

NKU CHASE COLLEGE OF LAW

STUDENT HANDBOOK

2018 – 2019

A. PURPOSE AND SCOPE OF THE STUDENT HANDBOOK

The NKU Chase College of Law Student Handbook is a student's primary resource for information about graduation requirements, curriculum, grades and grading, academic standing, honor code, and related academic matters. It also sets forth information related to official communications from the College of Law, notifies students of their continuing obligation to disclose character and fitness matters, and refers students to forms and other important information on the NKU Chase website.

This Handbook also references information and policies published by Northern Kentucky University that are applicable to all NKU students, such as health and disability services available to students, campus security, and the severe weather policy. Additional information of this kind is available on the NKU website.

This Student Handbook is continually reviewed and updated to include any changes in law school requirements. Subsequent to the initial publication of this Handbook, policies may be modified or revoked, and new policies and procedures may be created. Those changes will be made to the Handbook, and such changes will be applicable to every student regardless of the student's date of matriculation, unless otherwise noted. In the event of any discrepancy regarding requirements, the official standards, requirements, and regulations shall control.

This Handbook is available on the NKU Chase College of Law website on the main STUDENTS page. In addition, hard copies of the Handbook are available in the law library and in the Student Services office. Students are expected to utilize the Chase and NKU websites, which are the best sources for a range of information that cannot be contained in a single handbook.

B. GENERAL INFORMATION

Northern Kentucky University Rules and Policies:

NKU Chase College of Law students are also subject to Northern Kentucky University standards and policies in matters involving individual conduct, student life, extra-curricular activities, non-academic appeals, and other areas not specifically within the College of Law's academic function. Students should consult Northern Kentucky University's Code of Student Rights and Responsibilities at <http://scra.nku.edu/policies/student-rights.html>. In the event that NKU Chase College of Law and Northern Kentucky University rules and policies conflict, College of Law rules and policies will apply.

NKU Chase College of Law Computing Resources:

Use of (and access to) all Chase computing resources is governed by the Chase College of Law Honor Code as well as the University's Acceptable Use Statement, as referenced below.

Northern Kentucky University is a place where the free exchange of ideas is promoted, whether in person or online. University computing resources are intended for the instructional and research activities of Northern Kentucky University students, faculty, and staff in the course of regular assignments and/or duties in that capacity. All students are encouraged to make use of University computing resources. Just as some actions are not appropriate while walking across campus, some actions may not be appropriate while using University computing resources.

These include:

- Displaying sexually explicit materials.
- Sending harassing, fraudulent, threatening, or discriminatory communications, including chain emails.
- Breaking into or obtaining unauthorized access to any computer or other person's password or user account.
- Any other illegal actions, including copyright violations.

Inappropriate uses may result in disciplinary action. The complete Acceptable Use Statement as well as other Northern Kentucky University Information Technology policies can be found at <https://it.nku.edu/policies.html>.

Security in Nunn Hall and on NKU Campus:

Security cameras have been placed throughout Nunn Hall.

In the event of an emergency in Nunn Hall or on the NKU campus, the most immediate response will be obtained by dialing 7777 on any campus phone or 859-572-7777 on any other phone. NKU Police will respond to the emergency and guide emergency vehicles to the proper location on campus. As a second alternative, call 911.

For non-emergencies, campus extension 5500 (or 859-572-5500) connects directly to Dispatch / NKU Public Safety. Additional information can be found on the NKU Public Safety's website: <https://inside.nku.edu/police.html>.

NKU Chase Law Library Security:

The Chase Law Library is open to students 24/7. For security purposes, there are numerous cameras that are continuously recording in the library.

Access to the law library after hours is a privilege reserved exclusively for NKU Chase College of Law students. For your protection, and for the protection of others, do not let anyone into the law library after hours using your student ID. Failure to comply with this directive constitutes a breach of the Chase College of Law Honor Code and could result in the loss of your 24/7 access privileges.

If someone follows you into the library, call campus security at extension 7777. If you feel threatened, dial 7777 (or 911 as a second alternative). In case of an emergency, there are two telephones directly connected to NKU Police. One is located on the first floor adjacent to room 112; the other is located on the second floor on the wall behind the bust of Salmon P. Chase.

NKU Severe Weather Policy as found at:

<https://inside.nku.edu/police/safety/policy/weather.html>

This 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:

- Campus facilities are damaged and determined unsafe.
- Essential utilities, such as heat and electrical service, are lost.
- 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. A decision to close the university will be 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 at nku.edu.
- 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 the internal notification system.
- Local area radio and television stations will be provided information for faculty, staff, and students about the university's status during questionable weather conditions.

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.
- This will apply to all University campuses unless otherwise specified.

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.
- This too will apply to all University campuses unless otherwise specified.

Look for closing announcements on local radio and television stations

NKU Emergency Contact System- NORSE ALERT:

<http://norsealert.nku.edu/>

Providing a safe and secure environment for our students, faculty, and staff is a top priority at Northern Kentucky University. In light of the tragic situations at Virginia Tech and other colleges, the University has partnered with Community Safe/Cincinnati Bell to create **NORSE ALERT**, which will contact members of the campus community through voice and text messages in the event of an emergency situation or campus closing.

NORSE ALERT will provide NKU with another communication tool to keep students, faculty, and staff informed during threatening situations and weather-related closings. In order to receive voice and text messages, you must provide your land and/or cell phone number to the University by signing up online. For more information on how to subscribe to **NORSE ALERT**, visit the website.

NORSE ALERT will be activated when the University determines that a serious threat exists and the campus community must take immediate action to remain safe and secure. The system will also be used to announce any unscheduled University closing or cancellation of classes due to severe weather. You will not receive any promotional calls or text messages through **NORSE ALERT**.

NORSE ALERT will make up to three attempts to call each phone number in the call distribution list. For those phone numbers not reached because of a busy signal or no answer, the system will make up to two additional attempts. Once a call is answered by a human or voice mail, the system will not call that phone number again. It is a voice-activated system, so those who answer must say something when the call is received for the message to begin. Text messages will be sent only once. There is no cost to sign up for this notification service. Whenever the system sends a message to your personal phone, you are responsible for any charges from your phone service provider associated with receiving voice or text messages.

In addition to **NORSE ALERT**, the University will continue to use its well-established communications methods including:

- The Northern Kentucky University web site – www.nku.edu
- Campus broadcast e-mails and voice messages.
- The university/weather closings hotline (859) 572-6165 or 6166.
- Local media, television and radio, will be provided with information about the University's status during questionable weather conditions.

Visit the **NORSE ALERT** website to sign up for alerts or to view Frequently Asked Questions about the service. <http://norsealert.nku.edu/>

Northern Kentucky University Student Services:

NKU Chase College of Law students are encouraged to take advantage of student services provided by the university such as personal counseling, disability services, and health services. Health, Counseling, and Prevention Services is dedicated to helping students achieve and maintain optimal levels of physical and emotional functioning. The services provided are primarily free of charge and are administered by trained and qualified professionals. To learn more about the specific services available, go to <http://hcswnku.edu/> Health, Counseling, and Prevention Services is located in the University Center, Room 440. The telephone number is (859) 572-5650.

Students with disabilities who require accommodations (academic adjustments, auxiliary aids or services) must register with the NKU Office of Disability Services. That office determines whether a law student has a disability that requires accommodation by the College of Law. Students seeking final exam testing accommodations should complete the registration process with the NKU Office of Disability Services and have accommodation approval sent to the College of Law at least two weeks before the beginning of the exam period. The Office of Disability Programs and Services is located in the Student Union, Room 303. The telephone number is (859) 572-5401. To learn more about disability services, go to <https://disability.nku.edu/>

C. **COLLEGE OF LAW COMMUNICATIONS**

NKU Chase College of Law E-Mail:

Every NKU Chase law student is assigned an NKU e-mail address. **Official information from the College of Law will be sent directly to students at their NKU e-mail addresses.** Students are held to have received notice of all matters communicated by NKU e-mail. Such information might involve new or changed law school policies, an inquiry from a dean, academic deadlines for course registration or for participation in events, communication from faculty, etc.

Students are required to read all Chase e-mail, and it will be assumed that students have received and read all such e-mail. Because students are held to have received notice of all matters communicated by NKU e-mail, it is essential that law students check their NKU e-mail inboxes daily and maintain their NKU e-mail in a way that assures they will receive Chase College of Law e-mail. (This includes cleaning out the mailbox on a regular basis, so that mailboxes are not “full” and unable to receive incoming emails). NKU currently supports WebMail as the official campus e-mail software package. Law students are offered group training on using WebMail in the Chase Legal Information Technology Lab located in the law library.

While it is possible to forward your NKU e-mail to another non-NKU account, you bear the responsibility of maintaining this forward. Forwarding is not always reliable, so you forward your NKU e-mail at your own risk. It will not be an acceptable excuse that you never received an official NKU e-mail to your forwarded e-mail address. The best practice is to maintain your NKU e-mail account and check it regularly.

Confidential and Personal Communication / Mailing Address and Phone Number Required:

Correspondence from the College of Law to individual students involving personal and confidential matters (such as academic standing) will be sent via first-class U.S. mail to the address designated by the student as his or her official mailing address as well as to the student’s NKU email address. It will be assumed that the student receives and reads mail sent to the mailing address he or she provides to the College of Law Registrar. **Accordingly, it is imperative that the Registrar be informed of a student’s mailing address.** To update your Current and/or Permanent Address or your Contact Telephone myNKU Number in the Northern Kentucky University administrative system, please log onto your account and complete the change online. Select Student Self Service – My Info – Change Address. Please note that updating your address may impact your fee assessment/residency status.

If you would like step by step instructions, please review the [Change Address or Contact Telephone Number Reference Card](#)

https://inside.nku.edu/content/dam/registrar/docs/personal_info/Change_Address%20Ref%20Card.pdf)

A phone number at which a student can reliably be reached and at which confidential voice messages can be left must also be provided to the Registrar.

Chase Postings:

An e-newsletter to the entire school community will be sent on a weekly basis via the Chase Postings. Chase Postings includes information about registration, exams, career development, pro bono opportunities, law school events, and student organizations. The Chase Postings is the official notification method for announcement of matters of this type; therefore, students are required to read the Chase Postings each week.

Those who wish to place a notice in the Chase Postings about organization meetings, information about College of Law events, announcements of honors and awards, etc. should send the notice to the Chase Communications Coordinator. E-mail postings will not be sent on an individual or one-at-a-time basis.

Other Communications:

Telephone Calls

The College of Law is not equipped to take telephone messages of a general nature for students. In case of emergency, the main number of the College of Law is (859) 572-5340. After hours, emergency phone calls can be directed to the NKU Department of Public Safety at (859) 572-5500.

Student Directory Information

Chase Student Directory. The College of Law annually creates a student directory which includes photos, names, addresses, phone numbers, class year, and NKU email addresses of all Chase students. The directory is made available on the "STUDENTS" page of the Chase website on a password-protected site. Students who wish to be excluded from this directory must notify the Registrar by completing the "Student Directory Notice" form (found on the Registrar's website at :

<https://chaselaw.nku.edu/content/dam/chase/docs/Student%20Directory%20%20Facebook%20Notice.pdf> by the end of August for that academic year.

NKU Student Directory Information. In accordance with the provisions of the Family Educational Rights and Privacy Act (FERPA), certain directory information about a student may be released without the student's consent, unless a student has placed a privacy

restriction on its release through the Chase College of Law Registrar's Office. Chase students who do not want NKU Chase to disclose directory information must notify the Chase Registrar in writing. Additional information about disclosure of directory information and FERPA is available on the Chase Registrar's website at

<https://chaselaw.nku.edu/current-students/resources/registrar/family-education-rights-and-privacy.html>

Chase Calendar

NKU Chase College of Law events, Career Development programs, student organization meetings, and other events of interest are listed on the "Calendar," which can be accessed via the Quick Links on the Chase website.

D. TUITION AND FEES; FINANCIAL AID; REFUNDS; SCHOLARSHIP POLICY

Tuition and fees are set by the Board of Regents of Northern Kentucky University. Tuition and fee amounts can be found on the NKU Chase website at

<https://chaselaw.nku.edu/prospective/juris-doctor/tuition-and-scholarships/tuition.html>

Information about terms and payment of tuition and fees can be found on the Student Account Service's webpage at <http://studentaccountservices.nku.edu/>

Tuition for the summer term is assessed on a per-credit-hour rate. Students who elect to audit a course pay the same tuition as those who take a course for credit.

Students seeking financial aid should complete the necessary financial aid information forms in a timely manner. For more information about financial aid, refer to the Northern Kentucky University Student Financial Assistance website at <http://financialaid.nku.edu/>

Refund of Tuition:

In the Context of Dropping a Course

A student who wishes to drop a course should consult the NKU Chase College of Law Academic Calendar at

<https://chaselaw.nku.edu/current-students/resources/registrar/academic-calendar.html> for precise tuition refund deadline dates. In general, a student who officially drops a course through the first week of classes each semester is eligible for a 100% refund of the tuition assessed. A student who officially drops a course through the third week of classes is eligible for a 50% refund of the tuition assessed.

A student who wishes to drop a course after the prescribed deadline dates must obtain the permission of the Associate Dean for Academics. A student is not generally entitled to any tuition refund if the Associate Dean for Academics approves the dropping of a course after the prescribed deadlines.

A student who believes that the reason for dropping the course justifies a refund of tuition must petition the Chase College of Law Registrar in writing stating the reasons for the refund request. (Shorter periods for dropping apply for summer sessions.)

It should be noted that sequenced required courses may not be dropped, at any time, without the permission of the Associate Dean for Academics. (See Dropping and Adding Courses in this Handbook.)

In the Context of Academic Standing Actions

In the event that a student remains in classes pending disposition of his or her academic standing petition and the student's academic standing petition is denied, a full refund of the tuition for the course(s) in progress will be issued as a matter of course.

In the Context of Withdrawal from the College of Law

When a student officially withdraws from the College of Law, application for a refund of tuition must be made in writing to the Chase College of Law Registrar at the time of withdrawal.

A student who officially withdraws from the College of Law through the first week of classes each semester is eligible for a 100% refund of the tuition and fees assessed.

A student who officially withdraws from the College of Law through the third week of classes is eligible for a 50% refund of the tuition and fees assessed.

A student who officially withdraws from the College of Law after the third week of classes and who feels the reason for withdrawal justifies a refund of tuition and fees must petition the Chase College of Law Registrar in writing stating the reasons for the request.

Course Cancellation For Non-Payment Of Tuition:

The NKU Bursar's Office has implemented a new cancellation for non-payment policy. Please refer to the policy found on the Bursar's web page at http://studentaccountservices.nku.edu/payment_info/cancellation.html

Scholarship Policy:

Incoming Student Scholarships

An "Incoming Student Scholarship" is a scholarship awarded through the College of Law's Office of Admissions at the time of the admission of the student. The details of the award amount will be stated in the scholarship award letter.

Summer Sessions

Scholarship awards may not be applied to summer coursework unless the scholarship award letter specifically provides otherwise.

Change in Residency Status

In the event a change in a student's residency status results in a reduction of the tuition charges, the student's scholarship award will be reduced accordingly.

Division Transfer Requests and Leaves of Absence

A student who petitions for a division transfer or a leave of absence must meet with the Associate Dean for Academics to discuss the petition and the effect of the granting of the student's petition on his or her scholarship. In the event that the student's petition is granted, the student's scholarship will be reviewed and the amount of the scholarship may be reduced.

Increase or Decrease in Credit-Hours

Full-time students must attempt a total of 30 credit-hours in the first year and maintain full-time status thereafter, taking between 12-16 credit-hours per semester.

Part-time students must attempt between 15-22 credit-hours in the first year and maintain a regular part-time load thereafter, taking between 8-11 credit-hours per semester.

Any student petitioning to increase or decrease the credit-hour requirements must receive approval from the Assistant Dean of Students. If the student's petition is granted, the student's scholarship will be reviewed and the amount of the scholarship may be reduced.

Any student taking more than 16 credit-hours in a semester will be required to pay the additional per-credit-hour fee. Scholarship funds may not be used to pay for overload credits.

Full-tuition Awards

A full-tuition scholarship is the amount required to cover tuition for the 90 credit-hours of study. It is assumed that the full-time student will take approximately 15 credit-hours per semester for 6 semesters and will not take classes in the summer. It is assumed that the part-time students will take approximately 8-11 credit-hours per semester, including 2 summer semesters. Therefore, the following guidelines apply to students receiving full-tuition awards:

Any student taking more than 16 credit-hours per semester will be required to pay the additional per-credit-hour fee for each credit-hour above 16.

Credits taken during the summer session will not be covered by the award unless provided for in the award letter.

Early Graduation

Students who graduate early will forfeit any unused amount of the scholarship.

Classes taken at another educational institution

Scholarship award amounts may not be used to cover any expenses for classes taken at other educational institutions (including law classes taken as a visiting student) or for classes taken as part of a study abroad program.

Revocation of Scholarship

The following situations will prompt a review of the scholarship award to determine whether a student's scholarship should be suspended for a period of time or revoked completely:

Violations of the NKU Chase College of Law Honor Code or the Northern Kentucky University Student Code of Rights and Responsibilities.

Violations of admission or academic policies.

Failure to attend required 1L professionalism programs or complete other 1L program requirements.

Failure to disclose all required character and fitness information on the law school application and/or failure to timely amend the law school application to disclose matters occurring during the law school tenure.

Actions involving moral turpitude that result in the amendment of the character and fitness information contained in the student file.

Academic Standards Required to Maintain Merit Scholarship Award

A student receiving a merit-based scholarship must have a cumulative GPA of at least 2.333 at the end of the spring semester of the student's first year of study to retain the scholarship award.

Thereafter, the student must maintain at least a cumulative GPA of 2.333 as determined after each fall and spring semester to retain his or her merit scholarship. Failure to maintain the required GPA will result in permanent revocation of the merit scholarship.

Academic Dismissal

An academic dismissal will automatically revoke any scholarship award. The scholarship shall not be reinstated even if the student is subsequently reenrolled.

Modification of the Scholarship Policy

NKU Chase College of Law reserves the right to modify this Scholarship Policy at any time without notice.

E. EMPLOYMENT DURING LAW SCHOOL

During the first year of law school, a full-time student may not work for pay for more than 20 hours per week during any week in which the student is enrolled in more than 12 class-hours. NKU Chase College of Law expects all students to comply with this rule. A student who violates this rule is subject to dismissal from the College of Law

Full-time first year students enrolled in more than 12-class hours are required to report their employment activity during their first year of law school. During the fall and spring semester, every full-time first year student will be required to complete a brief employment form certifying their work activity and to submit the form to the Career Development Office. All full-time first year students will receive an email to their NKU email account during the fall and spring semester with the employment form, instructions and deadline information.

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

Disclosure of Character and Fitness Matters Required:

Character and Fitness is important for both admission to law school and admission to any state bar where you intend to practice. The NKU Chase College of Law application for admission requires applicants to disclose several matters related to their character and fitness to practice law. The disclosures that must be made in detail are as follows:

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

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

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

Continuing Obligation to Disclose:

The obligation to disclose character and fitness information of this type is one that continues throughout law school.

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

Petition to Amend Law School Application:

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

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

Students are strongly urged to petition to amend their law school applications **immediately** upon discovery of omitted or new information, even if there has not been a final resolution of any resulting charges or action. Forthrightness and full and prompt disclosure are among the qualities favored by the character and fitness committees of state bar admissions offices. Failure to promptly disclose such events may result in the appropriate bar admissions office finding the student ineligible to sit for a particular bar examination.

Character, Fitness, and Other Qualifications for Admission to the Bar:

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

Kentucky

http://kyoba.boxlake.com/Views/public/Content.aspx?page_id=39

Ohio

<http://www.supremecourt.ohio.gov/Boards/characterFit/default.asp>

<http://www.supremecourt.ohio.gov/AttySvcs/admissions/default.aspx>

Indiana

<http://www.in.gov/judiciary/ble/2335.htm>

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

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

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

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

G. FULL-TIME AND PART-TIME DIVISIONS

The College of Law offers three divisions in which students may earn their law degrees: A full-time, three-year division with courses normally offered during the business day; a part-time, four-year division with courses normally offered during the business day; and a part-time, four-year division with courses normally offered in the evenings.

Every effort is made to make it possible for students to complete coursework and related graduation requirements in the division in which they are classified. However, on some occasions, students must make themselves available during the hours normally occupied by students in the other division.

Transferring between Divisions:

Transfers between divisions will be permitted at the discretion of the Associate Dean for Academics only on a showing of good cause. If a transfer is permitted, the class rank for the transferred student will be computed in the division in which the student will earn the majority of his or her hours of credit.

H. EXAMINATIONS

Scheduling of Final Examinations:

The class schedules used for student registration will include the final exam dates and times for each course.

Once the class schedules are published and distributed, final examination dates and times may not be changed except by the Dean or the Associate Dean for Academics in consultation with the professor of the course. An individual faculty member may not change the date and/or time of a final examination.

Design of Final Examinations:

As a part of the testing of scholastic achievement, a written examination of suitable length and complexity, at least 50% of which shall be in essay form, shall be required in every course for which credit is given except for clinical work and except for courses involving extensive written work, such as advanced appellate advocacy, trial advocacy, legal writing and drafting, law review, seminars, and individual writing projects.

Taking Final Exams on Laptop Computers / Exemplify:

Students have the opportunity to take final examinations on their own laptop computers when (1) the Administration has determined Exemplify to be appropriate in a particular course; (2) classrooms that are adequate for Exemplify are available; (3) the faculty member designated the course as an Exemplify course; and (4) the student timely registers to take Exemplify and follows all procedures to assure that his or her computer is properly configured for Exemplify.

Students use Exemplify at their own risk. If a technical difficulty arises with the software or with the student's computer before, during, or after the exam, the student will be required to complete the unfinished portion of the exam by hand. No additional time will be granted due to any technical errors. The professor will grade only the material he or she receives.

Exemplify is not available for courses taught in the two-week summer term. Exemplify may be available for make-up exams provided all of the conditions noted in the above paragraph have been met.

Midterm Examinations, Tests, Quizzes, and Assignments:

Midterm examinations and other non-final exams, tests, quizzes, and assignments may be scheduled at the discretion of the professor.

Students who have reason to take a midterm or test at a time different from the rest of the class must obtain prior permission from the professor to make up the exam or quiz or other assignment. The professor is responsible for the administration of the make-up exam or quiz or other assignment.

Make-Up Final Examinations:

This policy and procedure applies to FINAL examinations only.

The policy has been developed for the purpose of providing students with advance notice of the circumstances under which make-up final exams will be permitted. It is intended to promote fairness among students taking exams and consistency in the granting of permission to take make-up final exams. Finally, it is intended to make the administration of make-up final exams predictable and efficient.

The opportunity to take a make-up examination is a privilege conditioned on the student's agreement to conform to the stated limitations of the policy.

The faculty member may delegate to an appropriate person the authority to administer make-up final exams and to develop regulations for that administration.

Whether the make-up final examination is to be the same examination which was administered at the regularly scheduled time is within the discretion of the faculty member.

No student will be permitted to take a make-up final examination because of a grade deficiency.

No make-up final examination will be given prior to the originally scheduled time.

The privilege to take a make-up exam comes within the Chase Student Honor Code. Students scheduled to take a make-up exam should avoid having contact with students who have already completed the exam.

Exam software is available for make-up exams provided the student has properly registered to use software for that exam and the faculty member has designated the course as one for which exam software will be available.

There are two situations in which a make-up of a final exam may be appropriate: where a sudden, serious emergency prevents a student from taking a final exam and where the administrative scheduling of the exam time creates a certain type of conflict. Make-up of a final exam is permitted only in the following situations:

Emergency Situations

In a situation involving a documented serious emergency, a make-up exam will be permitted. In this situation, the student must notify the Assistant Dean of Students of the emergency as soon as is reasonably possible. It will be within the discretion of the Assistant Dean of Students to determine whether the circumstances justify a make-up exam.

Below is one example of an emergency situation where a make-up final examination normally will be granted: A student has a sudden serious illness which occurs on the day of a final exam which makes it impossible for the student to attend the examination AND the student submits documentation verifying the seriousness of the illness and that the student was incapacitated.

Examples of situations where a make-up examination will normally NOT be granted: employment demands, bar review courses, conflicts with a class at another school, airline flights and schedules, travel/vacation/social plans, medical problems which do not seriously interfere with immediate pre-exam preparation or the student's ability to take the exam on the scheduled exam date.

Application for an excuse from taking the final examination at the regularly scheduled time because of an emergency situation shall be made to the Assistant Dean of Students, who will make the decision. This application is to be made prior to the regularly scheduled examination time where circumstances permit. Failure to make the application prior to the time of the regularly scheduled examination may result in a denial of the request.

MAKE-UP EXAMS MADE NECESSARY BECAUSE OF EMERGENCY SITUATIONS WILL BE MADE UP ON THE PRE-DETERMINED DATE FOR ADMINISTRATION OF MAKE-UP EXAMS UNLESS THE EMERGENCY CONTINUES THROUGH THAT DATE.

Conflict Situations

In situations involving: (a) directly conflicting final exam times, (b) overlapping final exam times, or (c) multiple final exams scheduled on the same date, (d) an exam scheduled after 6:00 p.m. and another exam the next morning at 9:00 a.m., or (e) three exams scheduled in three consecutive days, a student may make up one of the final exams (the determination of which final exam will be the "make-up" final exam will be made by the Associate Dean for Academics) provided that the student submits a Make-Up Exam Request Form to the Associate Dean for Academics by the deadline date (this form will be available on the Registrar's web page). Students with final exam conflicts who fail to meet this deadline will not be permitted to make up an exam.

Students will be notified of the deadline by which the Make-Up Exam Request Form must be submitted and the dates on which make-up exams will be administered each semester. Notification will be sent to each student's NKU e-mail address.

The date for administration of make-up final exams is set a semester in advance. Students who wish to make up a final exam **MUST** take the make-up exam on the date established, unless an emergency situation prevents them from doing so. A student who cannot be available on the date set for the administration of the make-up exam should take the exam at the regularly scheduled time.

I. WITHDRAWAL FROM THE COLLEGE OF LAW

Withdrawal from the College of Law

A student who is considering discontinuing his or her legal education by completely withdrawing from the College of Law is strongly urged to consult with the Associate Dean for Academics before making a final decision.

If a student decides to completely withdraw from law school, he or she should do so officially. One who wishes to withdraw during the first three weeks of law study should provide a formal email notice to the Registrar. One who wishes to withdraw after the first three weeks of law study should submit an email statement of intent to the Associate Dean for Academics. Taking these steps will result in a transcript with a “Withdrawn” notation. **Failure to officially withdraw will result in the grade of F being assigned in every course.**

Resuming Law Study after Withdrawal from the College of Law

A student who has withdrawn from law school while in good academic standing who later wishes to resume law study will be required to reapply for admission to the College of Law.

J. **Student ABA Complaint Process**

Submitting Complaint:

Submit the complaint in writing to the Associate Dean for Academics. The writing may consist of e-mail, U.S. mail, or fax.

The writing should describe in detail the behavior, program, process, or other matter that is the subject of the complaint, and should explain how the matter implicates the law school's program of legal education and its compliance with a specific, identified ABA Standard.

The writing must provide the name, official law school e-mail address, and a street address of the complaining student, for further communication about the complaint.

Process After Written Complaint Submitted:

The administrator to whom the complaint is submitted will acknowledge the complaint within three business days of receipt of the written complaint. Acknowledgment may be made by e-mail, U.S. mail, or by personal delivery, at the option of the administrator.

Within two weeks of acknowledgment of the complaint, the administrator, or the administrator's designee, shall either meet with the complaining student, or respond to the substance of the complaint in writing. In this meeting or in this writing, the student should either receive a substantive response to the complaint, or information about what steps are being taken by the law school to address the complaint or further investigate the complaint. If further investigation is needed, when the investigation is completed, the student shall be provided either a substantive response to the complaint or information about what steps are being taken by the law school to address the complaint within two weeks after completion of the investigation.

Appeals regarding decisions on complaints may be taken to the Dean of the law school. Any decision made on appeal by the Dean shall be final.

A copy of the complaint and a summary of the process and resolution of the complaint shall be kept in the office of the Dean for a period of eight years from the date of final resolution of the complaint.