. To earn the Certificate in Advocacy, a student must fulfill each of the following

Requirements:

1. Written advocacy: completion of both a and b below: (0-3)
 - a. Achievement of a score set by the Director on an appropriate grammar test chosen by the Director.
 - b. Successful completion of one of the following:
 - i. Advanced Appellate Advocacy
 - ii. Brief written for external moot court competition.
 - iii. AWR-research paper on advocacy-related topic (grade of B or better).
2. Oral advocacy (0-3): successful completion of one of the following:
 - a. Toastmasters: Complete the Competent Communicator series [10 public speeches].
 - b. Moot Court competition.
 - c. Advanced Appellate Advocacy (grade of B or better).
 - d. Arbitration Team.
 - e. Trial Team (as an advocate, not merely as a witness).
3. Client relations: successful completion of two of the following: (3-6)
 - a. Interviewing, Counseling, and Negotiating (grade of B or better).
 - b. Successful completion of three or more credit-hours of an appropriate live-client externship or clinic. The decision of whether an externship or clinic is appropriate for purposes of satisfying this requirement will be made by the Advocacy Center Director in her or his sole discretion after consultation with the Director of Externships.
 - c. Client Counseling Competition.
4. ADR / negotiation skills: any one of the following: (0-3)
 - a. Mediation (grade of B or better).
 - b. Arbitration Law & Practice (grade of B or better).
 - c. Successful completion of Negotiation Team.
5. Pretrial practice: Pretrial Practice course (grade of B or better). (3)
6. Trial experience: success in one of the following: (3)
 - a. Arbitration Team.
 - b. Trial Team.
 - c. Trial Advocacy course (grade of B or better).
 - d. Significant limited-license trial experience.
7. Electives: grade of B or better in at least six credit-hours from the following courses focusing on criminal or civil litigation: (3)
 - a. Evidence

- b. Voir Dire Strategies.
 - c. Deposition Strategies.
 - d. Domestic Violence Prosecution and Trial.
 - e. Facts, Storytelling, and Persuasion.
 - f. Legal Drafting - Litigation
 - g. Complex Problem Solving
 - h. Other practice- or skills-based courses as approved by the Advocacy Center Director.
8. Leadership and Teamwork: Successful completion of one of the following:
 - a. Running an Advocacy Center-sponsored competition.
 - b. Serving as president or chair of an active student organization.
 - c. Serving in another leadership role at the College of Law as approved by the Advocacy Center Director.
 9. Membership in the Chase Student Advocacy Society and completion of 1500 minutes of CSAS activity.
 10. An overall Chase GPA of 2.7 or better.

Explanations and Procedures:

1. Students may use a single course or activity to satisfy more than one component. For example, Advanced Appellate Advocacy may be used to satisfy components of both the written and oral advocacy requirements.
2. “Successful completion” means work of the caliber that if the supervising faculty member were evaluating the work product or performance on a graded basis, the faculty member would evaluate the student’s work product or performance as meriting a grade of B or better. “Successful” completion of each component of each requirement will be determined by the faculty member, coach, or supervisor supervising the student in the completion of that component. When the performance or work product being evaluated is a team- or group-project, the student will be evaluated based on his or her individual performance or work product and not merely based on the success of the team. When a single activity is used to satisfy more than one component, the faculty member or coach will separately evaluate whether the student has successfully completed each component. For example, a student wishing to use Advanced Appellate Advocacy to satisfy both the written and oral advocacy requirements must obtain a certification from the faculty member that the student has successfully completed each of those components. A decision by a faculty member on whether or not a student has successfully completed a requirement is final and not appealable.
3. For any component satisfied by receipt of a specified course grade or test score, the student is responsible for obtaining, from the supervising faculty member or coach, a certification that the student has successfully completed that component. This certification, which must be obtained within four weeks after completion of the component, may be in the form of a letter or email.
4. A student applying for the Advocacy Certificate must notify the Director of the Center for Excellence in Advocacy of the student’s intent to do so at least fifteen months prior to the student’s anticipated date of graduation. At least eight weeks prior to the student’s graduation,

the student must present to the Director certifications of successful completion for each component not satisfied by receipt of a specified course grade, or, if the student is satisfying a component in the semester prior to graduation, a certification by the supervising faculty member or coach that the student is on a path toward successful completion of that component.

5. These requirements for the Certificate are effective immediately. Students enrolled on the date these requirements are adopted have the option of obtaining a Certificate under either these requirement or the preceding requirements.

2. Certificate in Transactional Practice Law (Effective May 1, 2009)

a. Eligibility

To earn the certificate in Transactional Practice Law, a student must make a timely application for inclusion in the program not later than the end of his or her third semester of study at the law school and must be accepted into the program.

b. Requirements

Each student must fulfill the following requirements prior to receiving his or her Certificate in Transactional Practice Law:

- i. Required Courses: In addition to completing all graduation requirements satisfactorily, each student must earn a grade of “B” or better in the following five courses:

Interviewing, Counseling and Negotiating (3 hr.)
Contract Drafting (2 or 3 hr.)
Taxation – Basic Income Tax Concepts (3 hr.)
Taxation – Business Organizations and Business Planning (3 hr.)
Ethics for Transactional Lawyers (1-2 hr.)

and earn a grade of “Pass” in a Transactional Clinic, Internship, or Externship (3 hr).

- ii. Elective Courses. Each student must take and earn a grade of “B” or better in six credit-hours selected from the courses listed below. Unless the appropriate certificate advisor approves a different mix of courses, of the six elective credits, a minimum of four must be earned in courses taught by full-time faculty.

Advanced Tax Concepts
Agency Partnership and LLCs
Business Technology and Regulation
Corporations
Close Corporation Problems
Environmental Law

Estate Planning
Insurance Law
Intellectual Property
International Business Transactions
Mergers and Acquisitions
Modern Real Estate Transactions
Not For Profit Corporations
Securities Regulation

- iii. Accounting and Financing Competency Test: Each student must demonstrate fundamental competency in the fields of Accounting and Finance by passing the Accounting and Finance Competency Test.¹ The test will be offered during the first month of each semester. Students who fail to pass the test may sit for the test at a subsequent administration.
- iv. Writing Requirement: Each student must complete the research component of the Advanced Writing Requirement on a Transactional Law topic. In addition, each student must satisfy the drafting component of the Advanced Writing Requirement in Contract Drafting or in another drafting course approved by the Director of the Transactional Law Practice Center (“TLPC”). Students must receive a grade of "B" or better for the paper they submit to satisfy the research requirement and for the drafting project(s) they submit to satisfy the drafting requirement.
- v. Extracurricular Course of Study: Each student must participate in a minimum of 500 minutes of extracurricular programming sponsored by the Transactional Law Practice Center.
- vi. Transactional Pro Bono: Chase College of Law requires each student to have completed 50 hours of pro bono work before graduating. To receive the Transactional Law Practice Certificate, however, a student needs to have completed a total of 25 hours of pro bono in the field of transactional law. The Director of the TLPC, in consultation with the Pro Bono Program director, will determine which pro bono opportunities fall within the field of transactional law.

3. Employment and Labor Law Concentration

Students who have a special interest in the field of employment and labor law may wish to complete a Concentration, which will help to prepare them for the practice of law in that field.

To qualify for a Concentration in Employment and Labor Law, students must satisfy the following four requirements:

¹ The Accounting and Financing Competency Test will be developed in-house.

- a. **Take each of the following twelve hours of courses and receive a “B” or better in each course:**

Labor Relations - (3 hrs.)
Employment Law - (3 hrs.)
Employment Discrimination - (3 hrs.)
Advanced Legal Research - (3 hrs.), with labor and
employment focus

- b. **Take at least three hours from among the following list of courses and receive a ‘B’ or better in each course taken:**

Administrative Law - (3 hrs.)
Alternative Dispute Resolution / Mediation - (3 hrs.)
Employee Benefits Law - (1, 2, or 3 hrs.)

- c. **Either:**

- i. Complete an Advanced Writing Requirement-Research course within the Concentration, in which the student writes a paper that meets or exceeds the minimum standards for obtaining AWR-Research credit, except that the paper must be at least 25 pages in length, must be of publishable quality, and must receive a grade of “B” or higher; or
- ii. Complete an externship of at least two credit-hours, or an internship of at least 100 hours over the course of a semester, with an attorney in the Department of Labor, National Labor Relations Board, Equal Employment Opportunity Commission, any state or local equal employment opportunity commission such as the Kentucky Commission on Human Rights, or other commensurate administrative agency approved by the Directors.

- d. **File a petition with the Directors**, at least two months prior to the expected date of graduation, demonstrating that all requirements of the Concentration have been completed or will be completed prior to the expected date of graduation. Students are encouraged to inform the Directors in writing as early as possible of the intent to concentrate in order to facilitate students’ scheduling of Concentration requirements.

The course Agency, Partnership, and Limited Liability Companies is recommended but not required for students in the Labor and Employment Law Concentration.

To complete this Concentration, students on Structured Curriculum may be required to take more than the 90 hours otherwise required for graduation.

Students who wish to know more about the Concentration requirements are encouraged to contact Professor Rick Bales or Associate Dean Lawrence Rosenthal.

*The "B" requirements listed above apply only to students who matriculated at NKU Chase after July 31, 2008.

4. TAX CONCENTRATION

- a. Students in the Tax Concentration Program must take the following two courses and receive a grade of at least a "B" in each course:**

Tax - Basic Income Tax Concepts (3 hrs.)
Tax - Advanced Income Tax Concepts (3hrs.)

- b. Students in the Tax Concentration Program also must take and receive at least a grade of "B" in at least two out of the following four courses:**

Tax – Business Organization and Planning (3 hrs.)
Tax – Litigation (3 hrs.)
Tax Policy (3 hrs.)
Estate Planning (3 hrs.)

- c. Students in the Tax Concentration Program also must take one of the following four non-classroom offerings:**

Tax – IRS Chief Counsel Externship (3 hrs.)
Inter-school Competition – Tax Moot Court (2 hrs.)
Inter-school Competition - ABA Tax Section Tax Challenge
(1 or 2 hrs)
Small Business and Non-profit Law Clinic (3 hrs)

- d. Students in the Tax Concentration Program must satisfy their mandatory pro bono hours in one or both of the following placements:**

VITA
NKU Tax Clinic

Students who are interested in Tax Concentration Program and wish to know more about program and its requirements are encouraged to contact Professor Ljubomir Nacev.

RR. GRADE APPEAL POLICY AND PROCEDURE:

The following policy and procedure governs all grade appeals initiated at the College of Law. This grade appeal procedure differs from the NKU "Code of Student Rights and Responsibilities" and supersedes it.

(a) Standard of Review:

- i. The individual professor is primarily responsible for each course or other academic activity to which he/she is assigned. As a necessary concomitant of this responsibility, the professor is the primary authority, subject to established College of Law and University rules, regulations, and policies in all matters pertaining to the course or activity. The authority includes, but is not limited to, the establishment of the criteria for grades and the evaluation of student academic performance. The grade appeal procedure outlined here is available only for the review of allegedly capricious grading in a final grade by the professor and not for routine review of the professor's evaluation of the student's academic performance.
- ii. A professor should not award a grade capriciously, as that term is defined below. If a final grade is found to be in whole or in part the product of capricious grading, appropriate action should be taken pursuant to this policy, sufficient to eliminate the effect of the capricious grading. Capricious grading will be found to exist only where the student establishes by clear and convincing evidence that:
 1. The assignment of a final grade to a particular student was made on some basis other than the performance in the course;
 2. The assignment of a final grade to a particular student was by resort to substantially different criteria than were applied to other students in the course;
 3. The assignment of a final grade is a substantial departure from the professor's previously announced standards;
 4. The instructor failed to correct a clerical error after such error was brought to his/her attention;
 5. There is no reasonable relation between the grading criteria used and the material covered or assigned in the course.
- iii. Under no circumstances will there be a review of a grade, or an action taken under this policy, on the ground that:
 1. The grade does not properly reflect the quality of the student's work;

2. There is a disagreement over a matter of judgment in the assignment of a grade;
3. The faculty member has failed to apply and meet the Grade Distribution Policies approved by the faculty;
4. The faculty member has failed to follow the Grade Definitions approved by the faculty; or
5. A grade has been affected by a decision or action not within the professor's control, including but not limited to administrative decisions concerning the scheduling of examinations and the provision of special accommodations for disabilities.

(b) Procedure for Review and Appeal of Grades

- i. A student who wishes to appeal a final grade must follow this grade appeal procedure. A student who does not follow this procedure may not seek relief affecting the final grade under this policy. All students, faculty, and administration are encouraged to accomplish their responsibilities under this procedure expeditiously, in the interest of completing consultation, review, and appeal of grades as soon as practicable.
- ii. No student may appeal a final grade to the administration of the College of Law unless he/she first has a preliminary meeting with the professor.
 1. A preliminary meeting over fall semester grades must take place within thirty (30) calendar days from the beginning of the following spring semester.
 2. A preliminary meeting over spring and summer semester grades must take place within thirty (30) calendar days from the beginning of the following fall semester.
 3. Each professor shall make himself or herself available for a preliminary meeting so that the above timeframe may be met, absent approval by the Associate Dean for Academics (hereinafter the Associate Dean) or the Dean for good cause shown.
 4. These time limits may be extended by the Associate Dean or the Dean where any professor's grades are submitted after the grading deadline, or where the professor is unavailable.
- iii. Before requesting review by the Associate Dean, a student raising a claim of capricious grading shall, within seven (7) calendar days after the preliminary meeting, provide the faculty member involved with a signed written statement which specifies in detail the grounds and the factual basis for the claim. A written statement is subject to the Student Honor Code. The faculty member shall, within seven (7) calendar days after receiving the student's signed

written statement, provide the student with a written response stating his or her position on the student's claim and the factual basis for that position, and advising whether the grade will or will not be changed.

- iv. If the faculty member believes that the grade should be changed based upon any of the aforementioned grounds of appeal, the faculty member may propose to raise the grade by submitting a written explanation stating with particularity the reason for proposing to raise the grade to the Associate Dean or the Dean for his/her approval.
- v. If the faculty member does not believe that the grade should be changed, the student and the faculty member may, at the instance of either, hold a consultation on the grade. The parties shall hold any such consultation within seven (7) calendar days after the student receives the faculty member's written statement. If the professor does not respond to the student's written statement, if there is no consultation, or if consultation between the student and the professor does not resolve the matter to the satisfaction of the student, the student may then request review by the administration of the College of Law based on any ground and factual basis for review of the grade presented to the faculty member in the student's written statement or the faculty member's written response, or raised in the consultation between the faculty member and the student.

(c) Request for Review by the Associate Dean

i. Any such request for review must be made in writing and filed with the Associate Dean, with a copy to the faculty member, no later than seven (7) calendar days after the time for the faculty member's written response has passed without such a response, the student receives the faculty member's written response, or the faculty member and the student have a final consultation, whichever is latest. A request for review is subject to the Student Honor Code as stated in paragraph f) below. The request for review must contain the following elements:

1. The date of the request;
2. A clear, accurate, and complete statement of the grounds for review, showing that the student is entitled to relief under the grade appeal policy;
3. A statement of the factual basis for the claim that capricious grading has occurred, showing that the student is entitled to relief under the grade appeal policy;
4. A certification that any grounds or factual basis raised under (2) or (3) was raised either in the student's written statement, in the faculty member's written response, or in the consultation with the faculty member;
5. A copy of the written statement provided to the faculty member;

6. A copy of the faculty member's written response;
7. Any necessary documentation or affidavits, if appropriate, to the nature of the case;
and
8. The student's signature

If the student believes that the written statement adequately states the grounds and factual basis for the request for review, items (2) and (3) may be satisfied by a reference in the request for review incorporating the written statement. Any ground or factual basis for review or response that is outside the scope of the written statement, the written response, or the consultation may not be presented on review by either the student or the faculty member, except as provided in paragraph c) ii) below.

ii. Review by the Associate Dean

1. The Associate Dean shall consider the request for review and determine whether it contains the eight elements required by paragraph c) i). If not, the Associate Dean shall dismiss the appeal. The Associate Dean may permit the request for review or the response to be amended upon reasonable notice for good cause shown.
2. If the request for review contains the eight elements required by paragraph c) i), the Associate Dean shall consult with and receive information from the faculty member and the student, as well as any other individuals who may provide relevant information.
 - a. Any ground or factual basis for review or response that is outside the scope of the written statement, the written response, the consultation, or any amendment permitted under paragraph c) ii) (1) may not be presented to the Associate Dean by either the student or the faculty member.
 - b. The faculty member shall have a reasonable opportunity to respond to any grounds or factual basis raised in the consultation but not stated in the student's written statement.
 - c. The Associate Dean may rely on information provided anonymously for purposes of his or her investigation, which approach shall not be suggested or encouraged, but shall not rely on such information in making a determination on the request for review.
 - d. The Associate Dean may consolidate requests for review that raise the same or similar issues for purposes of this process.

- e. If the Associate Dean deems such a meeting appropriate, he/she shall meet with the faculty member and with the student, and attempt to resolve the matter.
3. If the Associate Dean cannot resolve the matter with the faculty member and the student, or does not deem a meeting appropriate, the Associate Dean shall determine, addressing all issues raised by both parties and based on the entire record before him/her, whether there is a substantial question as to whether the student's grade was the product of capricious grading. The Associate Dean shall provide a letter containing his/her determination and the results of his/her actions under paragraph c) ii) to both the student and the professor faculty member, with a copy to the Dean.

(d) Appeal to the Dean

- i. If the matter is not resolved to the satisfaction of the student under paragraph c) ii), the student may appeal to the Dean. An appeal is subject to the Student Honor Code as stated in paragraph f) below.
 1. Any such appeal must be made in writing and filed with the Dean with copies to the faculty member and to the Associate Dean no later than seven (7) calendar days after the student receives the Associate Dean's letter under paragraph c) ii) (3) above.
 2. The appeal shall contain a statement that the student wishes to appeal, and a request that the Associate Dean transmit the entire record to the Dean.
 3. The appeal shall be limited to any ground for review and factual basis presented to the Associate Dean. Any ground or factual basis for appeal or response that is outside the scope of the written statement, the written response, or the consultation; or in an amendment to the request for review or the response permitted by the Associate Dean under paragraph c) ii) (1), may not be presented by amendment or otherwise to the Dean by either the student or the faculty member.
- ii. The Associate Dean shall transmit the entire record to the Dean, and, before proceeding, the Dean shall ascertain that he/she has received the entire record.
 1. The record shall consist of every filing by any party, the Associate Dean's letter under paragraph c) ii) (3), and any other communication involving the parties, a list of the names of all individuals who provided or were said to have information relating to the proceedings (other than individuals who speak only on condition of anonymity), and any documents or witness statements relating or referring to any fact related to the grade appeal within the Associate Dean's possession in connection with the proceeding.

2. Such matters shall be included in the record whether or not the Associate Dean has relied upon or referred to any such matter in his or her investigation or determination. The Associate Dean may exclude from the record any portion of any document that consists solely of his or her thought processes or mental impressions or the products of mediation, but shall include the remaining portions of any such document.
- iii. If the Associate Dean has not already so found, the Dean shall first determine based on the entire record whether there is a substantial question as to whether the student's grade was the product of capricious grading.
 1. The Dean shall accord substantial deference to the Associate Dean's determination, if any, that there is no substantial question as to whether the student's grade was the product of capricious grading.
 2. The Dean may consolidate appeals that raise the same or similar issues for purposes of this process if the Associate Dean has not already consolidated the requests for review, or may sever appeals for separate proceedings.
 3. If the Dean finds that the Associate Dean has not properly or completely determined the request for review, the Dean shall either send the appeal back to the Associate Dean for further action, perform the function of the Associate Dean under paragraph c) ii), or refer the matter to a standing or ad hoc committee as provided in paragraph v) below.
 - iv. If neither the Associate Dean nor the Dean has found, based on the entire record, that there is a substantial question as to whether the student's grade was the product of capricious grading, the appeal shall be dismissed.
 - v. If the Associate Dean or the Dean has found, based on the entire record, that there is a substantial question as to whether the student's grade was the product of capricious grading, the Dean may consult with the faculty member in an attempt to resolve the matter, and if the matter is not resolved thereby, shall refer the appeal to an ad hoc committee or any standing committee whose jurisdiction includes grade appeals, to make a decision on the facts and to advise him/her on the matter.
 1. If the Dean refers the appeal to an ad hoc committee, the membership of that committee shall be determined at random from among the tenured faculty.
 2. The student or the faculty member may challenge any committee member for cause by filing a challenge with the Dean, with copy to the faculty member and to the

committee member. Any committee member may recuse himself/herself for good cause as determined by that faculty member, which should be done as soon as practicable. The Dean shall advise the committee, the student, and the faculty member of any disqualification or recusal, and of the name of the replacement faculty member.

3. The reference and all other communications between the Dean and the committee or any of its members shall be in writing, on the record, and copied to the faculty member and the student.
4. There shall be no ex parte communications between the Dean on the one hand and the committee to which the appeal is referred or any member thereof on the other.

vi. The committee shall conduct an informal hearing in order to make factual findings.

1. The committee may consolidate appeals raising the same or similar issues for purposes of the hearing if the Associate Dean or the Dean has not already done so.
2. There shall be no ex parte communications between the committee on the one hand and the faculty member or the student on the other.
3. At the hearing, the student and faculty member shall be given the opportunity to be present, to address the committee, to present and examine witnesses, and to present documents.
4. The chair of the committee shall arrange for and manage the hearing in consultation with the other members of the committee.
5. The committee shall not be bound by the rules of evidence, but may receive any information that it reasonably believes has probative value on the issues presented on the appeal. If the committee is inclined to take official notice of any fact or principle, it shall advise the parties of that inclination so that the parties may have an opportunity to address the fact or principle and how it should be determined.
6. Neither the student nor the faculty member may have counsel present.

vii. The committee shall report its findings of fact, conclusions as to whether capricious grading has occurred and on what grounds, and recommendations in writing to the Dean within ten days after the hearing has been concluded. The committee shall not substitute its professional judgment for that of the faculty member in assigning the grade, but shall base its decision on the criteria for capricious grading state in paragraph a) ii) above. The committee shall provide a

copy of the report to the faculty member and the student at the time that it is provided to the Dean.

- viii. The Dean shall fully consider the committee's report, and shall be bound by the committee's findings of fact. The Dean shall not substitute his or her professional judgment for that of the faculty member in assigning the grade, but shall base his or her decision on the criteria for capricious grading stated in paragraph a) ii) above. If the Dean disagrees with the committee's

conclusions or recommendations, the Dean shall memorialize the reasons for his/her disagreement in writing. If after full consideration of the matter, and based solely on the entire record before the committee, the Dean concludes that the grade was the product of capricious grading, he/she may provide the student with whatever change in the grade the Dean deems appropriate to eliminate the effect of the capricious grading. Otherwise the Dean shall dismiss the appeal.

(e) Further Limited Appeal to the Provost

- i. The written determination by the Dean shall be final. However, the student or faculty member may appeal an adverse determination to the Provost on the ground that any of the above procedures were not complied with and that the appealing party was prejudiced by that non-

compliance. Any such appeal to the Provost shall state with particularity the procedural irregularity and the prejudice caused thereby, and must be filed with the Provost within seven (7) calendar days after the appealing party's receipt of the Dean's final determination under paragraph d) vii) and ix) above. An appeal to the Provost is subject to the Student Honor Code as stated in paragraph f) below.

- ii. If the Provost finds that any of the above procedures were not complied with and that the appealing party was prejudiced by that non-compliance, the Provost shall describe the noncompliance and prejudice, and the matter shall be returned to the Dean for disposition consistent with these procedures and the Provost's written opinion.

(f) Relationship of Grade Appeal Policy and Procedure, and Chase Student Honor Code or Other NKU or Faculty Policies

- i. Academic misconduct involving a grade appeal may involve a violation of section II.B.1.i of the Student Honor Code. Situations that may involve both this grade appeal policy and the Student Honor Code shall be handled as follows.

1. If the Dean or the Associate Dean has substantial cause to believe that any grade appeal may consist of or may be based on any fraudulent, deceptive, knowingly false or misleading, or other dishonest action or inaction, the grade appeal may be

stayed pending a referral of the alleged action or inaction under the Student Honor Code.

2. If such cause exists, subject to section II.D.1 of the Student Honor Code pertaining to professional judgment,
 - a. The Dean may, and where he or she has actual knowledge of a violation, shall refer any such matter to the Associate Dean under section II.D.1 of the Student Honor Code;
 - b. The Associate Dean may, and if he or she has actual knowledge of a violation, shall refer any such matter to the Dean with a request for appointment of a substitute faculty member under section II.D.5. of the Student Honor Code; or
 - c. The chair or any member of the hearing committee should ordinarily consult with the Associate Dean before action is taken, and any referral under section II.D.1. of the Honor Code made before all proceedings have been completed should be made only after consultation with the Associate Dean.
 3. Subject to paragraph d) ii) (3) above, any such referral shall be made at the time the proceeding is stayed, or if there is no stay, then at any time during the proceedings, and at the latest promptly upon the completion of all proceedings on the grade appeal. The continued maintenance of a grade appeal may be found to constitute a violation for purposes of section II.C.1. of the Student Honor Code.
- ii. Faculty conduct involving grading or in connection with any proceeding under this grade appeal policy that raises issues covered by another policy or procedure of Northern Kentucky University or the College of Law shall be handled according to such other policy or procedure.