

*Salmon P. Chase
College of Law*



*Adjunct Faculty
Handbook*

Salmon P. Chase College of Law

Adjunct Faculty Handbook

November 2024

If you have any questions regarding any of the policies listed in this handbook, please contact Lawrence D. Rosenthal, Associate Dean for Academics, at (859) 572-5359 or rosenthall@nku.edu

WELCOME

The Chase College of Law welcomes new and returning adjunct faculty. We appreciate the effort and dedication you will invest in sharing your special expertise with our students. Your presence enriches our program and enhances our students' education.

This Adjunct Faculty Handbook contains general information and policies and regulations governing the academic program and the conduct of students at Salmon P. Chase College of Law. It has been compiled by excerpting relevant portions from the school's Student Handbook, Faculty Handbook, and of the Compiled Faculty Policies. These policies and regulations have been adopted by the Dean or the faculty. As new policies and regulations are developed, or old ones changed, they will be incorporated in revised editions of this handbook. Adjunct faculty who have questions not addressed by this Handbook are encouraged to call Lawrence Rosenthal, Associate Dean for Academics, or Jenny Young, Registrar, for answers.

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I. GENERAL INFORMATION FOR ADJUNCT FACULTY

A. Names and Numbers

Chase College of Law
Northern Kentucky University
Nunn Hall
Highland Heights, KY 41099
(859) 572-5340
Fax: 859-572-5342
Website: chaselaw.nku.edu

Judith Daar (*Dean*)
(859) 572-6406
daarj1@nku.edu
Room 502 Nunn Hall

Toula Papakirk (*Assistant to the Dean*)
(859) 572-6406
papakirks1@nku.edu
Room 501 Nunn Hall

Lawrence D. Rosenthal (*Associate Dean for Academics*)
(859) 572-5359
rosenthal@nku.edu
Room 543 Nunn Hall
Responsible for hiring adjunct faculty, assigning courses, creating the semester schedule of courses, administering the law school curriculum, resolving academic issues such as: academic standing, requests such as leaves of absence, study abroad, Honor Code violations, grade appeals, and related academic policy matters.

Robin Higgins (*Academic Specialist*)
(859) 572-5383
higginsr3@nku.edu
Room 314 Nunn Hall
Responsible for support for the Associate Dean for Academics, Director of Student Affairs and Enrollment Management, and Director of Career Development. Also responsible for support of adjunct faculty, including ordering books, collecting anonymous course assignments, and assisting with exams.

Jenny Young (*Registrar*)

859-572-5344

youngj3@nku.edu

Room 317 Nunn Hall

Responsible for receiving and processing law school grades, room assignments, and the registration process. Also responsible for transcripts and bar applications.

Chase Law Library

Circulation Desk: 859-572-6030

Second Floor, Nunn Hall

Human Resources

Northern Kentucky University

859-572-5200

Website: [Human Resources](#)

Responsible for payroll matters

Parking Services

Northern Kentucky University

859-572-5505

Email: parkingservices@nku.edu

Website: [Parking Services](#)

Responsible for all parking issues

Department of Public Safety

Northern Kentucky University

859-572-5500 (non-emergency)

859-572-7777 (emergency)

Email: dps@nku.edu

Website: [Department of Public Safety](#)

Responsible for law enforcement on campus as well as the escort program

B. Administrative Details

1. PARKING INFORMATION

All vehicles parked in surface lots on campus must have a parking pass. Those vehicles without parking passes will be ticketed. You may pay for parking each day in the garages, but it is highly recommended to purchase a parking pass.

Before the start of the semester in which you will teach, you have the option of purchasing a parking pass.

Your parking pass will allow you to park in any Faculty/Staff parking lot as well as any of the three parking garages on campus (Kenton Drive Garage, University Garage, and Welcome Center Garage). Kenton Drive Garage is the closest to Nunn Hall.

For additional information, please visit the Parking Services website at [Parking Services](#).

2. NKU ALL CARD

All adjunct faculty need to obtain an NKU ALL CARD. Your ALL CARD will give you access to the main doors to the building outside of the normal business hours. To obtain this card, please visit the ALL CARD office, Student Union 120. Please check the website at: [AllCard Office](#) for more information about the NKU ALL CARD.

3. CLASSROOMS

Your course will be assigned to meet in a classroom in Nunn Hall. Classrooms for the law school are located on the third and fourth floors.

All of our classrooms are “smart” classrooms. They are set up to use ZOOM and can record your classes using the Kaltura software. Please contact Trent McPheron, our I.T. Support Specialist, by calling (859) 572-1477 or emailing him at mcpheronw1@nku.edu.

If you need additional classroom or meeting space, you must make arrangements to reserve the additional room. To reserve an additional room, please contact Robin Higgins, higginsr3@nku.edu.

4. ADJUNCT FACULTY MAILBOX

The mailbox for all Adjunct faculty is located on the second floor in room 212 in Nunn Hall. Please check this mailbox occasionally.

5. BOOK ORDERS

Book orders are due to the bookstore on campus by the deadlines listed below:

March 1st for summer semester courses
April 1st for fall semester courses
October 1st for spring semester courses

Book orders should be submitted to Robin Higgins, who will contact you about ordering books well before the deadlines above. She can also assist you in obtaining complimentary copies of any books you would like to examine prior to placing your book order.

6. COMMUNICATION WITH STUDENTS

A few weeks before classes begin, Robin Higgins will send you a class roster, a sign-in sheet, and an attendance sheet. The roster will have your students' names and email addresses. The sign-in sheets are to be used to take attendance for every class. Most professors have their students sign next to their names when they arrive. If your class is taught remotely, you will need to document "present" or "absent" next to the names of the students. All sign-in sheets are due to be sent to Robin Higgins at the end of the course. The attendance sheet is for you to keep track of your students' attendance for the entire semester. You may keep track of this yourself, but if you would like Robin Higgins to keep track of the attendance for you, please, after each class, either place the sign-in sheets in the white Law School drop box in the hall outside of room NH 314 or email a copy or photo to her at higginsr3@nku.edu.

All Chase students have been assigned an NKU email address and have been notified that official communications will be sent to that address.

You can obtain your students' email addresses by looking at the roster sent to you by Robin Higgins and by setting up a CANVAS page. This allows you to communicate with individuals, groups, or the entire class with great ease, and could be very useful in the event you must unexpectedly cancel a class or change an assignment. Your NKU email address is linked to your CANVAS page, so check your emails often.

Your students may wish to contact you. You should provide a phone number and/or an email address where they can reach you. It is highly recommended that you use your NKU email address to communicate with anyone within the NKU campus.

C. Building Information

1. LOCATION

The Salmon P. Chase College of Law is housed in Nunn Hall, a five-story building on Northern Kentucky University's Highland Heights campus. There are two main entrances into Nunn Hall. One entrance is located on the first floor of the building. The second entrance is located on the second floor on the same level as the University Plaza.

2. THE CHASE LAW LIBRARY

The main entrance to the law library and the law library staff offices are located on the second floor of Nunn Hall.

3. VENDING MACHINES

Vending machines (snacks and drinks), are located in the Student Lounge on the third floor. There are also vending machines on the second floor between the doors to the stairs and the elevators.

4. FACULTY AND ADMINISTRATIVE OFFICES

Faculty and administrative offices, the Meyer Board Room, and the faculty and staff lounges are located on the fifth floor.

5. RESTROOMS

Restrooms are located opposite the elevators on the first, second, third, fourth, and fifth floors.

A gender-neutral bathroom is located on the 5th floor just outside room NH 540.

D. Academic Support - Office of Academic Success and Bar Preparation

The [Office of Academic Success and Bar Preparation](#) is housed in room NH 529. Professors Kelly Meurer and Rachel Wilhite are available to meet with students to discuss how to improve their academic performance, and they have materials to share with students about legal reasoning, study skills, time management, research and writing, and many other topics. If you become aware that a student is struggling in your course, please refer the student to Professor Meurer (in office NH 530), who can be reached at meurerk1@nku.edu, or Professor Wilhite (in office NH 531), who can be reached at wilhiter1@nku.edu.

To those of you who are not educators by trade or training, Professors Meurer and Wilhite also offer information and services to faculty members. For example, information is available on how to craft a good essay or multiple-choice question. If you simply wanted someone to read your exam to gauge the level of difficulty, to estimate the time needed just to read it, or to proofread it carefully, you could send it to either Professor Meurer or Professor Wilhite.

Information on different teaching techniques for different types of learning activities is also available through the Office of Academic Success and Bar Preparation. To successfully teach anyone anything, you must take four steps: 1) decide upon your goals for the lesson; 2) create content, methods, and materials that will assist the student in reaching your stated goals; 3) supervise the interaction between the student and the materials in an appropriate way; and 4) assess the student's progress toward or achievement of the stated goals.

The trend in legal education is to engage students in active learning. Following are some suggestions for activities you might incorporate into lesson plans:

If your objective is discussion

- Think-pair-share: pose a question or issue, have students think about it on their own first, then pair with another student and discuss; finally, have a few pairs share with the entire class.
- Circle up: pose a question or issue, have students speak in turn going around in a circle. After everyone has spoken, allow rebuttals or follow-ups, if desired.
- Brainstorm: pose a question or issue, have students generate as many ideas as possible; after each group reports out, the entire class chooses or creates the best, most feasible, most creative, or whatever criterion you choose.
- Debates: pose a question or issue, have students tell you where they stand on that issue, then have them pair up with another student and have both argue the side opposite their true beliefs.

If your objective is to engage students with the material and each other

- Paired note taking: have students compare notes to create a new and better set; if possible, pair read/write learners with aural, visual, or kinesthetic learners.
- Create a quiz: have each group create a short quiz about topics covered in a recent chapter or section of the course, then have the groups exchange and take a quiz written by another group. Those two groups would then get together to debate correct answers.
- Jigsaw puzzle: provide a rule, statute, or similar provision cut apart by sentences, phrases, or clauses and have the groups recreate the whole.
- Each Teach: when a large enough topic has been completed (e.g. an entire chapter or section of the course syllabus), assign each member of each group a subtopic to teach to his or her group.
- Team Tests: create a short quiz and give it to each student to take individually; collect those and hand out one more copy to each group, which they complete together. When all four groups have completed it, discuss the correct answers with the entire group.
- Word Web: have students brainstorm every idea and topic they connect to a particular stated topic, then organize the ideas in a graphic, showing relationships between concepts by drawing lines or arrows.
- Synthesis Chart: using a series of cases the students have already read for a particular class, provide a chart with just case names and have students insert relevant facts, narrow and broad holdings, results, etc.
- Inner Circle: pair your groups, putting one group in an inner circle to discuss a question or issue, with a second group in a larger circle around them to observe the group dynamic, listen to the discussion, and take notes on the interaction. Have the outer circle report to the inner circle on what they observed. Then reverse the positions.

If your objective is to promote problem-solving skills

- Think-aloud pair: one student talks out the solution to a problem, while the other listens for logic or process errors; then they reverse roles.
- Pass it on: each of the groups starts with a different problem, posits a solution, writes it down, then passes it to another group.
- When all groups have resolved all problems, the group who received each problem last explains to the entire class which of the solutions to that problem is best and why.
- IRAC problem solving: distribute enough different hypotheticals to each group that each student has a different one; the first student with the hypo does the I of IRAC, the second student the R, the third student one side of the A, the fourth student the other side of the A, and the last student the C, so each student will have written a different part of each hypo. When all are done, they can compare results and debate what else should have been discussed or what should not have been discussed.

- Mini-courtroom: Each member of the group assumes a different role – judge, jury, appellant’s counsel, appellee’s counsel, party – to critically evaluate one case read for a particular class. Then, they all shift roles and do the same with another case, until every group member has assumed every role.

If your objective is to improve writing skills

- Journals: assign your students to keep a journal about law school and law study; if all agree, they can exchange journals to share information and thoughts, not for editing or critique.
- Write Around: you provide a writing prompt and each student writes a sentence or two in response before passing the paper to the next person, who writes the next sentence or two, and so on. Could also use this technique to create hypothetical essay questions for practice.
- Team Tests: before the session, each student creates an essay question and answer on a recent topic; during the session, they exchange questions and write answers. Then, the answering student compares his or her answer with the model created by the drafter and they discuss.
- Peer Edits: group members exchange a draft of an essay or assignment that has already been submitted; they edit thoroughly, but respectfully, using set guidelines that you provide. To maintain anonymity, instead of having students exchange, you can collect and distribute the copies, then collect the edited versions as well and have students retrieve them from you as they leave class.

You may have noticed that many of these activities place students in groups. Learning theory has established that students learn best from each other, from doing something with materials, and from teaching, not from listening to lecture.

If you would like more information about learning theory, why group work is so beneficial to students, assessment techniques you can use in the classroom, methods of teaching particular types of course material, writing good exams, creating effective lesson plans, or how to teach to the individual learning styles of students, do not hesitate to ask for it.

In short, the [Office of Academic Success and Bar Preparation](#) is available and able to make you a better and more informed law teacher.

E. Career Development

The Chase College of Law Career Development Office assists students in various aspects of career planning, including the following: (1) formulating job-searching strategies, (2) preparing effective resumes, and (3) practicing effective interviewing techniques. The office works with future employers to generate job opportunities for students, and the Office has also developed a strong program of on-campus interviews with employers.

The Career Development Office is located in the Student Services Suite on the third floor of Nunn Hall (NH 314)

Contacts:

Director Lisa Moore

moorel1@nku.edu

(859) 572-5354

Assistant Director Kathy Kelly

kellyk3@nku.edu

(859) 572-7853

II. SELECTED NON-DISCRIMINATION POLICIES AND ACADEMIC STANDARDS

A. University Statement Asserting Respect for Human Diversity

Northern Kentucky University is a multicultural community of diverse racial, ethnic, and class backgrounds, national origins, religious and political beliefs, physical abilities, ages, genders, and sexual orientations.

Our educational activities and everyday interactions are enriched by our acceptance of one another; and, as members of the university community, we strive to learn from each other in an atmosphere of positive engagement and mutual respect.

Because of the necessity to maintain this atmosphere, bigotry will not go unchallenged within this community. We will educate each other on the existence and effects of racism, sexism, ageism, homophobia, religious intolerance, and other forms of invidious prejudice. When such prejudice results in harassment, intimidation, or violence against persons or property, we will not tolerate such behavior.

All who work, live, study, and teach in the Northern Kentucky University community should be committed to these principles, which are an integral part of Northern Kentucky University's focus, goals, and mission.

B. Law School Policy of Non-Discrimination

Pursuant to ABA Standard 205, Chase College of Law adheres to a policy that fosters and maintains equality of opportunity for students, faculty, and staff, without discrimination or segregation on the basis of race, color, ethnicity, religion, national origin, gender, gender identity or expression, sexual orientation, age, disability, or military status.

C. Selected Law School Policies Related to Teaching

1. Syllabus

Before the first day of class, a syllabus must be distributed to the students that sets out the materials to be covered in the course, the textbooks (if any) that are required and/or recommended, the course objectives, how the course objectives will be evaluated, the attendance policy for the course, the credit-hour expectations for the course, the NKU disability policy, and how the course will be graded (for example, whether there will be a midterm or other graded exercises in addition to the final examination). A copy of the syllabus must be submitted to Robin Higgins at higginsr3@nku.edu prior to sending out to your students. You

will receive an email from Robin Higgins requesting your syllabus be sent to her for review.

2. Attendance

Students must attend a minimum of 75% of all regularly scheduled classes. Individual faculty may set the minimum attendance standard higher. The penalty for failing to attend the minimum number of classes is within the discretion of the individual teacher. All sign-in sheets should be given to Robin Higgins, either during the semester or at the end of the semester. The sheets can be dropped in the white Law School drop box on the 3rd floor in Nunn Hall between Room 313 and 314.

3. Faculty Evaluations

Students will complete faculty evaluations on line. Faculty members are encouraged to remind their students to complete these evaluations toward the end of the semester. The Faculty Evaluations language needs to be in every syllabus.

4. Examinations

In courses in which midterm and/or final examinations are given, at least 50% of the examination should be essay questions. A copy of the final exam should be submitted to Robin Higgins at higginsr3@nku.edu before the exam is given.

5. Make-up Final Examinations

Faculty are not permitted to change the day or time of a final examination. Students are not permitted to take a final examination at a time other than the regularly scheduled time that has been set by the Associate Dean for Academics. A student can request an exception by sending in a formal petition to the Associate Dean for Academics in cases of documented serious emergencies. Only the Associate Dean for Academics has the authority to grant relief to a student with an exam conflict.

6. Deadlines for Submission of Final Grades

Final grades for all courses must be submitted to Jenny Young at youngj3@nku.edu. The semester calendar will be sent to you at the beginning of the semester. The calendar will have the date that grades are due. Robin Higgins will send out a reminder closer to the end of the semester.

D. Advanced Writing Requirement

In order to graduate, students must satisfy the Advanced Writing Requirement.

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

1. 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 (or part-time, tenured/tenure-track 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.
2. 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.
3. Please review the Chase student handbook (available on line) for more information regarding the AWR requirements.
4. Students must have successfully completed Basic Legal Skills I and II before undertaking the Advanced Writing Requirement. The research component and drafting component must be satisfied in separate courses.

5. Because the Advanced Writing Requirement is a graduation requirement that does not itself generate any separate credit hours, satisfactory completion of this requirement does not necessarily constitute satisfactory completion of the course. At the professor's discretion, compliance with the AWR requirement may satisfy all, part, or none of the requirements for satisfactory completion of the course.
6. Detailed requirements for satisfactory completion, including content and page lengths, of the Advanced Writing Requirement are available from the Registrar, Jenny Young, and the Chase Student Handbook.

E. Anonymous Grading

1. Basic Policy

The College of Law has adopted a policy of anonymous grading. Midterm exam numbers, final exam numbers, and assignment numbers are assigned to each student rather than using the students' names, to identify written work, whether prepared in class or outside of class.

The students can obtain their unique set of numbers each semester by logging into their MYNKU account. Exam numbers are not given via the telephone.

2. Procedures to Ensure Anonymous Grading

- (a) If midterm exams, other exams, or exercises will be counted toward the final grade in a course, anonymous exam numbers should be used to protect the anonymity of the students. Students can obtain their numbers during the semester by logging into their MYNKU account.
- (b) All final exams must be graded anonymously. Again, students can obtain their numbers during the semester by logging into their MYNKU account.
- (c) To assure anonymity where graded written work is prepared in class:
 - 1. Students must not hand in their completed examinations to the professor, but must instead deposit their completed examinations on the table at the front of the room.
 - 2. The professor must make sure he/she is a sufficient distance from the table to preclude the possibility of the faculty member observing any student's exam number.

F. Grades

Grades and Grading Symbols Used at the College of Law

The following grading classifications and quality point values are used at the College of Law:

4.333	A+ (maximum of one A+ in class with 30 or fewer students; maximum of 2 in all other classes)
4.000	A
3.667	A-
3.333	B+
3.000	B
2.667	B-
2.333	C+
2.000	C
1.667	C-
1.333	D+
1.000	D
0.667	D-
0.000	F

W	Withdrawal
P	Pass
CR	Credit
CW	Completed Work
I	Incomplete
NC	No Credit
T	Audit

G. Grade Distribution Policies and Procedures

Please consult the on-line student handbook for the College of Law's current suggested grade distribution.

H. Method of Conveying Grades to Students

Chase students have remote access to their Northern Kentucky University (NKU) accounts via a web-based and interactive system. Students receive all their grades through this system.

I. Students' Review of Their Examinations

1. Students are encouraged to review their examinations with their faculty.
2. Faculty may not refuse to review a student's examination solely on the basis of grade. However, because the purpose of reviewing exams is to help students improve their subsequent performance, faculty members may elect to give preference to students with a grade below B-.

J. Grade Appeal Policy and Process

Chase College of Law has adopted a grade appeal policy and process for final grades. A copy of this policy is available in the Student Handbook.

K. Special Accommodations for Students with Disabilities

1. Northern Kentucky University and the Chase College of Law provide reasonable accommodations to students with disabilities who have special needs. Individual faculty members do not have authority to determine that accommodation is necessary.
2. It is the students' responsibility, if they have a permanent or temporary disability that may require special accommodation, to notify the NKU Office for Student Accessibility. This office is located in the Student Union, Suite 303. The telephone number is (859) 572-5282.
3. After the Office for Student Accessibility determines with the student what accommodations are necessary, the Director of the Office for Student Accessibility will notify the Director of Student Affairs and Enrollment Management at Chase College of Law with the accommodations.
4. It is the students' responsibility to notify their professors of their approved accommodations. The Director of Student Affairs and Enrollment Management will arrange the necessary accommodations for midterms and final examinations only. If you plan to give quizzes or any other type of examinations, you will need to work with the student.

L. The Honor Code: Student Rights and Responsibilities

Please refer to the Chase website: chaselaw.nku.edu

III. LIBRARY INFORMATION

A. Technology Support:

Adjunct faculty members are entitled to technology assistance in matters that affect their teaching at the Chase College of Law. This includes access to an NKU e-mail account, Westlaw and/or Lexis passwords, space on the NKU file server, space in OneDrive, assistance with building an online course page through CANVAS, and using the smart classrooms in Nunn Hall.

Online Course Page

Chase College of Law uses CANVAS for online course pages. This software is very popular with students, as it allows faculty to post assignments and readings online, which students may view at their convenience from home, work, or at school.

Smart Classrooms

Every classroom is a smart classroom in Nunn Hall. These rooms are equipped with modern instructional technology. Some rooms have a portable document camera as well. Faculty members can use Power Point, go live on the Internet, and view and modify documents using this equipment. Training can be provided on the use of these smart classrooms.

If you are experiencing technical difficulties or have questions concerning the technology, please contact the help desk at (859) 572-6911 or email them at helpdesk@nku.edu. You can also find helpful information by visiting their webpage at inside.nku.edu/it.html.

B. Loan Period

Most material is circulated to adjunct faculty members for the period that they are teaching.

C. Placing Material on Reserve

Adjunct faculty can place books, articles, or other material on reserve for the use of the students in their classes. To place material on reserve, contact the Circulation Desk, at extension 6030 or contact Carolyn Willhoit at willhoitc1@nku.edu or by calling extension 6645.

D THE LAW LIBRARY'S WEB PRESENCE

The Chase College of Law Library's web site is:
[current-students/library](#)

The law library's website provides the library's hours for the current semester, a listing of the library faculty and staff, links to research and instructional resources, links to Kentucky and Ohio sources, a link to NKU Campus maps, and a link to Steely Library's website (the main library on campus).

Shelving Policy

We ask that each user re-shelve books when finished using them. If any user is in doubt as to the exact location of any volume, that volume should be placed on an available book truck.

Bloomberg Law, Lexis, or Westlaw Assistance

Please contact Tobe Liebert at liebertl1@nku.edu

E. PHONE NUMBERS:

CIRCULATION DESK (859) 572-6030

INTERLIBRARY LOAN (859) 572-6030
or email Tobe Liebert at liebertl1@nku.edu

REFERENCE/RESEARCH ASSISTANCE (859) 572-6485
or email Tobe Liebert at liebertl1@nku.edu

IV. Appendix

A. Academic Calendar

The Chase College of Law Academic Calendar can be viewed by following the link.

[Chase Academic Calendar](#)

B. Directions to Northern Kentucky University Highland Heights Campus

Traveling from Downtown Cincinnati, Ohio

- From US 50, take I471 South into Kentucky
- Follow I471 to US 27 towards Alexandria (do not take the Ft. Thomas/US 27 exit)
- I471 ends at US 27 continue straight on US 27 South
- Continue straight through the first light and turn right at the next traffic light onto Nunn Drive.

Traveling East on I275

from Greater Cincinnati/Northern Kentucky Airport

- Take Exit 76 (Three Mile Road/Northern Kentucky University)
- Turn right off of the exit on University Drive
- Turn right at the first traffic light onto Kenton Drive

Traveling West on I275

- Take Exit 74A (US Highway 27 Alexandria)
- Continue straight on US 27 South
- Continue straight through the first light and turn right at the next traffic light onto Nunn Drive.

Traveling from Louisville, Kentucky

- Take I71 North
- Merge I71/75 North
- Exit onto I275 East
- Follow directions for traveling East on I275

Traveling from Lexington, Kentucky

- Take I75 North.
- Continue on I71/75 North
- Exit onto I275 East
- Follow directions for traveling East on I275

Traveling from Columbus, Ohio:

- Take I71 South to downtown Cincinnati, and exit onto I471 South towards Kentucky
- Take I471 South over the gold bridge into Kentucky
- Follow directions for traveling from Downtown Cincinnati on I471

Traveling from Dayton, Ohio:

- Take I75 South
- In Cincinnati, follow US 50 East to I471
- Follow directions for traveling from Downtown Cincinnati on I471

Traveling from Indianapolis, Indiana:

- Take I74 East to I75 South
- Take exit 1B and follow US 50 East to I471
- Follow directions for traveling from Downtown Cincinnati on I471
Northern Kentucky University • Nunn Drive • Highland Heights, KY 41099

C. NKU Severe Weather Policy

The University is to remain open providing quality education except when the most severely adverse conditions exist. Under these circumstances, the University's Severe Weather Policy will be implemented.

The University's "Severe Weather Policy" applies to all adverse weather conditions during the year, which, depending on severity, could result in a decision by the President or designate to cancel classes or close the University.

Adverse weather, especially during the winter months, will not affect University operations and classes scheduled unless one or more of the following additional conditions occur:

1. Campus facilities are damaged and determined unsafe.
2. Essential utilities, such as heat and electrical service, are lost.
3. Extremely hazardous travel conditions exist.

The Department of Public Safety is responsible for monitoring weather reports and road conditions in the Greater Cincinnati area on a 24-hour basis. Based on an evaluation of this information, a decision to cancel classes or close the University will be made by 6:00 a.m. during the school week. A decision to cancel only evening classes will be made by 3:00 p.m. The decision will then be reported to area radio and television stations for dissemination.

Information Technology will be notified by the Department of Public Safety, and the appropriate entry will be displayed on the University Web Page, www.nku.edu/. You may also sign up for notifications from the Norse Alert system by following the instructions attached to this link: [norsealert](#).

Public Safety personnel will also post the appropriate recorded message which may be accessed by dialing (859) 572-6165 or (859) 572-6166, and will initiate internal notification system.

Although area radio and television stations will be provided University closing information, faculty, staff and students are encouraged to listen to WNKU(89.7 FM) for the most complete and timely announcements about the University's status during questionable weather conditions.

The University's "Severe Weather Policy" is:

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| Partial Closure: | The message will reflect that classes will open at a certain time. This will mean all classes before that time are canceled. However, the normal business operations of the University will be conducted as usual; staff personnel should report at their normal times. |
| Full Closure: | The message will reflect that the University is closed for the day. Only "essential staff personnel" are required to report for work. (Department Heads are to determine essential personnel, to inform them of their obligations, and to insure they are able to be at work when needed). |

The following radio, TV, and sister stations will broadcast all local closings:

WCPO/TV CH 9	WLW/AM 700	WEBN/FM 102.7
WLW/TV CH 5	WAKW/FM 93.3	WIZF/FM 100.9
WKRC/TV CH 12	WVMX/FM 94.1	WKRQ/FM 101.9
WXIX/TV CH 19	WNKR/FM 106.5	WUBE/FM 105.1
WVXU/FM 91.7	WCNW/AM 1560	WCKY/AM 1530
WKFS/FM 107.1	WGRR/FM 103.5	WARM/FM 98.5
WOFX/FM 92.5	WNLT/FM 104.3	WKID/FM 95.9
WMJO/FM 94.9	Intermedia Cable,	Covington, Ky.
WNKU/FM 89.7	Cincinnati.com	

D. Frequently Asked Questions

1. Are faculty members allowed to change the type of examination given and/or the date on which the exam is to be administered?

Faculty members are not permitted to change any of the logistics involving the administration of examinations once the exam date and time have been set. The date, time, and type of exam are definitively set when the semester schedule is created, which is several months before the course begins.

Students often choose elective courses based on the date and type of exam which will be given in a particular class and have their study schedule mapped out far in advance. Changes in exam times or exam formats (from an in-class exam to a take-home exam, for instance) disrupts their planning, so it is critical that everyone adheres to the original final exam schedule.

2. Are faculty members permitted to give a take-home exam?

If you have decided to administer a take-home exam, the Associate Dean for Academics must be notified of this before the semester schedule is printed. If you do give a take-home exam, decisions will need to be made as to when the exam is given to the students, when the exam is to be turned in, and whether the faculty member will collect the exams or whether he/she will delegate that responsibility to a staff member at the College of Law.

3. If a student has a sudden emergency or is unable to take an examination, is a faculty member able to make arrangements for that student to take the examination at another time?

Faculty members do not have the discretion to allow a student to make up an examination on a date different than the rest of the class. The College of Law has a Make-up Examination Policy. The procedure for this is to submit a request for a make-up examination form to the Associate Dean for Academics.

There is a deadline that the student must comply with. In the event of an emergency situation, the student is required to contact Lawrence Rosenthal, Associate Dean for Academics. It is within his discretion to grant the student permission, or not, for a make-up exam. This decision cannot be made by a faculty member.

4. What is Exemplify?

Exemplify is a software application that enables students to take exams on their own laptops. Exemplify is the preferred software that Chase College of Law uses for both midterms and final exams.

5. Is there a policy in effect regarding the student use of laptops in the classroom environment?

The use of laptops by students in the classroom is determined by the faculty member teaching the course. It is the decision of the faculty member to allow, disallow, or restrict the use of laptops in the classroom.

However, this policy must be stated to all students in the course by including the policy in the course syllabus and/or by class announcements.

6. What is the procedure for submitting book orders?

Book orders are due to our bookstore by the following dates: 3/1 for the summer semester, 4/1 for the fall semester, and 10/1 for the spring semester.

It is very helpful to submit your book orders in a timely manner to ensure that the books are stocked before the semester begins. Please contact Robin Higgins either by telephone or email with any questions regarding the ordering of books. Her telephone number is (859) 572-5383, and her email address is higginsr3@nku.edu. She can also obtain complimentary copies and/or teacher manuals for most book titles.

7. Must I purchase a parking permit?

It is highly suggested that you purchase a parking permit. If you decide not to, you will have to pay to park in one of the parking garages on campus. You will not be allowed to park in any of the lots on campus. To purchase a parking permit, go to: parking.nku.edu