



**STUDENT HANDBOOK**  
**GENERAL PROVISIONS AND ADMINISTRATIVE POLICIES**  
**2025–2026**

**A. PURPOSE AND SCOPE OF THE STUDENT HANDBOOK**

The 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 Chase College of Law website on the main CURRENT 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**

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](#). In the event that 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](#) and [Northern Kentucky University Information Technology policies](#).

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

### **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 University Police. Consult the [NKU University Police's website](#) for additional information.

### **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 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 is a telephone directly connected to University Police on the second floor on the wall behind the bust of Salmon P. Chase.

### **NKU SEVERE WEATHER POLICY**

The [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. This policy details the types of closures (partial or full) and how notification is sent concerning closures.

### **NKU EMERGENCY CONTACT SYSTEM - NORSE ALERT**

Providing a safe and secure environment for our students, faculty, and staff is a top priority at NKU. To provide timely notifications, the University has partnered with Rave to create **NORSE ALERT**, which will contact members of the campus community in the event of an emergency situation or campus closing. All Northern Kentucky University students, staff, and faculty are automatically registered in **NORSE ALERT** with their official university email address. We encourage students, staff, and faculty to add other contact information, such as mobile numbers and personal emails, to their **NORSE ALERT** accounts. You will receive a reminder to update your information every six months when you log into myNKU. Parents, visitors, and other interested parties may register for **NORSE ALERT** on a voluntary basis. Depending on the type and location of the emergency, a notification may be sent using all of the methods, or a combination of the alert methods. NKU uses the following methods to send notifications:

- Norse Alert--sends notifications to the user to all nku.edu email addresses and all contacts provided by the individual.
- Public Address System—Speakers are located across campus and inside most buildings.
- nku.edu website
- NKU Twitter
- NKU Facebook
- Local news outlet

For more information, visit the [NORSE ALERT](#) website.

### **NORTHERN KENTUCKY UNIVERSITY STUDENT SERVICES**

Chase College of Law students are encouraged to take advantage of student services provided by the university such as personal counseling, student accessibility services, and health services.

NKU 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.

[The Student Health Clinic](#) and [Counseling Services](#) are both located in the University Center.

Students who require accommodations (academic adjustments, auxiliary aids or services) must register with the [NKU Office for Student Accessibility](#) (OSA). 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 for Student Accessibility (OSA) and have accommodation approval sent to the College of Law at least two weeks before the beginning of the exam period. The Office for Student Accessibility (OSA) is located in the Student Union, Room 303. The telephone number is (859) 572-5282.

### **CHASE LAW LOCKER POLICY**

JD and MLS students may obtain a locker upon request by emailing the Director of Student Affairs and Enrollment Management at [lawstudentaffairs@nku.edu](mailto:lawstudentaffairs@nku.edu).

Students retain their locker during their tenure at the College of Law. A locker will not be reassigned unless there are circumstances that warrant a reassignment. To request a reassignment, contact the Director of Student Affairs and Enrollment Management. If a student forgets the locker combination, the Director of Student Affairs and Enrollment Management will provide the student with the combination, provided the student produces a photo identification that confirms his or her identity.

#### **LOCKER CLEAN OUT**

May graduates must remove their belongings and ensure the locker is clean by June 1. December graduates must remove their belongings and ensure the locker is clean by January 15.

#### **LOCKER RENEWAL FOR SUMMER BAR PREP**

Graduates who are taking bar prep classes may elect to keep their lockers through the summer. If you do wish to keep your locker through the summer, you must inform the Director of Student Affairs and Enrollment Management via email no later than April 1. Lockers reserved for the summer must be cleaned out by August 1.

#### **ADDITIONAL INFORMATION AND ACCEPTABLE USE**

1. Never store any valuables (laptops, wallets, credit cards, etc.) in your locker. The College of Law is not responsible for your locker contents or for stolen items.
2. Do not deface the College of Law property. No stickers, or similar items, are permitted on lockers.
3. The area above the lockers is not to be used as storage space. Nothing is permitted on top of the lockers due to the lack of safety. The College of Law is not responsible for any item placed in this space. Any items left in this space will be disposed of as deemed necessary.
4. Any items left in the lockers beyond the deadlines listed on the previous page will be disposed of as deemed necessary. We will not keep items for you to retrieve at a later date.

## C. COLLEGE OF LAW COMMUNICATIONS

### CHASE COLLEGE OF LAW EMAIL

Every Chase law student is assigned an NKU email address. **Official information from the College of Law will be sent directly to students at their NKU email addresses.** Students are held to have received notice of all matters communicated by NKU email. 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 email, and it will be assumed that students have received and read all such email. Because students are held to have received notice of all matters communicated by NKU email, it is essential that law students check their NKU email inboxes daily and maintain their NKU email in a way that assures they will receive Chase College of Law email (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 email software package.

While it is possible to forward your NKU email to another non-NKU account, you bear the responsibility of maintaining this forward. Forwarding is not always reliable, so you forward your NKU email at your own risk. It will not be an acceptable excuse that you never received an official NKU email to your forwarded email address. The best practice is to maintain your NKU email 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) may be sent via first-class U.S. mail to the address designated by the student as the current 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 current address listed in the student record. **To update your student record with the correct phone number or current, permanent, or diploma address, log in to myNKU 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. A phone number at which a student can reliably be reached and at which confidential voice messages can be left must also be listed in the student record.

### CHASE POSTINGS

An e-newsletter to the entire school community will be sent on a weekly basis via email. The 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 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.

## **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) 572-6406. After hours, emergency phone calls can be directed to the University Police at (859) 572-5500.

## **STUDENT DIRECTORY INFORMATION**

### **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 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.

### **CHASE CALENDAR**

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. The Office of Student Account Services is the correct contact for information about [terms and payment of tuition and fees](#).

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, contact [the Northern Kentucky University Office of Student Financial Assistance](#).

### **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](#) 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. 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 the Student 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**

A student may experience extenuating circumstances beyond his or her control that prevent the student's continued class attendance at Chase College of Law. The student may be eligible to receive a full-tuition adjustment by submitting a completed [Tuition Appeal Form and supporting documents](#), no later than one year past the starting date of the semester in which the student is appealing. Appeals for consecutive semesters will not be considered (for example: If you are appealing your Spring 2023 tuition assessment you cannot also appeal Fall 2022 or Summer 2023).

The Northern Kentucky University Tuition and Fees Appeals Committee will review a request for full tuition and fee reimbursement, provided the student meets the requirements set forth in the policy

statement. *Delinquent accounts that have been placed with the KY Department of Revenue for collections cannot be appealed.*

**The university will only consider tuition appeals for:**

1. Medical situations involving a student or an immediate family member that prevented the student from completing the semester.
2. Documented institutional error.

**TUITION NON-PAYMENT POLICY**

The NKU Student Account Services Office has implemented a [non-payment policy](#). Contact the Office of Student Account Services if you have questions about the policy.

**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 Director of Student Affairs and Enrollment Management 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, usually taking between 6-11 credit-hours per semester.

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

Any FT 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 6-11 credit-hours per semester, including 3 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.

#### **REVOCAION 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 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.

**For students entering in 2023 and thereafter**, for students to retain merit scholarships, they must remain in good academic standing.

#### **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**

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. 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 his or her 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 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 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 during the week of the Legal Analysis and Problem Solving (LAPS) course, 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 a memorandum) to amend a College of Law application should be addressed and submitted via email to the Director of Student Affairs and Enrollment Management. 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 Director of Student Affairs and Enrollment Management 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, a meeting with the student may be required.

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 [Comprehensive Guide to Bar Admission Requirements \(includes all 50 states\)](#).

## **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 Director of Student Affairs and Enrollment Management 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 or time of a final examination.

Students receiving timing accommodations may have earlier start times, although the exam date will remain the same. Students with timing accommodations will be contacted by the Director of Student Affairs and Enrollment Management with information concerning the start time and location of the exam.

### **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 / EXAMPLIFY**

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.**

### **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**

The following policies and procedures apply 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 Associate Dean for Academics of the emergency as soon as is reasonably possible. It will be within the discretion of the Associate Dean for Academics 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 that 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 Associate Dean for Academics, 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, (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 is 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 email 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 Director of Student Affairs and Enrollment Management 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 should provide a formal email notice to the Registrar. **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 and if re-admitted, start his or her studies as a first-year law student.

## **J. STUDENT ABA COMPLAINT PROCESS**

### **SUBMITTING COMPLAINT**

Submit the complaint in writing to the Associate Dean for Academics. The writing may consist of email, 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 email 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 email, 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.