



Cleveland State University
College of Law

Student Handbook

Last Updated Summer 2024

The Student Handbook, online at <https://www.law.csuohio.edu/currentstudents/resources/studenthandbook>, provides vital information about the policies, programs, and requirements of Cleveland State University College of Law. Every law student who matriculates at the College is responsible for knowing its contents. The information provided here, including graduation and degree requirements, academic regulations, and honor code provisions, is subject to change and applies to all students after the effective date of the change.

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Law School Services

Student Services Suite

The Student Services Suite is located off the law school atrium, near the elevator to the right of the passageway into the CSU|Law Library. The offices for Admissions, Student and Career Services, and Student Records are all here, making it convenient for students to find the assistance they need in these areas of law school life.

Legal Writing and Student Success Suite

The Legal Writing and Academic Support Suite can be found on the second floor of the CSU|Law Library. Your Legal Writing professors' offices and the Academic Success team are located here, making it convenient for students to find the academic assistance they need in one place.

Student Success

Nicholas DeSantis is the Assistant Dean for Student Success. His office is located in LL 214B in the Legal Writing Suite and Student Success Suite, and he can be reached via email at n.desantis@csuohio.edu.

The goal of student success is to provide students with the skills and resources necessary to achieve academic success in law school. Specifically, the student success program is designed to (1) assist students in the transition from college to law school and (2) help students strengthen their analytical reasoning, critical thinking, study, and exam-taking skills. Our student success programs include:

- **The Academic Excellence Program**: An academic support program conducted by upper-level students (known as Fellows) under the supervision of the Assistant Dean for Student Success. The Fellows conduct large group workshops on subjects such as reading and briefing cases, classroom preparation and note taking, outlining, exam preparation, and exam performance. In addition, the Fellows meet with specified students in small group sessions once a week. The purpose of the Academic Excellence Program is to help students strengthen analytical reasoning, critical thinking, and exam-taking skills. The Fellows also hold regular office hours to give one-on-one assistance to the small group members or others seeking help.
- **Individualized Assistance**: Dean De Santis is available to provide individualized assistance to students, including essay writing whether or not the student is a participant in the Academic Excellence Program.
- **Legal Career Opportunity Program (LCOP)**: Dean De Santis will assist the LCOP class to make the transition from undergraduate school to law school. Participants are given a head start in the development of legal and analytical skills.

Bar Exam Preparation

Jenna Hosier is the Director of Bar Exam Preparation. She may be reached at (216) 687-2297 or via email at j.hosier@csuohio.edu. Her office is located in the Law Library in the Legal Writing and Student Success Suite, 214(C).

- **Bar Exam Strategies & Tactics (BEST)**: This three-credit-hour class concentrates on helping the participants hone their essay writing, analytical and exam-taking skills. Over the course of the term, participants will build skills for each component of the bar exam, including MEE (essays), MPT (performance test), and MBE (multiple-choice questions). The course will focus on heavily tested areas for brief substantive review.
- **Bar Preparation Workshops**: Throughout the year, and in conjunction with Jump Start II and III, the student success team will offer workshops to address the components of the bar exam, especially as students near their final semester and bar preparation period.
- **Individual Counseling**: Jenna Hosier is available for individual meetings with students. She provides counseling and assistance to students during the bar application and examination process.

Financial Aid

The University's Campus 411 All-in-1 Enrollment Services office provides financial aid support for all law students. Located in room 116 of the Main Classroom Building (Berkman Hall), Campus411 is prepared to assist you with:

- general information about financial aid;
- requesting a FAFSA pin and filing the FAFSA;
- completing verification;
- printing and signing your award letter;
- assisting with Veterans' educational benefits;
- completing the loan entrance/exit counseling and the master promissory note;
- determining eligibility; and
- disbursement of all financial aid.

How to reach Campus411 All-in-1 Enrollment Services:

- by phone at: (216)687-5411
- by email at: allin1@csuohio.edu
- through their homepage: <https://www.csuohio.edu/all-in-1/all-in-1>

When calling All-in-1, remember to:

1. Identify yourself as a law student. Financial Aid rules and procedures are not the same for every student at the University.
2. Have your CSU ID number handy.
3. Prepare your questions before the call so you get a quicker resolution of your financial aid issues.

Financial Aid policies and procedures for new and continuing law students and links to required forms are posted online at: www.law.csuohio.edu/admissions/financing/csu

Office of Student & Career Services

The Office of Student & Career Services (OSCS) is your partner in becoming a CSU|Law Professional. Our mission is to ensure successful employment outcomes for all our students and graduates. We engage in outreach with employers to generate opportunities, and we work closely with students to prepare them for these opportunities.

Every student is expected to engage fully with the OSCS for career and academic advising. No matter your career goals, the OSCS will work to help you achieve them. The following is a sampling of the various ways in which you will engage with the OSCS during law school:

- **Individualized Career & Academic Advising**: In order to best help you, we must know you! Every student is expected to meet with an OSCS adviser at least once per semester to discuss academic planning and progress toward career goals. Our advising includes career assessment and exploration, developing strong resumes, crafting persuasive cover letters, building professional networks, and developing interview skills.
- **On-Campus Interview Program**: The OSCS hosts an On-Campus Interview (OCI) Program in the fall and spring semester. This program allows private and public sector employers to recruit CSU|Law students for summer and post-graduate positions.
- **Online Networks & Resources**: The OSCS has a variety of print and online resources to help you with your career development. The CareerConnect database is the online home of the OSCS and contains our jobs board, online resources such as resume and cover letter checklists, employer database, events calendar, and more. The OSCS provides each student with a unique log-in ID and password. Access CareerConnect at <https://law-csuohio-csm.symplicity.com/students>.
- **Print Resources**: In the OSCS office suite, you'll find our print library, which contains books and resources covering a wide range of career exploration and planning resources. These resources may be checked out for a two-week period.
- **Programming**: Take advantage of the career-enhancing programs that the OSCS provides for you. Each year, the OSCS offers a variety of in-person and online programming. Check the CareerConnect Events section and the CSU|Law Events Calendar for upcoming live programs, and the Resource Library for available online programs.
- **Course Registration**: The OSCS is here to assist you with course registration, including adding and dropping classes and registering for special permission courses, such as externships and clinics.

Student Life: The OSCS also manages Student Life at CSU|Law and is the first point of contact for students seeking information on Student Life in law school. Services provided by the OSCS include:

- information on extracurricular opportunities in law school;
- oversight and operational guidance to all student organizations;
- facilitating programs to enhance and support student life and build community among the student body; and
- assistance registering student organizations in VikesConnect and creating new student organizations where there is student interest.

The Office of Student & Career Services endeavors to maintain a vibrant, supportive, and highly communicative environment for students. The OSCS is located in LB 137 in the Student Services Suite and is staffed by Assistant Dean for Student and Career Services Sarah Beznoska and Assistant Director of Student and Career Services Jaime Gay. They may be reached via email at career@law.csuohio.edu. The office hours are 8:30 am to 5:00 pm Monday through Friday, with extended hours evening and weekend appointments by request.

Student Records Office

The law school Records Administrator is Layla Davis. She may be reached at (216) 687-2396 or via email at academic.services@law.csuohio.edu. The Student Records Office is located in LB 142 in the Student Services Suite. This office is your source for:

- Information on how to download Application to Register as a Candidate to take the Bar Exam with the Supreme Court of Ohio and the Supplemental Application to take the Ohio Bar Examination (see additional information in the CSU Graduation and Bar Examination Requirements section of this Handbook)
- Graduation Applications
- Out-of-state Bar Certifications
- Exam numbers, grades, including Change of Grading Status (law school pass/fail) and Class Ranks
- Accommodations for disabilities
- Transfer and transient credit evaluations
- Verification of registration for loan deferments and insurance coverage
- Applications for Legal Intern status from the Ohio Supreme Court
- Enrollment Verification/Good Standing Letters
- Dean's Certification or signature
- Unofficial Transcripts

Official transcripts may be ordered online through the Cleveland State University's Office of the Registrar at <http://www.csuohio.edu/registrar/transcripts>.

Cleveland State University Law Alumni Association (CSU|LAW Alumni Association)

The Cleveland State University Law Alumni Association serves the entire law school community. While every CSU|Law alum becomes a member of the Association for free, CSULAA plays an important part of your experience long before you become an alum. Among the most valuable initiatives the Association offers students are its Mentor Program and Scholarship Awards. The Mentor Program pairs interested students with an alum, and/or member of the legal community, who provides guidance, advice, networking, and social opportunities to assist students in navigating their law school experience. The Association also hosts social and fundraising events, such as CLE programs and its flagship event, the Annual Recognition Luncheon (ARL) – where two distinguished alums are honored for their career accomplishments and commitment to CSULAA and CSU|Law. These fundraising efforts allow the CSULAA to award scholarships to deserving students each year, who are recognized at the Association's Annual Meeting and/or the CSU|Law Awards Celebration.

To learn more about CSULAA and how you can take advantage of all it has to offer, visit <https://www.csulaa-csuohio.org/>.

Academic Calendar, Booklists, & Technology

Academic Calendar

The law school academic calendar is accessible on the web at www.law.csuohio.edu/academics/calendar/. The current calendar contains information regarding registration, deadlines for fees, and dropping and adding courses. There is also a law school events calendar at www.law.csuohio.edu/newsevents/calendar/ that includes information about lectures and conferences, financial aid, career planning, and other important dates relevant to students.

Booklists & Class Assignments

Each term, assignments for the first classes and additional information on course materials will be posted on the law school's website at www.law.csuohio.edu/mycsulaw/studentresources. Links to this site and other information of interest to students can be found at www.law.csuohio.edu/students or www.law.csuohio.edu/academics. Information on books and other materials required or recommended for courses is also available on the CSU Bookstore's site at www.bkstr.com/csuohiostore/home/en.

Computer Resources

Information regarding law school network login credentials will arrive via email from the College of Law prior to the start of orientation. The login information necessary for access to the university's Engage365 email platform will be provided under separate cover by Cleveland State University. Both sets of login credentials are required for complete access to all the law school's technology resources. **The staff and faculty use email to advise students of matters regarding the university, the College of Law, and specific courses. Students should access both their CSU email account and the law school's website for online information on a regular basis.**

Law students have full use of Cleveland State University's wireless network across campus. This network provides Internet connectivity throughout the law building and law library as well as from many of the surrounding green spaces. Front-line technology assistance is available from the law school's IT staff housed in suite LL-120, LL-115 and LL-117. Requests can be submitted by phone at 216-523-7555 or by email to information.technology@law.csuohio.edu. For assistance with email accounts and wireless network access, contact the university's Information Services & Technology (IS&T) group at 216- 687-5050.

Computers for student use are available in various locations within the law school library, including the library computer lab and Learning Commons. Although not required, the use of laptop computers is highly recommended. Please note that a compatible computer model (Microsoft Windows or Mac OSX) is necessary for students planning to take advantage of the law school's computer-based test-taking platform. Students may also download the Microsoft Office suite for personal use on up to five computers at no charge through CSU's Engage365 portal.

Related Links:

- CSU|Law: <https://www.law.csuohio.edu/>
- CSU|Law IT Department: <https://www.law.csuohio.edu/it>
- CSU Information Services & Technology (IS&T): <https://www.csuohio.edu/ist/ist>
- Engage365 – Campus Email: <http://mail.csuohio.edu>

University Services

This is not a complete list of services at CSU, however, below are services that may make navigating law school easier. If you have questions about these services or services not listed please reach the Office of Student and Career Services at career@law.csuohio.edu

Viking Card

A Viking Card is your official campus identification card. It's required for all active members of the CSU community. You'll need your Viking Card for many things including buying a parking pass and access to parking garages, the law school, the Rec Center, athletic events, the library and more. Viking Card Office Info: <https://www.csuohio.edu/vikingcard/vikingcard>

Parking and Transportation Services

Several prepaid permit options are available and vary based on need. All permits are limited and may sell out. Students can pay for permits via Student Account or credit card online. The Parking office offers cash, credit, check, and student account payment options. Learn More: <https://www.csuohio.edu/parking/parking>

Health & Wellness Services

Located in the College of Sciences and Health Professions building (SR), Room 153, CSU Health & Wellness Services is a high-quality medical facility committed to serving the medical needs of the CSU community. Staffed by certified nurse practitioners and doctors, it offers a wide variety of services including primary and same day care, health counseling, limited in-house pharmacy and lab services, shots and immunizations, and more. Learn More: <https://www.csuohio.edu/health/health-and-wellness-services-8>

Medical care is available to CSU students, staff and faculty by appointment. There is no charge for most visits. However, a minimal charge may be assessed for medications, shots, lab tests and physical exams. To schedule an appointment, call 216-687-3649.

Students can register for the student health insurance policy by logging on to CampusNet and clicking on the insurance tab. For more information, contact CSU Health & Wellness Services at 216-687-3649 or visit www.csustudentinsurance.com.

Counseling Center

The Counseling Center offers free personal counseling to CSU students. The center is staffed by licensed mental health professionals and advanced graduate students under the close supervision of the professional staff. Services are confidential, within ethical and legal professional limits. The Counseling Center is open for in-person services at the Union Building Room 220, 1836 Euclid Ave (right above Rascal House, take stairs or elevator to the second floor). To get scheduled for a referral screening you can walk in (UN220), call (216-687-2277), or book online: <https://www.csuohio.edu/counselingcenter/counselingcenter>

Disability and Testing Services (ODTS)

Cleveland State University College of Law is committed to providing reasonable accommodations for students with documented disabilities. The Office of Disability & Testing Services coordinates accommodations for individuals with disabilities which range from learning disabilities, chronic health conditions, attention deficit disorders, psychological conditions, visual impairments, mobility impairments, hearing impairments and everything in between. They also are responsible for administering, proctoring and scoring a wide range of exams for the CSU community and others in the region.

Students seeking accommodations must submit their request through Disability Services to determine eligibility and create a plan that ensures the student receives equal access and participation in the CSU community.

Step-by-step instructions for registering with Disability & Testing Services are available online: <https://www.csuohio.edu/disability/register> . This includes information about documentation that is required: <https://www.csuohio.edu/disability/node/6630> .

Once a plan has been created, it will be sent to your individual faculty members. You are also encouraged to connect with Jaime Gay, Assistant Director of Student and Career Services, to discuss any questions.

Questions about Disability Access: reach out to 216-687-2015 or ods@csuohio.edu

Students who believe they will require accommodations when taking the bar examination should inquire early in their legal education as to what will be necessary to obtain accommodations from any bar to which the student may apply. Information on how to contact the bar examiners for all states is available from the Director of Bar Preparation

Disability & Testing Services will assist students in documenting accommodations received during law school as an aid in requesting accommodations for bar examinations. However, receipt of any accommodation at the School does not ensure that the student will receive the same or any accommodations for the bar.

Office of Institutional Equity (OIE)

The Office of Institutional Equity (OIE) promotes student success by administering the University's Policy Against Harassment, Discrimination, Sexual Violence and Retaliation, and the University's Equal Opportunity policy statement. OIE oversees the University's compliance with federal and state laws, including Title VI, Title VII, Title IX and ADA, that prohibit discrimination and harassment based on race, sex, pregnancy, religion, color, age, national origin, veteran and/or military status, genetic information, disability, sexual orientation, gender identity or expression, marital status or parental status.

Learn more: <https://www.csuohio.edu/institutional-equity/institutional-equity>

CARE Team

Supports the wellbeing of students by acting as a liaison between students and campus services, helps students navigate procedures with ODTS and OIE, and helps students secure mental health support. Email referrals to magusacts@csuohio.edu. CARE Team Information: <https://www.csuohio.edu/care/csu-care-team>

CSU Rec Center

If you're currently enrolled and taking at least 1 credit hour, you have access to the CSU Rec at no extra cost during the semester/session of your course(s). Located at 2420 Chester Avenue. For more information: <https://csurec.com/>

J.D. Graduation Requirements & Academic Advising

Basic Degree Requirements

CSU|Law requires 90 credit hours to earn the J.D. Per ABA requirements and our Academic Regulations, students must complete the J.D. requirements in no fewer than 24 months and no more than 84 months from the time that they begin classes at the CSU|Law.

Required Core Curriculum (RCC)

The RCC must be substantially completed before students undertake electives. Students should take particular care in choosing electives prior to completing the core courses.

- Civil Procedure
- Contracts
- Criminal Law
- Legal Writing
- Property
- Torts
- Constitutional Law
- Legislation & the Regulatory State
- Professional Identity Formation

Other Course Requirements

- Evidence
- A course designated as meeting the requirement for a Code of Professional Responsibility Course.

Note: Applicants for admission to the Ohio bar and those of most other states must pass the Multistate Professional Responsibility Exam (MPRE). You may sit for the Ohio bar exam without having passed the MPRE, but you cannot be admitted to practice until you have passed both exams. The MPRE is administered three times per year. Students frequently take Legal Professionalism and Ethics before taking the MPRE. The Legal Professionalism and Ethics course is not, however, designed to fully prepare students for the MPRE exam. Additional information about the MPRE, including a Study Guide and a practice exam, is available at <http://www.ncbex.org/about-ncbe-exams/mpre/>. Some of the bar review courses offer free (online) MPRE preparation classes as well.

- Experiential Skills Requirement. *See below*
- Third Semester Course in Legal Writing. *See below*
- Upper-Level Writing. *See below*

Experiential Skills Course Requirement – Students must take six credits of courses designated as fulfilling the Experiential Skills Requirement. Experiential credits can be earned by completing externships, clinics, and simulation courses. Check the course description for language indicating the course counts towards the experiential learning requirement.

Third Semester of Legal Writing – Each student is required to take at least one legal writing course in addition to two semesters of first-year legal writing (L504). Students may choose from a group of courses designated by the faculty.

Upper-Level Writing Requirement – The purpose of the Upper-Level Writing requirement is to have each student undertake at least one extensive research and writing experience prior to graduation. The goal of the requirement is for each student to demonstrate their writing, research, analytical, and organizational skills by producing one substantial written product under the direction of a faculty supervisor.

The Upper-Level Writing requirement may be met by satisfactory completion of a seminar or specified upper-level course for which a substantial paper is required or satisfactory completion of an appropriate two or three semester-hour Independent Legal Research, L860, project.

Satisfactory completion of courses denoted to fulfill the Upper-Level Writing Requirement or by completion of the optional research paper in courses will meet the Upper-Level Writing Requirement. **Some courses may be offered with a paper option in one term and not in another or not when offered by a different instructor. Do not assume that a particular course has a paper option merely because the course was offered with a paper option in the past.**

A two or three semester hour Independent Legal Research, L860, project may also satisfy the Upper-Level Writing requirement. A full-time faculty member must supervise every Independent Legal Research project. An Associate Dean must approve any project to be supervised by an adjunct faculty member. The faculty member must sign a form, available on the Forms page of the College of Law's website, indicating that they are willing to supervise the project and specifying how many hours of credit are involved. The completed form must be returned to law school Records Officer. **A maximum of three semester hours of Independent Legal Research credit may be elected to count toward the J.D. degree.**

Students who are invited, either on the basis of grades or on the basis of the Summer Writing Competition, to join the staff of the Cleveland State Law Review, the Journal of Law and Health, or the Global Business Law Review are required to complete a student note as staff members. This is often done in conjunction with an Independent Legal Research project -- the paper is ultimately turned in to the law reviews (or journal) editors and to the faculty member supervising the project.

Normally, students produce a paper of a minimum of 24 pages, excluding footnotes, for two hours and a minimum of 36 pages, excluding footnotes, for three hours for Independent Legal Research credit.

Note: Supervising faculty may exercise discretion in awarding credit but withholding upper-level writing certification for a project whether completed for Independent Legal Research or in a course or seminar in which a paper is required or is an option.

Other Important Requirements

Of the 90 hours required for graduation, at least 73 must be in courses other than clinics or externships and at least 68 must be in non 800 level courses in the College of Law.

Courses not satisfying the 68 credit hour requirement include all clinical and externship courses, independent legal research, credits earned for participation in Moot Court and Trial Team, credit earned for Law Review, the Journal of Law and Health, or Global Business Law Review and interdisciplinary courses whether taken as part of a joint degree program or taken as part of the student's law school program under Academic Regulation 4.7.

No student may retake courses for credit that the student has previously passed.

Of the 90 hours required for graduation, no more than 30 hours may be Distance Learning (online) courses.

Bar Courses

An additional consideration when planning your course schedule are the courses most relevant for the Uniform Bar Exam. In addition to the first-year curriculum and other required courses, such as

Constitutional Law, Evidence, and Legal Professionalism and Ethics, the following courses are important to position yourself to pass the bar exam.

However, for the most accurate and up-to-date information on the Ohio Bar Examination see the Supreme Court of Ohio's website: <https://www.supremecourt.ohio.gov/attorneys/admission-to-the-practice-of-law-in-ohio/ohio-bar-examination/>.

- Agency and Partnership
- Corporations
- Criminal Procedure I
- Family Law
- First Amendment
- Estates and Trusts
- Sales - Article 2 of the Uniform Commercial Code
- Secured Transactions

A good rule of thumb for planning purposes is to take at least 2 bar classes per semester. Our data is clear: the more bar classes a student takes, the better they will perform on the bar exam. In your final semester of law school, you should plan to take BEST (the Bar Exam Strategies and Tactics course).

Additional helpful information is available from the National Conference of Bar Examiners: <https://www.ncbex.org/>

Interdisciplinary Courses

Law students may take up to 2 graduate level courses for up to 8 semester hours of credit in other parts of Cleveland State University. You should consider courses that are in subject areas related to your legal interests. You must obtain permission before registering for such courses from an Associate Dean.

To receive credit for interdisciplinary courses, a law student must earn at least a "C," in which case the credit hours will count toward the J.D. degree, but the grade will not be included in computation of the student's grade point average.

Students enrolled in the joint J.D./M.B.A., J.D./M.P.A., J.D./M.A.E.S., J.D./M.S.E.S., or J.D./M.U.P.D.D. programs must comply with the requirements of the particular program.

A course taught online or by other means of distance education may be approved if the course is otherwise appropriate for credit at the College of Law.

Distance education courses, including such courses taught outside the College of Law, may not exceed 30 credit hours.

Course Prerequisites

Many upper-level courses have prerequisites in addition to the Required Core Curriculum. This information is included in the course description appearing on CampusNet.

Dual Degree Programs

The College of Law offers five dual degree programs that allow students to earn both a Juris Doctor and a Masters degree in just four years of full-time study. Students may earn a J.D. along with an M.B.A. (Master of Business Administration) from the College of Business Administration; one of two degrees offered in conjunction with the Maxine Goodman Levin School of Urban Affairs -- an M.P.A. (Master of Public

Administration) or an M.U.P.D.D. (Master of Urban Planning, Design & Development); or an M.S.E.S. (Master of Science in Environmental Science) with the College of Arts and Science.

J.D./M.B.A.

Cleveland State University College of Law and the College of Business Administration offer students the opportunity to earn the J.D. and M.B.A. degrees in four years of full-time study. A part-time student has eight years to complete both programs.

Because each school will grant credit for courses taken in the other, both degrees may be completed in less time than would otherwise be required. Students in the dual degree program are required to fulfill all specific course requirements for the J.D. A maximum of 10 semester hours of credit from the College of Business Administration may be included in the 90 semester hours required for the J.D. degree. Interested students should contact Professor Christopher Sagers for further information.

Law students interested in being admitted to the J.D./M.B.A. program should follow the procedures for admission to the College of Business Administration, including submission of an application, available online at <http://www.csuohio.edu/gradcollege/admissions/apply.html>, to the College of Graduate Studies.

J.D./M.P.A. and J.D./M.U.P.D.D

Cleveland State University College of Law and the Maxine Goodman Levin School of Urban Affairs offer students the opportunity to earn the J.D. and M.P.A. (Master of Public Administration) or M.U.P.D.D. (Master of Urban Planning, Design and Development) degrees in four years of full-time study. Part-time students should contact Professor Heidi Gorovitz Robertson for further information.

Because each school will grant credit for courses taken in the other, both degrees may be completed in less time than is otherwise required. Students in the dual degree program must fulfill all specific course requirements for the J.D.; however, 10 semester hours from the College of Urban Affairs will be applied towards the 90 semester hours required for the J.D. degree.

Applicants who are not currently enrolled in either degree program may apply for admission to both programs independently. Students who enroll in this manner will spend their first year exclusively in the J.D. program, their second year primarily in the M.P.A. or M.U.P.D.D. program, and their third- and fourth-years taking courses in both programs.

Law students interested in either program will have to submit an application, available online at <http://www.csuohio.edu/gradcollege/admissions/apply.html>, to the College of Graduate Studies.

J.D./M.S.E.S.

The Cleveland State University College of Law and the College of Graduate Studies jointly offer students the opportunity to pursue both a J.D. and a M.S.E.S. (Master of Science in Environmental Science) in four years of full-time study. Because each college will grant credit for courses taken in the other college, students may complete the two degrees concurrently in less time than would be required to do the degrees sequentially. Students in this dual degree program must fulfill all specific course requirements for the J.D.; however, 10 semester hours from the College of Graduate Studies will be applied towards the 90 semester hours required for the J.D. degree.

Applicants who are not currently enrolled in either individual degree program must apply for admission to both programs independently. Students who enroll in this manner will spend their first year taking courses exclusively in the College of Law and their second year primarily in the College of Science, Department of

Biological, Geological & Environmental Sciences. Students already enrolled in either individual degree program should contact Professor Heidi Gorovitz Robertson to discuss a course of study. Law students seeking admission to the dual degree program should contact the Department of Biological, Geological, and Environmental Sciences for information about the program and admissions procedures and will need to submit an application, available online at <http://www.csuohio.edu/gradcollege/admissions/apply.html>, to the College of Graduate Studies.

Pro Bono Program

The law school's Pro Bono Program is designed to (1) engage students in the delivery of legal assistance in cooperation with local attorneys and community agencies serving the poor and certain other groups; (2) introduce students to the difficulties of the under-represented and the rewards of public service; and (3) encourage students after graduation from law school to discharge the lawyer's professional responsibility to render public interest service.

The Pro Bono Program also offers regular community service opportunities such as building homes with Habitat for Humanity, serving lunch at a local soup kitchen, and planting a garden in the inner city of Cleveland.

Volunteer activity is not a graduation requirement, and students do not receive academic credit for participating in the program. However, students who volunteer a minimum of 40 hours (in the course of one or more placements) will be recognized by the College of Law by inclusion in the annual awards celebration at the College of Law. Information about the Pro Bono Program and current placements is available from Professor Pamela Daiker-Middaugh.

Concentrations and Certificates

The College of Law offers students the opportunity to pursue an academic concentration and/or certificate in several areas of legal practice.

Each concentration and certificate requires completing foundational and advanced elective courses.

Updated information about available concentrations and certificates is available here:

<https://www.law.csuohio.edu/academics/degrees>

When you decide to pursue either a concentration or a certificate, you should send an email to academic.services@law.csuohio with the proper checklist attached (showing which portion, if any, of the concentration or certificate you have completed thus far). When you complete the requirements, you should send an updated checklist to academic.services@law.csuohio.edu for certification by the faculty advisor.

A student who transfers to the College of Law after his or her first year at another law school (or second year in the case of a part-time student), may apply up to two courses taken at the other law school toward the fulfillment of requirements for a Concentration here, provided that: (a) the course is a foundational course for the relevant concentration here and (b) the faculty teaching in the concentration approve the course as equivalent to the relevant foundational course taught here. The student shall bear the burden of persuading the concentration faculty that the course taken at the other school is equivalent to the relevant foundational course and shall provide those faculty with (a) a catalogue description of the course taken, (b) a syllabus for the course, where available, and (c) such other information as the concentration faculty shall request. The grade obtained in the course at the other school shall be computed as part of the student's GPA in the concentration for purposes of determining if the student has attained the requisite 3.0 GPA in the concentration. The course shall be allowed toward fulfillment of concentration requirements only if credit for the course would otherwise transfer to the College of Law (i.e., the student has achieved a grade of 2.0 or the equivalent or better).

A student who matriculates at the College of Law and who is a degree candidate here, who takes for credit at another law school a course that they wish to apply toward fulfillment of concentration requirements here, may apply no more than one such course toward the concentration, provided that (a) the same or an equivalent course is not offered here and (b) the faculty teaching in the relevant concentration approve the course for purposes of meeting the concentration course requirements. The grade obtained in the course at the other school shall be computed as part of the student's GPA in the concentration for purposes of determining if the student has attained the requisite 3.0 GPA in the concentration. The course shall be allowed toward fulfillment of concentration requirements only if credit for the course would otherwise transfer to Cleveland State University College of Law (i.e., the student has achieved a grade of 2.0 or the equivalent or better).

J.D. Core Curriculum

Students will complete the core curriculum during the first two years of law school.

The first-year curriculum is as follows:

Full-Time Program

Fall Semester

Contracts, LAW 511	(4 credit hours)
Torts, LAW 512	(4 credit hours)
Legal Writing, LAW 504	(3 credit hours)
Legislation & the Regulatory State, LAW 515	(4 credit hours)
Professional Identity Formation, LAW 501	(.5 credit hour)

Spring Semester

Civil Procedure, L513	(4 credit hours)
Property, L514	(4 credit hours)
Legal Writing, LAW 504	(3 credit hours)
Criminal Law, LAW 506	(3 credit hours)
Professional Identity Formation, LAW 501	(.5 credit hour)

Full-time students will complete the core curriculum by taking Constitutional Law, LAW 516, in their second year of law school.

Part-Time and Online J.D.

CSU|LAW offers two part-time J.D. options: in-person part-time day and online part-time. In both programs, students complete the core curriculum courses over their first two years. The online J.D. program also includes several required residency weekends throughout the program. Details on the sequence of the core curriculum in each program are here:

<https://www.law.csuohio.edu/programs/parttimeprogram>

The ABA limits the number of credits J.D. students may take online unless the student is enrolled in the online J.D. program. It also places a cap on the number of students enrolled in the online J.D. program. As a result, students must either matriculate directly into the online part-time program or apply for permission to switch from the in-person to the online program. Permission to switch will be granted only if there are open slots available.

Grading Guidelines

The grading guidelines at the College of Law are advisory. However, the guidelines serve as prima facie evidence of what constitutes a reasonable distribution of grades in Required Core Curriculum courses (other than Legal Writing and Constitutional Law) and other law courses.

Following are the guidelines currently in effect.

	Required Core Curriculum - Grading Guidelines for Civil Procedure, Contracts, Criminal Law, Property, Torts, and Leg Reg		General Grading Guidelines for Other Law Courses	
Grade	Standard %	Range Permitted %	Standard %	Range Permitted %
A	10	8 – 12	14	11 – 17
A-	10	8 – 12	12	9 – 15
B+	11	9 – 13	18	15 – 21
B	16	14 – 18	19	16 – 22
B-	10	8 – 12	11	8 – 14
C+	13	11 – 15	11	8 – 14
C	12	10 – 14	9	6 – 12
C-	5	3 – 7	2	0 – 6
D+	5	2 – 10	2	0 – 7
D	5	2 – 8	2	0 – 7
F	3	0 – 6	0	0 – 5

The Master of Laws Degree (LL.M.)

Application Requirements

Applicants to the LL.M. program must have earned a first degree in law from an accredited United States law school or an equivalent law degree from a foreign university or college. Please note that foreign students studying on a student visa must take a minimum of 9 credit hours per semester.

Note: statement on the suitability of the LL.M. for graduates of foreign law schools:

It is important that graduates of foreign law schools who enroll in the LL.M. program understand that earning an LL.M. does not guarantee eligibility for the Ohio, or any other state's, bar exam. The Ohio Supreme Court determines whether a graduate of a foreign law school is eligible to take the Ohio bar examination by evaluating the applicant's foreign education and requiring that the applicant complete a course of study in prescribed law subjects totaling 30 semester hours. More information on the eligibility requirements can be found on the Ohio Supreme Court website at

<http://www.supremecourt.ohio.gov/AttySvcs/admissions/foreignApGuidelines.pdf>.

Application forms and additional information are available from the Director of Graduate Studies. To complete an application, you must return the completed application form, as well as the following:

- If English is not your native language, results from the Test of English as a Foreign Language (TOEFL) or the International English Language Testing System (IELTS) are required. You may receive information about the TOEFL test online at <http://www.ets.org/toefl/>.
- A letter stating your reasons for applying to our LL.M. program and how our course offerings can fulfill your expectations.
- Official transcripts from all colleges awarding degrees. Foreign transcripts must be evaluated by WES (www.wes.org) or ECE (www.ece.org) before submitting an application.

Applications are reviewed on a rolling basis and must be submitted before July 1 for Fall enrollment and December 1 for Spring enrollment. Applicants from non-common law countries are strongly encouraged to apply for Fall admission so that they will be able to enroll in the course Introduction to American Law, which will be offered in the Fall only. Financial aid (loans) is available to eligible LL.M. candidates who are enrolled for a minimum of six credit hours per semester. Interested applicants should contact the Office of Admissions and Financial Aid Office at 216-687-2304 or by email at admissions@law.csuohio.edu.

Curricular Requirements

The Master of Laws (LL.M.) degree is awarded upon the satisfactory completion of a program of study approved by the LL.M. Director. All LL.M. candidates must complete a minimum of 24 semester hours of coursework. Of those 24 credit hours, all LL.M. candidates must complete the following required courses: (a) Introduction to American Law; (b) one common-law course (Torts, Contracts or Property), with a grade of "C" or better; (c) one course satisfying the Upper-Level Writing Requirement.

If an LL.M. student plans to take the Ohio Bar Exam (or another state's Bar Exam) the student must complete a total of 30 credits. Out of those 30 credits, the student must take 20 credits from a list approved by the Ohio Supreme Court (<http://www.supremecourt.ohio.gov/AttySvcs/admissions/foreignApGuidelines.pdf>). CSU College of Law

also requires the following courses for LL.M. students seeking to take the bar exam: (a) Introduction to American Law, (b) two semesters of Legal Writing, and (c) Legal Professionalism and Ethics.

The LL.M. Director will advise each LL.M. candidate. The LL.M. Director has primary responsibility for reviewing and approving the specific course program being pursued by the candidate.

A candidate must maintain continuous registration in the LL.M. program by registering for at least one course in each Fall and Spring semester, commencing with the semester in which the candidate enters the program, until the candidate shall have completed the required semester hours of credit. A candidate who fails to maintain continuous registration in the program from the semester of entry will be dismissed from the program. Exceptions to the continuous registration requirement may be granted by the committee in its discretion upon a showing of good cause in a timely petition.

All LL.M. students are required to attain a final cumulative G.P.A. that is equal to that required of J.D. students (currently 2.25). "Final cumulative G.P.A." shall be calculated at the end of the semester in which the candidate accumulates 24 semester hours of course work, as appropriate, and shall include all semester hours earned toward the LL.M. degree up to that point.

All requirements for the LL.M. degree must be completed no later than six years from the date of entrance into the program. A candidate's date of entrance is the start of the Fall or Spring semester following the candidate's acceptance into the program.

Not more than 10 semester hours (for the domestic LL.M.) or 12 hours (for the International LL.M.) of credit received from another ABA-accredited law school's LL.M. degree program may be applied toward the relevant LL.M. degree requirements. No more than eight semester hours of credit earned at this law school as a non-degree seeking student may be applied toward the International LL.M. degree requirements. No credit earned by a candidate prior to receiving the first degree in law at this or another ABA-accredited law school may be applied toward the LL.M. degree requirements, except that, where a candidate has earned credit in excess of the first degree requirements before receiving that degree, the Committee may, in its discretion, accept up to 10 semester hours of such credit toward fulfillment of the domestic LL.M. requirements. Such excess credit may not be applied toward the LL.M. degree requirements if earned for courses taken earlier than the semester in which the candidate completes the requirements for the first degree. No more than a total of 10 semester hours (for the domestic LL.M.) or 12 hours (for the International LL.M.) of credit earned in any of the ways specified in this paragraph may be applied toward the relevant LL.M. degree requirements. The acceptance of any such credit shall be at the discretion of the LL.M. Director; however, no transfer credit may be applied towards the LL.M. for any course in which the applicant failed to achieve a grade of "C" or better.

Supplemental Policies

- Completion of all degree requirements normally takes two academic years or longer.
- Credit hours for the core common law course(s) required of graduates from law schools in non-common law countries may be included in the 24 credit hours required for the degree as long as the grade(s) received is a "C" or better, in which case the grade will be included in the calculation of the student's cumulative grade point average.
- A candidate may take up to three semester hours of independent legal research under the direction of a member of the faculty, with the approval of the candidate's graduate advisor.

Master of Legal Studies (M.L.S)

Application Requirements

Applicants to the program must have earned a first post-secondary degree (*e.g.*, B.A.) from an accredited United States college or university or an equivalent degree from a foreign university or college. Applicants must submit: a completed application (available on the College of Law website), an official transcript showing that the applicant has earned a first post-secondary degree, and also official transcripts of all other college, graduate, and professional studies, whether a degree was obtained or not; a current resume detailing work and professional experience; and a personal essay describing how the applicant expects to use the knowledge acquired in pursuing the degree. In some instances, a personal interview may also be required.

Applicants to the M.L.S. program are admitted by the M.L.S. Admissions Committee. The Committee considers the applicant's academic record, work experience, personal recommendations, and personal statement. Applicants are not required to take the LSAT or GRE for admission to the program if the applicant has a cumulative GPA of 3.0 or above from undergraduate school. If the applicant has below a 3.0 cumulative GPA, the faculty director will determine if a standardized test score is necessary for admission.

Admission to the M.L.S. program is available for the Fall and Spring semester and applications are reviewed on a rolling basis.

Curricular Requirements

The M.L.S. degree is awarded upon the satisfactory completion of 30 semester hours. All M.L.S. students *must* take the following required courses during their first semester in the program: Legal Research & Writing for M.L.S. Students (3 credits) and Introduction to American Law (2 credits) in conjunction with Independent Legal Study (1 credit). All M.L.S. students are also required to take one of the core first-year common-law courses (Contracts, Civil Procedure, Criminal Law, Property, or Torts). M.L.S. students may take courses outside the College of Law for up to 8 credit hours with prior approval of the Director of the M.L.S. program. M.L.S. students may choose to concentrate their studies within a particular area of the law or elect to take a variety of courses in different areas of the law.

All requirements for the M.L.S. degree must be completed no later than six years from the date of entrance into the program. A candidate's date of entrance is the start of the Fall or Spring semester following the candidate's acceptance into the program. To receive the M.L.S. degree a candidate must have a minimum GPA of 3.0 based on the Graduate College grading scale.

Tuition and Grading

M.L.S. students pay tuition at the applicable rate for graduate students at Cleveland State University. M.L.S. students are graded on the Graduate College grading scale.

Additional Policies

- Credits earned in the M.L.S. program cannot be applied towards a J.D. degree at *any* law school. American Bar Association regulations do not permit any academic credits earned prior to beginning a J.D. program to be credited toward the J.D. degree.
- The M.L.S. program has been designed as a part-time program. Anyone who intends to enroll in the M.L.S. program on a full-time basis must request permission to do so from the Director of the M.L.S. program.

Master of Legal Studies in Cybersecurity and Data Privacy

Application Requirements

Applicants to the program must have earned a first post-secondary degree (e.g., B.A. or B.S.) from an accredited United States college or university or an equivalent degree from a foreign university or college. Applicants must submit: (1) a completed application (available on the designated webpage onlinelaw.csuohio.edu/); (2) an official transcript showing that the applicant has earned a first post-secondary degree; (3) official transcripts of all other college, graduate, and professional studies, whether a degree was obtained or not; (4) a current resume detailing work and professional experience; and (5) a personal essay describing how the applicant expects to use the knowledge acquired in pursuing the degree. In some instances, a personal interview may also be required.

Applicants to the online M.L.S. Specialization in Cybersecurity and Data Privacy program (Cybersecurity Specialization) are admitted by the Director of the Cybersecurity Specialization who considers the applicant's academic record, work experience, and personal statement. Applicants are not required to take the LSAT or GRE for admission to the program if the applicant has a cumulative GPA of 3.0 or above from undergraduate school. If the applicant has below a 3.0 cumulative GPA, the Director will determine if a standardized test score is necessary for admission.

Admission to the Cybersecurity Specialization program is available for Fall and Spring semesters and the application deadlines vary based on semester (updated application deadlines can be found at onlinelaw.csuohio.edu/). Financial aid in the form of loans is available to eligible candidates who are enrolled for a minimum of six credit hours per semester. Interested applicants should contact the Office of Admissions and Financial Aid Office at 216-687-2304 or by email at admissions@law.csuohio.edu.

Curricular Requirements

The M.L.S. Specialization in Cybersecurity and Data Privacy degree is awarded upon satisfactory completion of 30 semester hours. Unless waived by the Director of Cybersecurity Specialization, all M.L.S. in Cybersecurity and Data Privacy students must take the following required courses to complete the program:

Introduction to American Law
Cybersecurity I
Legal Writing
Privacy Law and Management

Students select their remaining credits from a selection of elective courses. For a complete list of currently offered electives, see <https://onlinelaw.csuohio.edu/curriculum/>

All requirements for the M.L.S. degree must be completed no later than four years from the date of entrance into the program. A candidate's date of entrance is the start of their first semester following the candidate's acceptance into the program. To receive the M.L.S. in Cybersecurity and Data Privacy Specialization a candidate must have a minimum GPA of 3.0 based on the Graduate College grading scale.

Tuition and Grading

M.L.S. in Cybersecurity and Data Privacy students pay tuition at the applicable rate for this specific program (more information at onlinelaw.csuohio.edu/tuition). M.L.S. in Cybersecurity and Data Privacy students are graded on the Graduate College grading scale.

Additional Policies

- Credits earned in the M.L.S. program cannot be applied towards a JD degree at *any* law school. American Bar Association regulations do not permit any academic credits earned prior to beginning a JD program to be credited toward the JD degree.
- The M.L.S. program has been designed as a part-time program. Anyone who intends to enroll in the M.L.S. program on a full-time basis must request permission to do so from the Director of the M.L.S. program.

Academic Regulations

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2. Grades and Grading Practices

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- 9.1 General Provisions
- 9.2 Grade Disputes

10. Notice and Amendment of Academic Regulations

- 10.1 Notice
- 10.2 Amendment

The following academic regulations are applicable to all students enrolled in the Cleveland State University College of Law as candidates for any degree, unless otherwise indicated:

1. Attendance

Students are required to attend classes with substantial regularity. Unsatisfactory attendance in any course, unless otherwise defined by the course faculty member with reasonable notice to students enrolled, shall be absence from more than two weeks of classes in a single semester (or, in the case of Summer term, absence from more than one week of classes) and shall be cause for lowering the final grade entered, involuntarily withdrawing a student from the course or entering the grade of "F," in the sole discretion of the course faculty member.

Note: C.S.U. Poll Worker Excused Absence Policy

In order to foster student engagement and participation in the civic sphere, Cleveland State University has encouraged students to serve as poll workers and in polling support positions for the last several national and statewide elections.

In Spring 2008 the Faculty Senate of Cleveland State University adopted a policy pertaining to student absences arising because of such service in these elections.

I. CSU faculty members are required to **a)** excuse all students from class attendance and from any assignments, quizzes, and other coursework otherwise due during the period beginning at 6:00 p.m. on the evening before any statewide election and ending at 12:00 midnight on election day who **(i)** serve in any of the official poll worker and polling support positions, including the Center for Election Integrity official observer or monitor positions (which can include, for example, polling place translators and technical support workers with respect to the voting machines), and **(ii)** satisfy their notification obligations described in paragraph II, below; and, **b)** allow such students to make up any assignments, quizzes, and other coursework otherwise due during this period, as described in paragraph II, below.

II. Any CSU student who desires to exercise the excused poll worker service option must **a)** have officially applied and been selected to serve; **b)** be scheduled for training that will be completed at least two days prior to the election; **c)** inform the faculty members whose classes are affected in writing (electronically or in whatever manner the particular faculty member requests) no later than the second Friday before the election; **d)** arrange with each affected faculty member to make up any coursework or quizzes that were missed due to the absence; and **e)** provide official documentation to each affected faculty member at a later appropriate point that confirms the student's service as a poll worker or in a polling support position.

At all times, the responsibility for making up coursework rests with the student.

This policy applies to students who work as B.O.E. poll workers and to those who volunteer as election observers or monitors for a bona fide organization such as the Democratic or Republican Party, or the Lawyers Committee for Civil Rights Under the Law.

2. Grades and Grading Practices

2.1 Grade Points.

For the purpose of evaluating transcripts and/or computing grade point average, the following system of grading and grade points shall be observed:

A	Excellent	4.0 Grade Points
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A-	3.7 Grade Points
B+ Very good	3.3 Grade Points
B Good	3.0 Grade Points
B-	2.7 Grade Points
C+ Better than fair	2.3 Grade Points
C Fair	2.0 Grade Points
C-	1.7 Grade Points
D+ Deficient	1.3 Grade Points
D Poor	1.0 Grade Points
F Failure	0.0 Grade Points

2.2 No Grade Points

The following grades carry no grade points and are not involved in the calculation of grade point averages:

P Passing. Given in select courses approved by the faculty for Pass/Fail credit or courses elected on a Pass/C-/D+/D/F basis. See Academic Regulation 4.6. Except in the case of a grade of "P" awarded by the Academic Standards Committee under Academic Regulation 2.4, a student's work must be the equivalent of a "C" or better to merit the grade of "P."

I Incomplete. A temporary grade designation, given when the work in a course has been generally passing, but when some specific course requirement has not been completed through no fault of the student and the faculty member has approved the completion of such requirement after the normal date for the conclusion of the course. The course work must be completed and submitted to the appropriate faculty member not later than the last day of classes of the next term (including Summer term) following that in which the course was offered; otherwise, a final grade of "F" will be recorded. For good cause shown, the Academic Standards Committee may further extend the time permitted to complete and submit the required work.

T Temporary. A grade designation given in multiple-term, single grade courses at the end of term(s) before the one in which the course concludes. This grade is not applicable to courses in which a final grade is awarded for each term of the course.

W Authorized Withdrawal. Given in the case of official withdrawal from a course voluntarily, as provided in Academic Regulation 3.1, or involuntarily, as provided in Academic Regulation 1. Courses from which a student voluntarily withdraws within the time limits set out in Academic Regulation 3.1 will not appear on the student's transcript.

2.3 Computation of Grade Point Average

Grade points are determined by multiplying the point value of the grade awarded by the number of credit hours earned in each course. A student's grade point average is determined by dividing the total grade points earned in all courses by the total number of credit hours attempted in all courses for which final letter grades (grades "A" through "F") have been awarded.

2.4 Grade Dispute Procedures, Grade Appeals and Changes of Grades

(a) Time Permitted

A student who believes he or she has received an improper final grade in a course taught by a member of the law faculty must make a good faith effort to discuss a change of grade with the faculty member. The effort must be made within six weeks after the date of the last examination day of the Fall, Spring or Summer term in which the grade was earned or within one week after the last date that the examination was regularly available for review, whichever date is later.

(b) Basis for Change of Grades

1. Deviation from the Grading Guidelines is not a basis for any change of grade petition.
2. Once a final letter grade (grades "A" through "F") has been submitted to the College of Law Records Office and been approved by the Dean's Office, a change of grade can be sought by the faculty member or student only as set forth below.

(c) Change by Faculty Member

A faculty member can enter a change of grade only with the approval of the Academic Standards Committee. Approval shall be granted only when the faculty member has satisfied the Academic Standards Committee that:

1. there has been a computational or clerical error; or
2. the grade awarded was not in accord with the grading standards applied to the other members of the class; or
3. the student's timely request to take the examination or submit a required paper at another time was improperly denied.

The Academic Standards Committee must either approve the change of grade submitted or deny the request so that the original grade remains in effect.

(d) Student Petitions for a Change of Grade: Petitions to the Academic Standards Committee

1. If, despite good faith efforts, the student has been unable to arrange a meeting with the faculty member or, if after ten days the faculty member has not acted upon the student's request or declines to change the grade, the student may submit a petition to the Academic Standards Committee for relief as provided below. A written petition must be filed within ten days after the faculty member has failed to act or has communicated, either orally or in writing, a refusal to change the student's grade.

2. Upon request to the College of Law Records Officer, any student who has filed an appeal of a grade may review the grade sheets submitted by the faculty member for the course involved. This review is to include the grades entered before and after the student names were provided to the faculty member. The College of Law Records Officer shall delete all names and examination numbers, except those of the student petitioner, from the grade sheets prior to their review by the student petitioner.

3. A student may petition the Academic Standards Committee for a change of grade to the grade earned upon a showing of clear and convincing evidence that there has been a computational or clerical error.

4. A student may petition the Academic Standards Committee for a change of grade to the grade of "P" or "W." Such a change of grade shall be awarded only in cases in which the student has satisfied the Academic Standards Committee that:

- a. The grade awarded was arbitrary or capricious, but in no event shall the Committee re-grade or otherwise evaluate the petitioning student's examinations or other course work, or that of other students in the course.

Examples of what shall not constitute proof of arbitrary or capricious grading within the meaning of the above Regulation include, but shall not be limited to the following:

- disagreement with the professor's evaluation of the merits or quality of the student's work;
- criticism of the merits of a professor's examination or the professor's grading methodology;
- a student's claim that his or her work did not accurately reflect his or her knowledge of the material.

- b. The student's timely request to take the examination or submit a required paper at another time was improperly denied.

The Academic Standards Committee must either find that entry of a “P” or “W” in lieu of the entered grade is appropriate or deny the request so that the grade originally submitted by the faculty member remains in effect.

5. A student may petition the Academic Standards Committee for a change of grade to a grade of “W” (Authorized Withdrawal) where a final grade of “F” has been entered for failure to complete a course within the time allowed after entry of a grade of Incomplete as set forth in Academic Regulation 2.2 or for failure to appear for an examination as set forth in Academic Regulation 3.6. Such a change of grade shall be awarded only where the student provides clear and convincing evidence that the failure was a direct consequence of extraordinary and unforeseeable circumstances. The provisions set forth in Academic Regulation 5.3(e) and (f) are applicable to change of grade petitions brought pursuant to this Regulation.

(e) The student and faculty member may appear in person before the Academic Standards Committee to present their respective views on the petition.

(f) 1. If all or a substantial part of a student’s final examination has been lost or misplaced after receipt by the faculty member or proctor, but before the examination grade has been submitted to the College of Law Records Officer, the student may elect to take a grade of “P” (Pass) for the course or take a make-up examination. Where a substantial part of a student’s final examination has been lost or misplaced, the student’s election to take a make-up examination shall apply to a partial make-up examination equivalent in weight to the same portion of the original examination, as determined by the faculty member. A substantial part of the examination answer shall be such part that, if excluded from the student’s answer, it would adversely effect the student’s letter grade for the course, as determined by the faculty member.

2. The student must petition the Academic Standards Committee for such relief within ten days of the posting of either a grade of “F” as specified in Academic Regulation 3.5 or another grade that is inconsistent with a graded examination, such as a grade of “I,” “P,” or “W.” If a grade of “P” is entered, this grade will not limit the student’s right to exercise the Pass/C-/D+/D/F Option set forth in Academic Regulation 4.6.

(g) Appeals to the Faculty
See Academic Regulation 9.

(h) Law students enrolled in courses offered by other colleges within this University (see Academic Regulation 4.7) shall follow the grade dispute procedure available pursuant to the regulations of such college.

3. Examination, Withdrawal and Change of Section Procedures

3.1 Time of Withdrawal

Voluntary withdrawal from classes offered at the law school shall be permitted as follows:

(a) One-semester courses

At anytime prior to the beginning of the fifth week of classes;

(b) Two-semester courses

At anytime prior to the beginning of the seventh week of classes of the first semester of such course(s); and

(c) Summer term courses

Each week of the Summer term shall be equivalent to two weeks during Fall or Spring semester. Therefore, for courses with the duration of only the Summer term, withdrawal must be accomplished prior to the beginning of the third week of class; for courses which begin in the Summer and conclude in the Fall,

withdrawal must be accomplished prior to the beginning of the fourth week of such course(s).

(d) Notwithstanding the above, a student enrolled in Independent Legal Research, LAW 860, may, with the approval of the faculty member supervising the research project, withdraw at any time during the term in which he or she enrolled for the course or, if a grade of "I" was given at the conclusion of such term, at any time during the next succeeding term.

(e) Except as a result of a decision made in accord with Academic Regulation 2.4 (Grade Dispute Procedures, Grade Appeals and Changes of Grade) a student may not withdraw from a course once a final letter grade for that course has been posted or the student has otherwise been informed of the final letter grade.

3.2 Exception

(a) The Academic Standards Committee may grant an exception to the requirements of Academic Regulation 3.1(a)-(d) but may do so only in cases of exceptional circumstances.

Note: Students seeking to withdraw from a course after the deadline should complete a petition and submit it to the Assistant Dean for consideration by the Academic Standards Committee.

(b) Full time students who change to a part-time program are required to enroll for the appropriate part-time courses but may elect to complete a sequential course in lieu of enrolling for a new course.

3.3 Withdrawal from Multiple-Term or Two Semester Core Courses

(a) Any student who withdraws from a multiple-term continuing course before its conclusion shall be deemed to have withdrawn from the entire course, even though the grade designation "T" may have been recorded for one or more terms completed in the course. The student must repeat the entire course in order to receive any credit for it. This provision does not apply to courses in which a final grade is awarded for each term of the course.

(b) A student may not withdraw from Legal Research, Writing and Advocacy, L504, without the advance approval of the Academic Standards Committee.

(c) Failure to register for the second term of a multiple-term continuing course without having withdrawn from the course pursuant to Academic Regulation 3.1(b) or without obtaining approval from the Academic Standards Committee pursuant to Academic Regulation 3.2 shall cause the grade of "F" to be entered in place of the grade designation "T" for the number of credit hours represented by the "T." This provision does not apply to courses in which a final grade is awarded for each term of the course.

(d) Students enrolled in two semester core curriculum courses may not withdraw from the second semester of any such course except upon a showing of substantial hardship caused by extraordinary and unforeseeable circumstances and with the approval of the Assistant Dean. Extraordinary and unforeseeable circumstances do not include a belief that the grade earned in the first semester was too low or an objection to the teaching methods of the professor. Upon referral by the Assistant Dean, the matter shall be decided by the Committee.

(e) This provision applies specifically to "semesterized" courses – i.e., core courses that have been transformed from two semesters to one. Any student who fails or withdraws from the second semester of a two-semester course that is subsequently "semesterized" from two semesters to one must enroll in and complete the new one-semester version of that course. The student shall not lose any credit hours previously awarded for successful completion of the first semester of a subsequently "semesterized" two-semester course.

3.4 Change of Section – Core Courses

A student may not change his or her section of a two semester core curriculum course after completion of one semester unless permitted by the Academic Standards Committee. The Committee will allow such change only upon a showing of:

- (a) substantial hardship caused by extraordinary and unforeseeable circumstances, and
- (b) a determination that the course coverage in the new section will substantially parallel that of the former section.

For purposes of this Academic Regulation, extraordinary and unforeseeable circumstances do not include a belief that the grade earned in the first semester was too low or an objection to the teaching methods of the professor.

3.5 Withdrawal from All Classes

A student who voluntarily withdraws from all classes or who fails to register for classes during the next semester for which he or she is eligible (excluding the summer term), and later wishes to reenroll as a matriculating student, must comply with the procedures in this section.

(a) A student in good standing who has received credit for two or more law school classes as a matriculating student must submit to the Office of Law Admissions a letter of intent to return to the law school and a copy of his or her transcript at least forty-five days before the first day of the semester or summer term for which the student intends to re-enroll.

(b) A student re-enrolling pursuant to this Regulation, who seeks to earn a J.D. degree, must comply with the requirements set forth in Academic Regulation 4.4, based upon the date he or she first enrolled in law school.

(c) A student who withdraws before completing and receiving credit for the fall semester of the first year of law school must reapply through the usual admissions process.

3.6 Examinations and Examination Scheduling

(a) Failure to Appear for a Scheduled In-School Final Examination

Unless the student obtains advance permission from the Dean to take a scheduled in-school final examination at another time, any student who fails to appear for such examination shall receive a grade of “F” for that examination or, if the examination is graded numerically, a zero for that examination.

Permission to take an in-school final examination at a different time will be granted only upon a showing of good cause. Unless the student obtains advance permission from the Dean to take a rescheduled in-school final examination at another time, any student who fails to appear for such rescheduled examination shall receive a grade of “F” for that examination or, if the examination is graded numerically, a zero for that examination.

A professor shall also have discretion to stipulate that failure to take the final examination in the course shall constitute a failure to complete the requirements of the course and shall result in a final grade of “F” being awarded for the course.

(b) Failure to Submit a Take-Home Final Examination by the Deadline Established by the Faculty Member

Unless the student obtains advance permission from the Dean to submit a take-home final examination at a different time, any student who does not submit such examination by the deadline established by the faculty member shall receive a grade of “F” for that examination or, if the examination is graded numerically, a zero for that examination, unless the faculty member has given notice to the class in

advance of the final examination of a different system of penalties for failure to submit such examination on time. Permission to submit a take-home final examination at a different time will be granted only upon a showing of good cause. Unless the student obtains advance permission from the Dean to submit a rescheduled take-home final examination at a different time, any student who fails to submit such examination by the rescheduled deadline shall receive a grade of “F” for that examination or, if the examination is graded numerically, a zero for that examination.

A professor shall also have discretion to stipulate that failure to submit a take-home final examination by the established or rescheduled deadline shall constitute a failure to complete the requirements of the course and shall result in a final grade of “F” being awarded for the course.

(c) Exceptions to Academic Regulations 3.6(a) and 3.6(b) for Unforeseeable Emergencies

Exceptions to the requirements of Academic Regulations 3.6(a) and 3.6(b) may be granted by the Dean only in cases of extraordinary unforeseeable emergencies, and provided that the student notifies the Dean as soon as practicable of the circumstances of the emergency.

(d) Multiple Examinations

Students who are scheduled for two final examinations that have start times that are 23 hours or less apart may notify the Dean of their examination schedule and request a schedule change. This notice must be provided at least two weeks prior to commencement of the examination period. The Dean will then reschedule one of the examinations to a reschedule date and time as described in part (c), below. Students who reschedule examinations may, at the sole discretion of the instructor, be given the same exam as or a different exam than that given to other students.

(e) Reschedule Date and Priority

1. The date and time for any rescheduled examination shall be set by the Dean for the first available scheduled make-up day subsequent to the originally scheduled examination.

2. If the conflicting examinations include a required course and another course, only the non-required course may be rescheduled.

Note: The Dean shall, in his or her discretion, set two or more make-up dates throughout the examination period.

(f) Pre-Examination Conduct

Any student authorized to take a rescheduled examination is prohibited from discussing the examination or any aspect of the subject course with any person who has taken the examination or is otherwise familiar with the content of the examination. This prohibition does not apply to law school administrators in regard to examination rescheduling nor to the course faculty member.

3.7 Provisions for Persons with Disabilities

Students who because of a disability are unable to complete an examination in the given time or the given room are entitled to special consideration regarding additional time and/or communication aids. Such students, whether temporarily or permanently disabled, must request accommodations and document their disability and need for accommodations in advance of the scheduled examination, unless the disability arises at such time as to excuse full compliance. If necessary, the student and the faculty member through the Office of the Dean may secure the assistance of the University Coordinator of Disability Services for evaluation of the student's disability and in making suitable arrangements for the taking of the examination. To the extent possible, such an examination is to commence at the same time as the scheduled examination. Under these conditions the time limitation need not apply, provided, however, that the examination must be completed in a single session.

Note: Normally documentation of a disability and requests for accommodations must be received by the Associate Dean a minimum of four (4) weeks prior to the date for which the accommodation is requested.

3.8 Uniformity of Examination Conditions

All students in the J.D. program, including those whose primary language is a language other than English, are to take all examinations under the same conditions.

3.9 Anonymous Examinations

(a) Examination numbers shall be employed for all examinations that count for 10% or more of the final grade. Different numbers shall be used for any such examination when the professor has received the names corresponding to the examination number for the earlier examination(s).

Note: Students obtain examination numbers on the College of Law's website.

(b) No student shall disclose his or her examination number to any other person. Examination papers shall be graded anonymously and examination grades submitted to the College of Law Records Officer. Faculty members will be advised of the identity of students before submitting final grades in order that factors other than the final examination scores may, at the faculty member's discretion, be included in the final grade determinations.

(c) Parts (a) and (b) of this Regulation are not applicable to papers or other work for courses where research or writing require review and comment by the professor. Faculty members, however, retain the discretion to grade anonymously in any such course.

3.10 Retention and Availability of Examination Papers

For a period of four weeks after grades have been officially posted, examination papers for all courses shall be retained by the Office of the Dean or by the course faculty member. Thereafter, all final examination papers shall be retained by the Office of the Dean for a period of at least two years. Students shall be permitted to see and examine their own graded papers at any time within this two-year period. After the four-week period, special circumstances must be shown and the viewing made with the consent of the Dean.

4. Law School Requirements

4.1 Dean's List

In recognition of excellence in academic achievement, any student who attains a 3.30 or higher grade point average in any academic term shall be designated on the Dean's List for such term. No student shall be designated on the Dean's List for any term in which he or she did not complete courses totaling at least eight credit hours (six hours of credit for a first-year first-semester part-time student) or did not receive final grades for all courses scheduled to be completed during such term.

4.2 Graduation Honors

(a) College of Law graduation honors shall be awarded as follows: Summa Cum Laude, 3.70 grade point average and above; Magna Cum Laude, 3.50 to 3.69 grade point average; and Cum Laude, 3.30 to 3.49 grade point average. Graduation honors designations are based on the student's final cumulative grade point average and will be reflected on the student's permanent record. Any designation in the College of Law Commencement Program is advisory only as it may not include all grades earned for the degree.

(b) Graduation honors shall be based solely on grades earned for courses taken at this College of Law.

4.3 Course and Credit Hour Requirements

(a) Number of hours required:

The Juris Doctor degree will be awarded upon satisfactory completion of a minimum of 90 semester credit hours (or the equivalent.)

(b) Course Requirements:

Of the 90 required semester hours, 36 hours must be earned in the nine Required Core Curriculum courses: Civil Procedure, Constitutional Law (I & II), Contracts, Criminal Law, Legislation & the Regulatory State, Property, Torts, Legal Writing, and Professional Identity Formation. In addition, students must complete satisfactorily Evidence; a third semester course in legal writing; one upper-level writing course; one professional responsibility course; and 6 experiential skills credits. A professional responsibility course is one that includes at least ten hours of instruction in the Code of Professional Responsibility. Of the 90 hours required for graduation, no more than 30 hours may be Distance Learning (online) courses. Additionally, of the 90 hours required for graduation, at least 73 must be in courses other than clinics or externships and at least 68 must be in non-800 level courses in the College of Law, or, in the case of a student receiving credit for studies at another law school (see Academic Regulations 6.1 and 6.4), at the law school at which the credit was earned. Courses not satisfying the 68 credit hour requirement include all clinical and externship courses, independent legal research, credits earned for participation in Moot Court and Trial Team, credit earned for Law Review, the Journal of Law and Health, or Global Business Law Review, and interdisciplinary courses whether taken as part of a joint degree program or taken as part of the student's law school program under Academic Regulation 4.7. No student may retake courses for credit that the student has previously passed.

(c) Grade Point Average

In order to receive the Juris Doctor degree, the student must attain a grade point average of at least 2.25 on a 4.0 scale.

4.4 Residence Requirement, Course Loads and Employment

(a) The weeks in residence at the College of Law required for graduation are met by completion of the credit hours required for graduation.

(b) The course of study for the J.D. degree may be completed no earlier than 24 months and, except in extraordinary circumstances, no later than 84 months after a student has commenced law study at the College of Law or, if a transfer student, at the law school from which transfer credit has been granted. A student claiming such extraordinary circumstances must petition the Academic Standards Committee for an extension of time to complete the J.D. degree.

(c) Credit earned for Law Review, Journal, or Moot Court participation, for courses in independent legal research and writing, or for courses offered in an officially approved clinical legal education program may be included as satisfying the residence and class hour requirements of this regulation even though they may involve studies or activities away from the law school or in a format that does not involve attendance at regularly scheduled class sessions. The hours so earned may not exceed the maximum allowed by Academic Regulation 4.3(b).

(d) For full-time students, the maximum course load is 18 hours per semester and the minimum course load is 10 hours per semester. For part-time students, the maximum course load is 12 hours per semester and the minimum course load is eight hours per semester. For first-year students, the prescribed curriculum provides the maximum and minimum loads.

1. No student may enroll for more than 18 hours in the Fall or Spring Semester. Courses taken outside the regular Fall or Spring Semesters such as the "short courses" given during intersession periods shall not count toward the maximum allowed even though credit for such courses is awarded during the

following Semester.

2. Absent permission of the Dean, students who work more than 20 hours per week may not register for more than 12 credits hours per week in any week during which classes are scheduled and must so certify to the College of Law.

3. To the extent necessary for required reporting purposes, scholarships, employer tuition benefits or other cases in which a full time/part time student designation is required, students enrolled for fewer than 12 credit hours will be considered part-time students.

Note: Students taking more than 12 credit hours during a Fall or Spring Semester are strongly advised to refrain from all employment. Students taking more than 12 credit hours who are employed may not be employed for more than 20 hours per week.

(e) During the Summer Term students may enroll for a maximum of nine credit hours.

4.5 Failure of Required or Elective Courses

(a) Any student who fails a course required for graduation must re-register for the course at the next available time and complete all the requirements therefore. Any student who fails an elective course may re-register for the course and complete all the requirements therefore. A student who fails the first term of a continuing two-term course in which a final grade is awarded after the first term must withdraw from the second term of the course and repeat the entire course the next time it is offered. A student who fails the second term of a continuing two-term course in which a final grade is entered after the first term must repeat the second term of the course the next time it is offered with comparable content. The Associate Dean will designate the section of the course the student is to take when repeating a course under these circumstances.

(b) In each of the above cases, completing the course requirements includes attendance in class according to the generally imposed policy of the course faculty member consistent with Academic Regulation 1.

(c) In each of the above cases, the student's permanent record shall reflect both the original failing grade and the grade subsequently earned.

4.6 Pass/C-/D+/D/F Option

Upper level students (i.e., a student who has completed the first year and is eligible to take elective courses at the law school) may choose to take up to 2 elective courses (for a maximum of up to 8 semester credit hours) on a Pass/C-/D+/D/F (P/C-/D+/D/F) basis. This does not include courses offered only on a pass/fail basis - e.g., externships, Law Review, Journal, short course Trial Advocacy.

(a) A student may only take one course on a P/C-/D+/D/F basis at a time. This does not, however, preclude a student from taking an externship or other course only offered on a pass/fail basis and a P/C-/D+/D/F elective at the same time. No course required for graduation can be taken on a P/C-/D+/D/F basis.

(b) Consequently, the core curriculum (including Constitutional Law), Evidence and Legal Professionalism and Ethics cannot be taken on this basis. A student may not exercise this option the first time the student takes a course that satisfies a specific graduation requirement. If a student subsequently takes another course that satisfies the same requirement, that second elective can be taken on the P/C-/D+/D/F basis. A student who takes two courses satisfying the same graduation requirement in the same term (e.g., Administrative Law and Environmental Law, both of which satisfy the administrative law requirement), may elect (if in accord with all parts of this Regulation) which course, if either, the student wishes to take on the P/C-/D+/D/F basis.

(c) Students may not take clinics on a P/C-/D+/D/F basis.

(d) Up to, but no later than, the last day of class in a given semester, as to courses for which the P/C-/D+/D/F Option is available, a student may elect to exercise the P/C-/D+/D/F Option, as limited by Academic Regulation 4.6(a)-(c) above, by providing written notice of the election to the College of Law Records Officer on a form downloaded from the College of Law's website.

(e) Faculty members will not know who is taking the class on the P/C-/D+/D/F basis. All students shall be required to satisfy all course requirements; faculty members shall submit letter grades for all students in the class. The College of Law Records Officer will submit the appropriate grade based on the letter grade submitted by the faculty member. Upon timely election by the student, a "P" grade will be substituted for the posted letter grade. However, a student must earn a "C" or better in the course to receive a "P." A student earning a "P" in a course will receive credit toward graduation for the course, but the grade of "P" will not be calculated into the student's GPA. A student who receives a C-, D+, D, or F in the course will have that letter grade on their transcript and the grade will be calculated into the gpa.

(f) Each semester, the Records Administrator will post a notice after the exam period, opening a window for pass option revocation. Within the time frame set forth in this notice, students may choose to revoke a pass option that was elected before the last day of class in that same semester, in favor of the actual letter grade earned. Students must follow the process set forth by the Records Administrator for revocation. Students who revoke an elected pass option shall not retain that same pass option for future use. Students who miss the deadline set by the Records Administrator for revoking the pass option shall not be permitted to revoke after the deadline. computational or clerical error.

4.7 Academic Support Assistance

(a) Following completion of the first semester, any student with a cumulative GPA below 2.50 shall: (1) enroll in a designated skills section of a 1L course in the student's second semester (ordinarily available only to in person J.D. students); or (2) enroll in Legal Process (ordinarily available only to online J.D. students); or (3) meet with the Assistant Dean of Student Success, or a designated representative, to develop and implement an individualized study plan. Option 3 shall only be available when attendance is impossible or not recommended for pedagogical reasons. These options may be limited by staff resources, class size, or other administrative reasons.

Students electing to develop an individualized study plan shall fully comply with the terms of the study plan. Failure to comply with the requirements of the individualized study plan may result in the student being barred from registering for courses in the next registration period. The decision regarding whether the student has complied with the requirements of the individualized study plan will be made by the Associate Dean for Academic and Student Affairs. That decision may be appealed upon petition to the full faculty.

(b) Following the completion of two full semesters, any student with a cumulative GPA below 2.50 will be required to meet with the Assistant Dean of Student Success, or a designated representative, to develop an individualized study plan. Failure to comply with the requirements of the individualized study plan may result in the student being barred from registering for courses in the next registration period. The decision regarding whether the student has complied with the requirements of the individualized study plan will be made by the Associate Dean for Academic and Student Affairs. That decision may be appealed upon petition to the full faculty.

(c) Following the completion of two semesters, any student with a cumulative GPA below 2.5 shall enroll in Legal Methods, Strategies, and Tactics (L520) in the Fall of the student's third semester. Students may seek a waiver from the requirements of this section (c) by submitting a written request, supported by good

cause, to the Associate Dean for Academic and Student Affairs.

(d) All students shall be required to meet with the Director of Bar Preparation, or a designated representative, to develop a bar exam readiness plan prior to the completion of their second semester. Failure to comply with the requirements of this section or the student's bar readiness plan may result in the student being barred from registering for courses in the next registration period. The decision regarding whether the student has complied with the requirements of the bar readiness plan will be made by the Associate Dean for Academic and Student Affairs. That decision may be appealed upon petition to the full faculty.

(e) All students shall complete a bar readiness diagnostic exam before the completion of their fourth semester. The diagnostic exam shall be conducted at a time and in manner designated by the Assistant Dean of Student Success. Students whose cumulative GPA and class ranking place them within the third and fourth quartiles shall meet with the Director of Bar Preparation, or a designated representative, to review the results of the diagnostic exam and to amend, if necessary, the terms of the student's bar readiness plan.

Failure to comply with the requirements of this section or the student's bar readiness plan may result in the student being barred from registering for courses in the next registration period. The decision regarding whether the student has complied with the requirements of the bar readiness plan will be made by the Associate Dean for Academic and Student Affairs. That decision may be appealed upon petition to the full faculty.

4.8 Interdisciplinary Courses

Any student who is eligible to register for elective courses may be authorized to elect for credit, in fulfillment of the Juris Doctor degree requirements, up to two courses for not more than a total of eight semester credit hours of graduate level courses of the University. Such prior authorization shall be granted by the Dean whenever it is demonstrated that a course outside the College of Law will add to a student's legal education or aid in his or her future practice, provided that, if there is a question as to the application of the above standards in a particular case, the petition may be referred to an appropriate faculty committee for recommendation. The law student must be officially graded in such course on a graded basis and only courses completed with a grade of C or better will count toward the degree. The grade earned in such course will not be included in calculation of the student's grade point average. Notwithstanding the above, students enrolled in a joint degree program with the Cleveland State University College of Business Administration or with the Maxine Goodman Levin College of Urban Affairs are subject to the course and credit allowances established for the applicable program.

4.9 Clinical and Externship Courses

Any student may earn credit in clinical legal education courses without limitation as to the number of separate clinic or externship courses completed, except that no student may be enrolled in more than one such course in any term. Whenever applications for any clinical legal education course exceed the number of places available for such course, students who have never enrolled for a clinical course shall be given enrollment priority over students who have already completed one or more such course. Likewise, whenever applications for any externship course exceed the number of places available for such course, students who have never enrolled for an externship course shall be given enrollment priority over students who have already completed one or more such course. (See Academic Regulation 4.3 as to the total number of clinical and externship hours permitted)

4.10 Bar Preparation Course

As permitted by the American Bar Association, a student may receive credit toward juris doctor degree

requirements for a course offered by the College of Law designed as preparation for a bar examination but no such course may be required for graduation.

4.11 Distance Learning

J.D. students may not count more than 30 credits earned in Distance Courses (see below) toward the J.D. Degree. No J.D. student may begin taking a Distance Course until that student has completed 29 credits hours toward the J.D. degree.

For purposes of regulation 4.1, a Distance Course is one in which students are separated from the faculty member or each other for more than one-third of the instruction and the instruction involves the use of technology.

5. Dismissal, Post-D dismissal Petitions, and Readmission:

5.1 Dismissal

(a) Any student achieving a cumulative GPA below 1.50 upon completion of one full semester, not including summer semesters, shall be dismissed.

(b) Any student achieving a cumulative Grade Point Average below 2.25 upon completion of two full semesters, not including Summer semesters, shall be dismissed. Any student who falls below a cumulative Grade Point Average of 2.25 in any semester thereafter, including Summer semesters, shall be dismissed.

5.2 Readmission

(a) A student who has been dismissed for academic reasons may apply for readmission through the usual admissions process under the jurisdiction of the Admissions Committee. No application for such readmission shall be considered until at least two years has elapsed since the end of the term at which the student was dismissed.

(b) If the student is readmitted, the student's previous law school record shall be attached to his or her transcript, but shall be given no other effect.

Note: A student who is dismissed pursuant to Academic Regulation 5.1 shall be deregistered from courses in which he or she enrolled in a subsequent term and tuition will be refunded at 100%. If, however, the student petitions the Academic Standards Committee pursuant to Regulation 5.3(a)2, 5.3(a)3, or 5.3(a)4, seeking a one-semester probationary period, deregistration shall be deferred pending the committee's decision. If the petition is granted the deregistration shall be cancelled. If the student's cumulative grade point average is not raised to the required level by the end of the probationary semester, based only upon the grades received in the probationary semester, the student shall be dismissed. When a student is enrolled in summer courses prior to the probationary semester, grades for any summer courses taken prior to the probationary semester shall be submitted to the Student Records Administrator but shall carry the grade of "Incomplete" until the end of the probationary semester. If a student succeeds in raising his or her cumulative grade point average to the required level by the end of a fall semester probationary period, grades received in courses taken during the preceding summer semester, for which a grade of "Incomplete" was entered, shall now be calculated as part of the student's cumulative grade point average. If the inclusion of those summer grades shall again bring the student's cumulative grade point average below the required level, the student shall be dismissed. Students assume the risk of dismissal and deregistration pursuant to these regulations. If, in such a case, the student has received loan funds for the subsequent term, the student may be liable for the immediate repayment of any loan refund received for living expenses for the term. In addition, a student becomes ineligible for work-study employment as of the effective date of a student's academic dismissal from the College of Law. Students with questions should contact the College of Law

Financial Aid officer or the Associate Dean.

5.3 Petitions to the Academic Standards Committee — Readmission and Probation

(a) The Academic Standards Committee shall have jurisdiction to hear petitions as to:

1. Reducing the two-year waiting period for application for readmission set forth in Academic Regulation 5.2 to a period of no less than one year. Any reduction approved under this Academic Regulation has no other effect upon the application for readmission.

2. Allowing students who are academically dismissed in accord with Academic Regulation 5.1 (a) to seek a one-semester Probationary period provided that the student's cumulative grade point average is 1.30 or higher.

3. Allowing students who are academically dismissed in accord with Academic Regulation 5.1(b) to seek a one-semester Probationary period provided that the student's cumulative grade point average is 2.00 or higher.

(b) Except for the right to seek a probationary period under Academic Regulation 5.3(a), the dismissal of any student for failure to achieve the requisite cumulative grade point average is not subject to petition to the Academic Standards Committee.

(c) Petitions seeking relief pursuant to Academic Regulation 5.3(a)(2) – (3) shall be granted only upon a showing that

- (1) the student experienced substantial hardship caused by extraordinary and unforeseeable circumstances,
- (2) the factors that contributed to the student's insufficient academic performance no longer exist, and
- (3) there is a reasonable likelihood that the student will attain the requisite cumulative grade point at the end of the Probationary period (2.25 gpa).

(d) Petitions seeking relief pursuant to Academic Regulation 5.3(a)(1) will be granted only upon a showing that the factors specified in Academic Regulations 5.3(c)(1) and (2) have been met.

(e) A rebuttable presumption shall exist to the effect that the rules in Academic Regulation 5 apply in all particulars to the petitioning student. The burden is on the petitioning student to show by clear and convincing evidence that the faculty could not have reasonably intended these rules to apply to the petitioning student's circumstances.

(f) Because of the relief available to the student to withdraw from courses under Academic Regulation 3, issues of health, family situation or employment demands upon the student shall not normally be considered as substantial hardship.

(g) The Academic Standards Committee may not extend relief beyond granting a one semester probationary period to commence with either the Fall or Spring semester.

(h) A student who receives notice of academic dismissal during any term, including a Summer term, in which the student is enrolled for any courses, will be deregistered from those courses in accord with the procedures set forth in the Note to Academic Regulation 5.2 (b). If qualified, the student may petition for a one semester probationary period to commence the following semester, excluding any Summer, pursuant to Academic Regulation 5.3(a)(2) – (3).

(i) The right to petition for a probationary semester set forth in Academic Regulation 5.3(a) may be exercised only once. If a student fails to attain a cumulative grade point average of at least 2.25 by the end of the Probationary semester or if the student's cumulative grade point average falls below 2.25 in any subsequent semester, the student shall be dismissed. That dismissal is not subject to petition to the Academic Standards Committee.

5.3.1 - Petitions of Master of Legal Studies' (M.L.S.) Students

- (a) The Academic Standard Committee shall have jurisdiction to hear petitions of MLS students.
- (b) Upon receiving an M.L.S. student petition, the Committee's Secretary shall provide a copy of the Petition to the M.L.S. Program Director.
- (c) The M.L.S. Program Director shall notify the Committee, within 72 hours, whether the Director:
 - 1. Would take no position regarding the Petition;
 - 2. Would like to present the Director's Position, in writing, to the Committee, within an additional 72 hours; or
 - 3. Would like to appear in person before the Committee and present the Director's Position.
- (d) Upon receiving the Director's Position, the Committee shall take that position into account while considering the Petition.

5.4 Right of Appeal to the Faculty

Nothing in Academic Regulation 5-5.3 limits the right of a student to appeal to the faculty pursuant to Academic Regulation 9. Pending the outcome of any appeal, the student's dismissal remains in effect.

6. Credit for Work Completed at Other Approved Law Schools

6.1 Transfer Students: Advanced Standing

- (a) A candidate for admission as a transfer student with advanced standing must have received a Bachelor of Arts degree from an approved college before entering the law school from which he or she seeks to transfer. Such law school must usually be a member of the Association of American Law Schools (AALS). However, in some cases transfer students may be accepted from law schools that, while not members of the AALS, are approved by the American Bar Association.
- (b)
 - 1. ~~6.1(b)~~ A candidate for admission as a transfer student with advanced standing may be considered for admission only if the candidate is presently eligible to return to the law school in which he or she is enrolled as a student in good standing.
 - 2. Students who have been dismissed from other law schools shall not be admitted as transfer students. In rare and exceptional cases, such students may be considered for admission pursuant to Academic Regulation 6.2.
- (c) Any student who has previously attended another law school, whether or not seeking advanced standing, must: (1) obtain certification from the Dean of the former law school that he or she is in good standing and eligible for further instruction except as specified in Academic Regulation 6.1(b)2; (2) submit an official transcript of all work completed at the previous law school; (3) submit a timely Application for Admission with application fee; and (4) submit a complete transcript of his or her undergraduate and prior graduate academic record and LSAT score report through the Law School Data Assembly Service.
- (d) Transfer students are eligible for admission to the College of Law normally in the fall term of their second year. Students who decline to attend after being admitted in one year must reapply if they wish to be considered for admission in subsequent years. A candidate for admission as a transfer student need not have completed a full academic year at another institution but must have received final grades in some courses. Transfer students will receive no credit for incomplete courses or completion of any portion of a continuing course at the school in which they originally enrolled and may not enroll for any continuing

course in the College of Law which course began in any term prior to the student's registration here.

(e) A transfer student must complete at least 60 semester hours in residence at this College of Law to be eligible for the J.D. degree.

(f) Transfer students shall be admitted with advanced standing to the extent that all previous law school credit earned in completed courses with grades of 2.0 grade point and above (or the equivalent) on the College's Grading Scale will be counted in satisfaction of this College's credit hour requirements. However, such credit will not be included in calculating the student's cumulative grade point average at this College. Decisions will be made by the Dean on an individual basis, subject to student appeal or decanal referral to the Academic Standards Committee, as to the extent to which the completion of particular courses at other law schools with grades of 2.0 or the equivalent or better will be counted in fulfillment of particular course or hour requirements at this College. Previous law school credit earned with grades lower than 2.0 (or its equivalent) will not be counted in satisfaction of either this College's total credit hour requirements or any of its particular course requirements.

(g) Any transfer student who arrives at Cleveland State University College of Law having completed only one semester of a two-semester course that is here taught as a one-semester course (i.e., Torts, Contracts, Civil Procedure and Property) must enroll in and complete Cleveland State University College of Law's one-semester version of that course. The student shall not lose any credit hours previously awarded for successful completion of the first semester of a two-semester course that is taught here as a one-semester course.

6.2 Admission of Students After Dismissal from Other Law Schools

(a) Only in rare and exceptional cases and for compelling reasons may a student who has been dismissed from another law school for academic reasons be considered for admission to this College, and then only with the status of a beginning first-year student. No application for such admission shall be considered until at least two years have elapsed since notice of dismissal from the prior law school.

(b) The applicant must show that the failure to achieve good academic standing at the prior law school was not due to lack of ability and that such difficulties as appear to have been the cause of the unsatisfactory performance have been removed. Supporting documents must include a letter from the Dean of the prior law school, setting forth all pertinent information, his or her opinion as to whether the applicant should be admitted, and under what conditions the applicant could be readmitted to the prior law school.

(c) If admitted, the student's previous law school record shall be attached to his or her transcript, but shall be given no other effect.

6.3 Transient Students

(a) Degree candidates from other approved law schools may be admitted as transient students at the commencement of any term but will not be permitted to enroll for more than two terms, including a summer term, except under compelling circumstances and with the prior approval of the Admissions Committee and the Dean of the student's own school. All such applicants must be in good academic standing at their own law school and must submit an authorization, in writing, from the Dean of such law school specifying: (1) that the student is in good academic standing; (2) that the courses are approved for study; and (3) that the applicant will receive credit for all courses successfully completed. In addition, such applicants must complete an application for admission and may be asked to provide transcripts and law school admission test scores.

(b) Transient students are admitted on a space available basis and upon evidence of satisfactory

completion of course prerequisites or other evidence of ability to handle course requirements. Admission as a transient student is limited to the particular course(s) and term(s) for which the admission is expressly granted.

(c) A transient student will not be accepted as a Juris Doctor degree candidate except under the most compelling reasons and unless, as of the time the student enrolled here as a transient student, he or she has met all criteria for admission as a transfer student and has completed all courses at this College with a grade of "C" or better.

6.4 Credit for Courses Taken Elsewhere by Currently Enrolled Students

(a) Any student who is eligible to register for elective courses may submit a written request to the Dean seeking permission to elect for credit, in fulfillment of the Juris Doctor degree requirements, not more than 30 credit hours of courses at approved law schools other than the Cleveland State University College of Law. The request must be submitted and considered in advance upon a showing of good cause.

Examples of good cause include: (1) the student or the student's spouse is transferring to another city for employment purposes; (2) the student wants to take a course or courses that are not available at this law school; or (3) the student resides in a community beyond commuting distance from Cleveland during the summer and wants to take a summer term course at a law school in that community.

(b) Credit in satisfaction of the College's credit hour requirements will be given for each such course completed with a grade of 2.0 (on a 4.0 scale) or the equivalent or better. Such credit will not be included in calculating the student's cumulative grade point average at this college of law.

7. Procedures of the Academic Standards Committee

7.1 Procedures to be Observed

The procedures to be substantially observed by the Academic Standards Committee of the College of Law (or any other Committee thereof which in specific instances may be appointed by the Dean to perform the functions customarily performed by the Academic Standards Committee) shall be as hereinafter are set forth. Minor deviations from these procedures shall not invalidate the actions and decisions of the Committee so long as they do not result in substantial prejudice to any person affected by any such action or decision. The rule of harmless error applies to the Committee's hearings, deliberations, and decisions. The Faculty of the College of Law shall determine whether such error has occurred and whether substantial justice has been done.

7.2 Jurisdiction

The jurisdiction of the Academic Standards Committee shall include all matters assigned to the Committee by the Academic Regulations, matters within the authority of the Dean and referred to the Committee by the Dean for adjudication or advice, and all other matters specially referred to the Committee by the faculty.

7.3 Finality of Decision

(a) Except as elsewhere specifically provided by regulations duly adopted by the Faculty and except for the right of persons who deem themselves improperly prejudiced by a ruling to appeal to the full faculty, any determination or adjudication of the Academic Standards Committee shall be final.

(b) A student petitioner who has been advised of a decision of the Academic Standards Committee regarding his or her petition has no right to reconsideration of that decision. Petitions for reconsideration will be heard, in the discretion of the Committee, only where the student petitioner provides relevant new and potentially dispositive information to the Committee that was not available to the student when the

original petition was heard.

7.4 Authority to Call Meetings

Meetings of the Academic Standards Committee may be called by the Dean, the Chair of the Committee, or any three other members of the Committee. At least forty-eight hours advance notice of such meeting shall be given to each member and to any person with respect to whom or to whose conduct the Committee shall be competent to adjudicate. Any faculty member affected by a student petition shall be provided with a copy of such petition at least forty-eight hours prior to any meeting in which such petition shall be heard. Any person with respect to whose conduct the Committee is required to make a decision, ruling or adjudication may waive the requirement of notice herein provided.

7.5 Quorum

A quorum of the members of the Committee from time to time appointed by the Dean to serve thereon shall consist of a majority thereof. A lesser number shall have power, by majority vote of those present, to adjourn meetings of the Committee consistent with Academic Regulation 7.13, or, with the consent of any person whose conduct or complaint has been referred to the Committee, to proceed to hear and adjudicate the matter before it.

7.6 Majority Decision Required

Except as provided in Rule 7.5 above, all final rulings, decisions and adjudications of the Committee shall be by a majority of the members present.

7.7 Power to Amend or Revoke Rules of Procedure

The Committee by a majority vote of all members present may from time to time make, amend and abolish rules of procedure for its hearings, deliberations and actions which are not inconsistent with these Academic Regulations.

7.8 Chair

The Chair of the Committee shall preside at all meetings thereof; when for any reason the Chair is absent from a meeting, the faculty member thereof senior in rank and length of tenure at this law school who is present at such meeting shall preside.

7.9 In Camera Proceedings and Exceptions

(a) Meetings of the Committee shall be in camera except that there may be present at such meetings: (1) witnesses to any matter or event which the Committee is charged to hear; (2) counsel for any person whose conduct is being heard or adjudicated by the Committee; (3) other persons when requested by any person whose conduct is being heard or adjudicated by the Committee.

(b) All deliberations of the Committee after it has concluded its investigation shall be in camera.

7.10 Testimony Safeguards

Testimony before the Committee may be required to be under oath or upon the professional honor of the person giving evidence as the Committee shall determine in each case.

7.11 Right to Record Testimony

The Committee or any person whose conduct or complaint is being heard by the committee may cause such testimony to be recorded by mechanical means or by a qualified stenotypist or shorthand reporter. Such person shall be considered within the exceptions set forth in Rule 7.9(a). The transcript of such testimony shall not be made public except upon order of the Dean or the person whose conduct or complaint was the matter being heard by the Committee, or upon the order of a Court. The cost of such taking of testimony

and its transcription when required by the person whose complaint or conduct is being heard by the Committee shall be borne by such person or persons.

7.12 Recusal, Peremptory Challenge, and Challenge for Cause

(a) No member of the Committee directly concerned in the matter under consideration by the Committee shall participate in the deliberation or vote except with the consent of the person whose consideration or complaint is the matter under investigation.

(b) Any person(s) whose conduct or complaint is a matter before the Committee may challenge one member of the Committee peremptorily and any member(s) for cause. The Committee (except for the member(s) challenged for cause) shall vote upon such challenge(s) and shall by majority vote allow or disallow said challenge(s). Only one challenge for cause may be considered at any one time. In the event of disqualification of a member for any reason, the hearing may continue if a quorum remains. If a quorum is lacking, the Chair shall report the matter to the Dean for appointment of a replacement or replacements unless a quorum is waived as set forth in Academic Regulation 7.5.

(c) In the event that the conduct of two or more persons shall be the subject of simultaneous consideration by the Committee, each shall be entitled to one peremptory challenge and any number of challenges for cause.

7.13 Adjournment

The Committee by a majority vote of those members present at any meeting may adjourn its hearings or deliberations from time to time and to the extent practicable shall give notice thereof to all persons concerned with the matter before the Committee. No formal notice other than the fact of such adjournment shall be required with respect to any person who was present in the Committee's meeting when such adjournment was announced.

7.14 Notice of Decision

(a) Results of the Committee's rulings, deliberations or decisions shall be disclosed by its Chair to the Dean for promulgation or other appropriate action and shall not be disclosed to any person other than the Dean until after the Dean has received and acted upon the ruling, decision, or adjudication of the Committee, except that the Chair or a Committee member appointed by the Chair may immediately notify the person or persons involved and shall, within a reasonable period of time, notify the student in writing.

(b) Notwithstanding sub-paragraph (a) of this Academic Regulation, the Assistant Dean for Career and Student Services is authorized to forward copies of the Minutes reflecting Committee decisions to the Petitioner and

1. Appropriate members of the College of Law and University as necessary to effectuate the decision set forth in those Minutes,

2. Any faculty member whose decision was challenged by the Petition or who opposed or supported the Petition, and

3. The Chairperson of the Academic Standards Committee.

8. Waiver of Academic Regulations

8.1 Prohibition

Individual members of the faculty may not waive any of these regulations.

8.2 Exception

Except for regulations with respect to the timeliness of the filing of a petition for relief and regulations

specifically permitted by their terms to be waived, the Academic Standards Committee shall not waive any of these regulations.

9. Appeals to the Faculty

9.1 General Provisions

(a) Appeals from decisions of a faculty committee will be considered by the faculty only upon affirmative vote by a two-thirds majority of the faculty voting on whether to hear any such appeal.

(b) Appeals to the Faculty from decisions of a faculty committee, in cases subject to such appeal, shall not involve de novo consideration of the petition in question, but shall be limited to the question of whether there was reasonable basis for the Committee decision being appealed. Such appeals will be considered by the faculty primarily on the basis of a written appeal coupled with the report and recommendation of the Committee.

(c) In matters involving dismissal, readmission, or grade disputes, the student petitioner may be permitted, in the discretion of the faculty as determined by a majority vote of those present and voting, to appear in person and with or without counsel before the full faculty to present his or her case as to either the finding, decision or penalty involved. In all other cases the petitioner may be permitted to appear in person to make a brief oral statement and answer questions. If the student petitioner appears before the faculty, members of the faculty have the right to examine him or her on the subject matter of the appeal.

(d) All such appeals to the faculty shall be instituted by the filing of a written notice of appeal addressed to the faculty. Such written petition shall be filed with the Dean. Such notice must be filed within thirty (30) days of the mailing of the decision of the Committee or such other communication of the decision as is appropriate.

9.2 Grade Disputes

The decision of the full faculty shall be limited to the following:

(a) To affirm the decision of the Academic Standards Committee; or

(b) If the full faculty decides that the recommendation of the Academic Standards Committee was unreasonable, to let the disputed grade stand, or replace it with a "P" or "W" grade.

10. Notice and Amendment of Academic Regulations

10.1 Notice

All students are required and assumed to know the contents of all notices and bulletins posted by the College of Law. All students are required and assumed to know the contents of the current Academic Regulations applicable to them based on the date they enrolled in the College of Law, the current Academic Regulations, and the Cleveland State University College of Law Student Handbook.

10.2 Amendment

The foregoing academic regulations are subject to change at any time upon the posting of notice thereof or upon the subsequent revision and reissue of the Academic Regulations and the Handbook. The foregoing are the Academic Regulations of the Cleveland State University College of Law in force and effect at the beginning of the 2024-2025 academic year. These regulations are presumed to apply to all students enrolled in the College of Law, but any student who first enrolled before Fall 2024 and can show that substantial hardship is imposed by an application of these regulations may petition the Academic Standards Committee for relief as provided for in the Academic Regulations in effect at the time they commenced their law studies or anytime thereafter. All students are required and assumed to know the

contents of the current Academic Regulations and College of Law Student Handbook.

The College of Law Honor Code

Preface

The Law School Honor Code is intended to serve three purposes. First, as the Ohio Code of Professional Responsibility requires attorneys to maintain the integrity and competence of the Legal Professionalism and Ethics, the Honor Code similarly requires law students to maintain the integrity and competence of those who seek to become attorneys. Second, the Honor Code establishes rules and guidelines to define what conduct is proper and what is outside the bounds of propriety in the Law School community. All students are obligated to make themselves familiar with the provisions of the Code and to seek help from the appropriate instructor or administrator if they have questions about the Code. Ignorance of the provisions of the Code will not be a defense to a claimed violation. Third, the Honor Code demonstrates the commitment of the faculty and staff of the Law School to assuring high standards of ethical and professional conduct. Claims of violations of the Code will be taken seriously and handled expeditiously. Students who report possible violations will be treated with respect. Students who are charged with violating the Code will be afforded fair procedures for contesting the charges.

The procedures and penalties in this Code apply to cases involving alleged violations of the Honor Code Rules. The Code does not preempt other bodies established by the University or the College of Law from dealing with matters other than those set forth in the Honor Code Rules. Misconduct not subject to this code is subject to disciplinary action by the Dean's office or other bodies within the Law School or by the University. In particular, this Code does not preempt the authority of the Academic Standards Committee to make determinations in cases involving grade disputes and academic standing.

All members of the Law School community are obliged to report cases of suspected violations of the Honor Code to the Honor Council. Members of the Law School community are also obligated upon request of the Honor Code Committee to appear at hearings conducted by the Honor Council.

Upon obtaining information that gives an instructor reasonable grounds for believing that a violation of the Honor Code has occurred, the instructor shall report the matter to the Honor Council. The instructor is not authorized to resolve the matter by imposing a penalty on the student.

To interpret and apply the Honor Code effectively, faculty cooperation is essential. Faculty shall attempt to minimize misunderstanding in all assignments. Examination regulations shall be clearly explained on the examination document. Faculty shall endeavor to avoid ambiguity by stating clearly their policies and procedures concerning grading, daily assignments, class attendance, acceptable and prohibited materials, and acceptable levels of collaboration.

These rules assume that, in the absence of instructions to the contrary, students are invited to meet in groups to discuss class reading assignments and to study for written examinations. Unless instructed otherwise, students are expected to prepare written work individually using published research materials such as cases, law review articles, and other treatises on the law.

Definitions

Presiding Officer – The Chairperson, Vice-Chairperson of the Honor Council or the person that has been designated by the Dean to act in the place of the Chairperson, Vice-Chairperson.

Probable Cause - Whether there is a reasonable basis for proceeding with the investigation.

Rules

These rules describe conduct covered by the Cleveland State University College of Law School Honor Code. Under many of the rules are specific examples of conduct covered by the rule. The specific examples are not intended to be exhaustive statements of the limits of the rule; they are meant to be descriptive of the purpose and intent of the rule.

I. Examinations

A student shall not cheat or take unfair advantage of other students while taking an examination.

Cheating includes giving assistance to or receiving assistance from another person while taking an examination.

Cheating includes using any documents, materials or electronic devices for assistance while taking an examination other than those that are authorized by the instructor.

Copying or retaining any examination questions except as authorized by the instructor is a violation of this rule. Copying of examination questions placed on library reserve is permitted.

Commencing an examination before the stipulated starting time or working on an examination after the ending time specified by the instructor or proctor is a violation of this rule.

Violating any other reasonable regulation established by the instructor for the taking of the examination is a violation of this rule.

II. Plagiarism

A student is prohibited from plagiarizing. Plagiarism is defined broadly as copying and representing as one's own the works of another in whole or in part regardless of whether such work is copyrighted; using the ideas of another without proper attribution; or any other effort to pass off the works of another, in whole or in part, as the work of the student.

Plagiarism includes using information, ideas, quotations or opinions that are not the student's without identifying the source. Students must use quotations when using the words of another and give credit to the source from which the words are drawn. Students must give credit for the material, ideas, or opinions drawn from others when restated in the students' own words. Paraphrasing, defined as presenting as one's own the words of another with minor modifications, is a violation of this rule.

Submitting a written paper as the sole work of the student when others have shared in preparation of the written work is a violation of this rule. Any written work that is the joint effort of more than one author shall bear the names or identification numbers of all persons who shared in the preparation of the work. Authorization by an instructor for students to discuss an assignment with others shall not by itself be deemed to be authorization to prepare the written work jointly.

III. Unauthorized Assistance

Knowingly providing unauthorized assistance to a student who is preparing written work, taking an examination, or doing a class assignment is prohibited.

IV. Misuse of Prior Work

A student shall not submit work for credit in a course when that work has been or will be used for credit in another course unless the student has obtained express permission to do so from the instructor.

V. Compromising Anonymous Grading

A student who is submitting work that will be graded anonymously shall not take any action for the purpose of revealing or suggesting the identity of the student as the author of the work.

VI. Misuse of Law Library and Other Law School Books, Materials and Equipment

A student shall not steal, deface, destroy, or otherwise misuse law library and other law school books, materials or equipment.

It is a violation of this rule for a student to hide or otherwise make law school materials unavailable to other students in order to put others at a disadvantage in performing a law school assignment.

It is a violation of this rule for a student to use a law school computer or a research terminal for work undertaken in the course of outside employment or for other non-law school purposes.

VII. Falsifying Documents

A student or applicant for admission or readmission shall not knowingly alter or falsify any documents or materials relating to the Law School including application and financial aid papers, transcripts, bar admission papers, resumes, or job application forms.

VIII. Unauthorized Recording

No student shall install or use any device for listening to, observing, recording, photographing, transmitting, or broadcasting any meetings or conversations among members of the Law School community not open to the public without express consent of all persons involved. This provision does not apply to classes, which remain subject to the individual rules of each instructor.

IX. Interference with the Educational Process

The orderly pursuit of legal knowledge is the primary mission of the Law College. Accordingly,

A. No student shall make any threat of physical harm or engage in intimidating conduct with the intent to prevent or materially to hinder: (1) a student from pursuing an education in the College of Law; (2) a faculty member from teaching, engaging in research, or performing institutional duties; or (3) a staff member from performing institutional duties.

B. No student shall steal, deface, hide, or otherwise sabotage another student's books, notes, outlines, papers, or other work products or material.

C. No student shall intentionally:

- (1) give information that is materially false or misleading or contains a material omission to; or
- (2) otherwise materially deceive a faculty member, a member of the law school administration, or a law school committee.

Honor Council Procedures

I. Selection of Council Members

The Honor Council shall consist of eight members: four faculty, three students, and one administrator.

The Dean shall appoint the faculty members and designate one member to serve as the chair and another to serve as vice chair. During the initial selection, two faculty members shall be appointed for two-year terms, and two shall be appointed for a one-year term. Thereafter, appointments shall be for two-year terms.

The Dean shall select student members upon recommendation of the Student Bar Association (SBA). The SBA shall recommend at least five upper level students from whom the Dean shall select three to serve. The other students shall be available to serve as interim members should one of the students have a conflict of interest or otherwise be unable to serve in an individual case. Students shall be appointed for one-year terms. If the SBA fails to recommend students to serve on the Council, the Dean is authorized to appoint the student members at the Dean's discretion.

The administrative member shall be appointed by the Dean.

If a member of the Council has a conflict in any case, either because the member is a witness, party, or complainant, or the member is otherwise unable to render a disinterested decision, the member shall recuse himself or herself and an interim member shall be appointed for that case. The Dean shall appoint a faculty member to replace a faculty member, a member of the administration to replace the administrator and a student, from the list of students previously recommended by the SBA, to replace a student member when

necessary. If no student on the list is eligible to serve, the Dean shall select an upper level student to serve on the committee.

II. Prehearing Procedures

Whenever the Dean, or designated administrative officer is informed that a suspected violation of the Honor Code has occurred, that person shall first make a determination as to whether a probable cause investigation is warranted by conducting a preliminary interview with the complainant and/or accused.

Any complaint of a suspected violation which is brought to the attention of the Dean or designated administrative officer after the spring or fall semester following the semester in which the suspected violation is discovered shall be deemed untimely and shall not be investigated. When meeting with the accused, the student shall be fully informed of his or her rights including the right to retain counsel if there is a full investigation.

Any person having direct knowledge or information concerning a suspected violation of the Honor Code shall report the matter to the designated administrative officer within a reasonable time, after the alleged violation has been discovered.

Within fifteen (15) business days of the report of a suspected violation, the person to whom the report is made shall make a preliminary determination on the facts alleged by the reporting party, whether to proceed with a probable cause investigation.

When an alleged violation of the Honor Code is reported to the Council, a file shall be opened and all documents, records and statements regarding the alleged violation shall be maintained in the file. The administrative member of the Council shall be responsible for maintaining the case files. The files shall be confidential. Prior to a decision by the Honor Council access shall be limited to members of the Council during the time that they are investigating or considering a particular case. If an accused is found to have violated the Honor Code and an appeal is taken, the file may be viewed by any person who is authorized to participate in a determination of the appeal. After an alleged violation has been finally determined, access to the file shall be limited to administrators of the Law School who need information in the file for necessary administrative purposes such as determining the status of the student or deciding whether to recommend the student for admission to the bar.

If there is a determination that a probable cause investigation should be conducted, the administrative member of the Council shall notify the student that an investigation is taking place. The notice of a pending prosecution may include a brief statement of the nature of the charge, if known by the investigators.

The Honor Council Chair shall assign a team of investigators to the case no later than 10 business days, after the decision to investigate has been made. The team shall consist of one faculty member and one student member from the list of students previously recommended by the SBA to serve along with the administrator as investigators of the alleged violation. The rest of the members of the Honor Council shall serve as the Hearing Board for that case. When the chair serves as an investigator, the vice chair shall serve as the chair in all subsequent proceedings related to that case.

The investigators shall gather information about the alleged violation, obtain statements when appropriate, determine if there is sufficient information in support of the alleged violation to justify pursuing the matter and present evidence to the Hearing Board if the case proceeds to a hearing.

If a majority of the investigators determines that there is insufficient information in support of an alleged violation to justify pursuing the matter, the investigators shall inform the chair and the case shall be closed.

The matter may be reopened if additional or related charges are reported to the Honor Council, or if additional information is presented to the investigators. The student will be so informed.

When the investigating team concludes its probable cause inquiry, the designated administrative officer shall meet with the student and informally present the findings of the probable cause investigation.

A. If the accused admits the charges during this interview:

- (1) The administrative officer will consult with the chair of the Honor Council about the range of sanctions, and the proposed sanction(s) in the case.
- (2) If the Honor Council and the accused agree the sanction(s) shall be imposed.
- (3) If the accused admits the violation(s), but does not agree with the sanction(s) the matter shall proceed to a hearing before the Honor Council, for the sole purpose of determining the appropriate penalty.

B. If the accused denies or does not respond to the charge(s) a hearing will be held by the Honor Council.

Upon receipt of notice of a pending prosecution the Chair of the Honor Council shall set a date and time for the hearing on the charges, which shall be no later than 45 days after the decision to prosecute has been made. The accused shall be given at least ten days notice of the hearing.

The presiding officer may conduct a pre-hearing conference with parties to determine issues including the number of witnesses and /or to accept stipulations.

Unless instructed otherwise by the Hearing Board, or presiding officer, investigators shall give a witness list and copies of any statements or exhibits to the accused. This information may be withheld and replaced with a summary if the presiding officer determines that there is reason to believe that the witnesses are likely to be harassed or that the information in the statements is not relevant to the charges. All exculpatory evidence shall be given to the accused.

The prehearing conference and any subsequent hearings in a case shall be recorded on tape. The tape shall be kept with the case file and shall be retained at least until all hearings and appeals of the case have been completed.

III. Hearing Procedures

When a hearing is scheduled, either the accused or the investigators may request the Hearing Board to send a letter asking any person believed to have relevant information about the alleged charge to attend the hearing as a witness. The Hearing Board shall send such letter unless it determines that the witness does not have any relevant information about the matter or that the request is intended for purposes of harassment or delay rather than a fair adjudication of the charges.

Except for statutory privileges, hearings shall not be conducted according to strict rules of courtroom procedure and strict rules of evidence. The Chair of the Hearing Board shall serve as judge and shall rule on any objections to questions or procedures. The Chair shall take care to assure that all parties have a fair chance to present their case, and that all witnesses are treated with respect. The Vice-Chair shall assume the duties of the Chair when the Chair is not present. The hearing may not be set during any period when classes are not in session without the written permission of the accused.

The accused shall have the right to the assistance of any person including a faculty volunteer or retained counsel.

The presiding officer shall have the right to exclude testimony irrelevant to the charges being prosecuted. Where the substance of the proffered testimony is not in dispute, written summaries may be accepted instead of oral testimony.

An investigator may make a brief opening statement setting forth the alleged violations and the essential facts intended to be established at the hearing. The accused may make a brief responsive statement. Generally, the investigators shall call witnesses, introduce exhibits and present written statements first and the accused shall present any defense in response. The Hearing Board may modify the timing of the presentation of the case or calling of witnesses to promote efficiency so long as the accused shall not suffer an unfair disadvantage. The Hearing Board may call witnesses in addition to those called by the investigators and the accused when additional information is needed.

The Hearing Board may conduct the initial questioning of each witness while permitting an investigator and the accused to ask additional questions. Alternatively, the Hearing Board may permit the parties to conduct the initial questioning, and reserve the right to ask questions after the parties complete the examination of each witness. The Chair may disallow questioning that is repetitive, irrelevant, cumulative, or harassing.

Upon completion of the presentation of evidence, an investigator and then the accused may make a brief closing statement.

Upon conclusion of the hearing, the members of the Hearing Board shall meet in closed session. The Hearing Board shall determine whether a violation has been established by clear and convincing evidence and, if so, what penalty should be assessed. Decisions shall be made by majority vote of the members present. The Hearing Board shall prepare a written statement setting forth the reasons for the decision and shall mail a copy to the accused and to the accused's attorney or advisor within ten days of the decision. The Honor Council may establish additional procedures that are consistent with the procedures set forth in these rules.

If an Honor Code investigation or proceeding is pending and the accused is scheduled to graduate, the student's degree may be withheld until completion of the investigation and/or hearing. The Honor Council shall make every effort in such cases to complete the matter before graduation.

IV. Penalties

Upon a finding of a violation of this Code by the Hearing Board, the Board shall determine the penalty to be imposed. The Board shall impose only those penalties provided for in this Code. In determining the appropriate penalty, the Board shall consider the nature and seriousness of the offense, the intent or knowledge of the student committing the violation, the truthfulness of the student charged during the course of the disciplinary proceedings and hearings, any prior record of violations by the student and any factors in mitigation presented by or on behalf of the student.

The penalties that may be imposed for violations of the Code are as follows:

- A. Permanent expulsion from the College of Law;
- B. Suspension from the College of Law for a determinate period of time, not to exceed four years, subject to such terms and conditions as the Board deems appropriate. The Board may require that application for readmission be approved by the Admissions Committee of the College of Law;
- C. Partial or total revocation or suspension of scholarships;
- D. Restriction of access to Law School;
- E. For violations related to course work, penalties may include:
 - 1. Assignment of a failing grade;

2. Change of grade in a course;
3. Withdrawal of Academic Credit or
4. Receiving no credit for the work product, with or without the opportunity to repeat the assignment;
5. Assignment of additional course work or reexamination if the instructor involved agrees;
- F. Imposition of an order of restitution or community service equivalent to such restitution;
- G. Probation for a specified period of time, under terms and conditions determined by the Board, including loss of privileges such as the privilege to run for or serve as an officer or member in any student organization;
- H. Written reprimand.

Except for permanent expulsion and reprimand, the above penalties are not mutually exclusive.

At the close of each academic year the Honor Council may post and/or otherwise publish a summary of its actions for that year which provides, in anonymous fashion, a statement as to each charge brought to the Honor Council, the findings as to that charge, and the penalty for each violation.

Absent extraordinary circumstances, the penalty for cheating on any examination shall be no less than suspension from the College of Law for one semester. Absent extraordinary circumstances, a subsequent violation of the Code shall result in permanent expulsion from the College of Law.

When the Hearing Board determines that a student has violated the Honor Code and has imposed a penalty, the Board shall distribute its decision as follows:

- A. In all cases the Board shall place a copy of the decision in the Honor Council case file and shall send a copy of the decision to the student and the student's attorney or advisor;
- B. In all cases except those in which the penalty is a written reprimand, the Board shall submit a copy of the decision to the Dean of the College of Law and shall submit a copy of the decision to the records officer with instructions to include the decision in the student's file. Where the penalty imposed is permanent expulsion or suspension, the Hearing Board shall also instruct the records officer to include a notation of the action on the student's permanent record card (transcript). Where the penalty is less than permanent expulsion or suspension, the Hearing Board may order that a notation be placed on the student's permanent record card;
- C. The Hearing Board may also transmit a copy of the written statement to other appropriate persons including an instructor if the misconduct involved a course, the librarian if the misconduct involved misuse of library materials, or another student if the misconduct involved a violation of the rights of the student;

Where the penalty imposed is a written reprimand the Hearing Board may limit the notice of the decision to that provided in subsection A above, or the Board may notify the persons designated to receive notices pursuant to subsections B and C above.

V. Appeals

The student may appeal a decision of the Honor Council to the faculty as of right. The faculty may take such action as it deems appropriate including affirming the decision of the Honor Council, reversing the decision, or modifying the penalty assessed.

The faculty shall consider an appeal of a decision of the Honor Council in executive session. The appeal shall not be heard de novo, but shall be a review of the decision below based upon information presented to the faculty by the student or by the Honor Council or by information contained in the case file.

The student and the student's advisor or attorney shall have the right to appear at the faculty meeting, to make a brief statement, not to exceed ten minutes in length, in support of the appeal and to answer any questions raised by members of the faculty.

All faculty members, other than the members of the Honor Council, shall have the right to vote on the appeal. Members of the Honor Council may participate in the deliberations of the faculty prior to voting. Decisions of the faculty shall be by majority.

The standard for determining whether to vote to affirm, reverse, or modify a decision of the Honor Council should be whether the decision was clearly erroneous. The vote of the faculty on appeal from a decision of the Honor Council shall be final.

If the faculty reverses or modifies a decision of the Honor Council, any information contained on the student's permanent record card or the student file shall be corrected.

VI. Time Limits

Time limits stated herein that extend beyond the last day of classes during the Fall semester shall begin again with the first day of classes of the following Spring semester. Time limits stated herein that extend beyond the last day of classes during the Spring semester shall begin again with the first day of classes of the following Fall semester. Alleged violations that occur during the Summer Session will be referred to the Honor Council in the following Fall semester.

Any time limit within this code may be altered for good cause by the chair or vice-chair of the committee.

VII. Emergency Suspensions

In an extreme, dangerous or unusual circumstance the Dean or Dean's designate may suspend any law student pending an investigation. An emergency suspension may be granted when there is probable cause that the student has engaged and/or will continue to engage in intentional conduct that will:

- A. disrupt or interfere with the operation of a class or the law school;
- B. endanger the physical safety of students, faculty or employees of the law school;
- C. inflict emotional distress on faculty, students or employees of the law school.

Before such suspension takes place the Dean or Dean's designate shall make reasonable efforts to interview the accused. At that interview the student will be told that he/she has the right to retain counsel and/or seek advice from his or her representative for the pending hearing.

The suspension may be imposed without a hearing. A written notice of the suspension and the reasons shall be given within 2 business days after the suspension is imposed. An opportunity for an informal hearing shall be given the student as soon as practicable but no later than four business days after the suspension is imposed.

At the informal hearing :

- A. The Chair or Vice Chair will be the hearing officer.
- B. The hearing will be recorded.

- C. The student shall have the right of the assistance of any person, including retained counsel.
- D. The hearing officer may question witnesses who may appear.

Within 24 hours the hearing officer shall make a determination in writing as to whether the suspension should continue. If the hearing officer finds that a return to school would seriously disrupt or interfere with the operation of the law school or a class, or that reinstatement before a full honor code hearing would threaten the safety or wellbeing of students, faculty or employees, the suspension shall continue until complaint proceedings are concluded.

A student suspended under this section shall have the right to an expedited hearing before the Honor Council to be held no later than 10 days after the written findings of the hearing officer.

During the period of suspension the student shall not enter the University campus, except to meet with officials in pre-arranged conference(s) concerning pending procedures.

Should the suspended student be vindicated and as a result of the suspension, classes missed cannot be made up to the satisfaction of the faculty or the absences would violate law school, AALS or ABA rules concerning attendance, such student shall be entitled to a refund for those classes.

VIII. Finality

Once a final decision has been made by the Honor Council, the matter is concluded and cannot be reopened by this committee except for compelling circumstances, a referral from the full faculty, or unless there is new evidence, not reasonably discoverable at the time of the proceedings.

CSU | LAW Policy on Student Complaints Implicating ABA Compliance

A. Reporting a Complaint

Cleveland State University College of Law wishes to hear any student concerns about significant problems that directly implicate the law school's program of legal education and its compliance with the Accreditation Standards of the American Bar Association (ABA). The ABA Accreditation Standards can be accessed online: https://www.americanbar.org/groups/legal_education/resources/standards/

Any student having such a concern should submit a complaint in writing to the Ombudsman of the Student Bar Association (SBA). The complaint should state the facts that form the basis for the complaint and how the matter implicates the law school's program of legal education and its compliance with the ABA standards. The SBA shall submit the complaint to the Associate Dean for Academic and Student Affairs no later than 10 business days after its date of submission by the complainant and shall notify the complainant of the submission. If the complainant has not received notification after 10 business days following submission of the complaint, the complainant may submit the complaint directly to the Associate Dean for Academic and Student Affairs. Please see the SBA Complaint Policy which appears on the next page or can be accessed online: <https://www.law.csuohio.edu/currentstudents/complaints>

B. Resolving the Complaint

When a written complaint has been submitted to the Associate Dean for Academic and Student Affairs accordance with Section A, the Associate Dean for Academic and Student Affairs shall investigate as soon as possible, but in no event later than 20 business days after the submission of the written complaint to the Associate Dean for Academic and Student Affairs. The Associate Dean for Academic and Student Affairs shall attempt to resolve the complaint, if possible, within the 20 business day period. If resolution is not possible, the Associate Dean for Academic and Student Affairs may refer the matter to the appropriate administrator, administrative body, or an administrative official designated by the Dean (the "Dean's designate").

If referral of the complaint is made as referenced above, the administrator, administrative body or Dean's designate shall attempt to resolve the complaint as soon as possible, but in no event later than 20 business days after referral by the Associate Dean for Academic and Student Affairs. Upon completing the investigation of the complaint, the law school shall communicate its findings and, if appropriate, its intended actions to the complainant and the SBA.

C. Appeal Process

If the complainant is dissatisfied with the outcome or resolution, the complainant has the right to appeal the decision to the Dean of the law school. The complainant should submit their appeal in writing in a timely manner to the Dean of the law school, but in no case more than 10 business days after communication to the complainant of the findings of the investigation. The Dean's decision shall be communicated to the complainant and the SBA within 20 business days of the submission of the appeal and the Dean's decision shall be final.

D. Maintaining a Written Record of the Complaint

The law school shall maintain a complete written record of each complaint submitted to the Association Dean for Academic and Student Affairs, which shall contain a statement of the facts and an explanation of how the complaint was investigated and resolved. This record shall be maintained by the law school in a confidential manner for five years from the date of final resolution of the complaint.

E. Protection against Retaliation

The law school prohibits retaliation by a faculty member, administrator, staff employee, or student against any student who makes a complaint under this Policy

CSU | LAW Student Bar Association Policy on Student Complaints **Implicating ABA Compliance**

A. Reporting a Complaint

As the representative body for students of Cleveland State University College of Law, the Student Bar Association (SBA) wishes to know of all complaints students may have that directly implicate the law school's program of legal education and its compliance with the Accreditation Standards of the American Bar Association (ABA). The ABA Accreditation Standards can be accessed online.

https://www.americanbar.org/groups/legal_education/resources/standards/

Any student having such a concern should submit a complaint in writing to the Ombudsman of the Student Bar Association. The complaint should state the facts that form the basis for the complaint and how the matter implicates the law school's program of legal education and its compliance with the ABA standards.

The Ombudsman shall report the student complaint to the SBA Executive Board at the first meeting of the Executive Board after receipt of the student complaint. Regardless of the timing of the Ombudsman's report to the Executive Board, the Ombudsman shall submit the complaint to the Associate Dean for Academic and Student Affairs no later than 10 business days after its date of submission by the complainant and shall notify the complainant of the submission. If the complainant has not received notification after 10 business days following submission of the complaint, the complainant may submit the complaint directly to the Associate Dean for Academic and Student Affairs.

B. Investigation of the Complaint

When a written complaint has been submitted to the Associate Dean for Academic and Student Affairs in accordance with Section A, the SBA Senate may investigate as soon as possible, but in no event later than 20 business days after the submission of the written complaint to the Associate Dean for Academic and Student Affairs.

C. SBA Advocacy for Complainant

The SBA Senate may advocate on behalf of the complainant. If SBA Senate chooses to advocate on behalf of the student, SBA Senate shall have access necessary for effective advocacy to the Associate Dean for Academic and Student Affairs, or the appropriate administrator, administrative body, the Dean, or an administrative official designated by the Dean (the "Dean's designate") to whom the matter be referred. SBA Senate may continue its advocacy on behalf of the complainant during any appeal the complainant may make.

CSU Student Rights and Responsibilities

I. Institutional Equity

Cleveland State University is committed to the principle of equal opportunity in employment and education. No person at the university will be denied opportunity for employment or education or be subject to discrimination in any project, program, or activity because of race, color, religion, national origin, sex, age, genetic information, sexual orientation, gender identity, gender expression, disability, disabled veteran, Vietnam era veteran and/or other protected veteran status. See <https://www.csuohio.edu/institutional-equity/institutional-equity>

Inquiries concerning implementation of this policy and compliance with relevant statutory requirements, including, inter alia, Title VII and Title IX of the Civil Rights Act of 1964 (as amended), Section 504 of the Rehabilitation Act of 1973, and Title II of the Americans with Disabilities Act of 1990, may be made to the Office of Institutional Equity. OIE can be reached by email at OIE@csuohio.edu or by calling 216-687-2223. OIE is located in the Administration Center, Room 236.

Students who wish to seek accommodations under Section 504 of the Rehabilitation Act of 1973 and/or the Americans with Disabilities Act of 1990 must request such accommodations and should contact the Records Office for information or to request accommodations. See also the Disability Services section of this Handbook.

Complaints of discrimination may be addressed through the Student Grievance Procedure outlined <https://www.csuohio.edu/policy-register/student-grievance-procedure>.

II. Sexual Harassment

Sexual harassment is a form of sex discrimination that is legally prohibited by The Ohio Revised Code, Section 4112, and Title VII of The Civil Rights Act of 1964 (as amended). Sexual harassment is contrary to the most fundamental canons of the academic community and violates the special bond of intellectual dependence and trust between students and faculty. It exploits unfairly the power inherent in the relationship between supervisor and subordinate or teacher and student, and it can also occur between persons of the same university status.

It is the policy of Cleveland State University that no member of the law school community shall engage in sexual harassment. Students, faculty and staff members who believe that they have been sexually harassed should seek resolution of the problem through the University's Office of Institutional Equity. See <https://www.csuohio.edu/institutional-equity/institutional-equity>

Sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- submission to such conduct is made either explicitly or implicitly a term or condition of instruction, employment, or participation in any University activity;
- submission to or rejection of such conduct by an individual is used as a basis for evaluation in making decisions affecting instruction, employment, or other University activity; or
- such conduct has the purpose or effect of unreasonably interfering with an individual's academic or work performance or creates an intimidating, hostile or offensive University environment.

In addition, see <https://www.csuohio.edu/sites/default/files/PADHSVR102019final.pdf> for information on the University's Sexual Harassment Policy.

III. Veterans Services

Cleveland State University was voted one of the best colleges in America for veterans by both the Military Times and the Victory Press. Currently, the University certifies over 400 veterans who are using VA benefits, while another 200 are using the National Guard Scholarship or other personal programs. While the [Veteran and Military Student Success Center](#), 216-875-9996, will help you with your transition from military to college and other needs, the financial aid office will help you with the certification process to ensure that you get the benefits that you deserve.

To receive assistance with determining which benefits you may be eligible for or which to utilize, please refer to either [military.com](#) , [www.benefits.va.gov/gibill/](#) (1-888-GIBILL1); or you may contact our VA campus counselor George Ackerman at 216-875-9942 / George.ackerman@va.gov.

To receive assistance with determining which benefits you may be eligible for or which to utilize, please refer to either [military.com](#) , [www.benefits.va.gov/gibill/](#) (1-888-GIBILL1); or you may contact our VA campus counselor George Ackerman at 216-875-9942 / George.ackerman@va.gov.

After you know which chapter (30, 31, 33, 35, or 1606) is best for you, please follow these steps to ensure that your benefits are being processed properly. This procedure is the same whether you are a new benefit user or a transfer student that has used benefits at another institute. ****Never assume that just because you have used your benefits elsewhere, that the CSU certifying representatives know that you are using them at CSU, ensure your own success and follow the below instructions.**

Step 1 – Visit or call the Veteran and Military Student Success Center at 2254 Euclid Avenue Trinity Commons / 216-875-9996 and apply to the University. This can be done on your own or online at the CSU website, however better information about veteran’s benefits, as well as the opportunity to waive the application fee, are found at the [VetSuccess office](#).

Step 2 – Apply for your benefits at <https://www.vets.gov/education/apply/>

Step 3 – Print out the confirmation page and wait for your Letter of Eligibility (LOE) to arrive in the mail.

Step 4 – Gather up your confirmation page (or LOE if it has arrived) and DD-214 (member 4, bottom right-hand corner), then call 216-687-2053, or email vabenefits@csuohio.edu, to speak to a certifying official in order to make an appointment to start your educational benefits.

- Due to personal information policies, in regards to your DD-214, the CSU VA officials will not accept them through email.
- There are other important informational details that will be given to the veteran during this meeting as well including benefit details, timelines, amounts and procedures.

National Guard Scholarship Recipients

All inquiries on majors, applications, joint service transcripts, military credit, transitioning, etc. please contact the VetSuccess Office at 216-875-9996.

****Veterans may consider applying for grants and aid by filling out a FAFSA, see [Loans](#).**

IV. Student Rights Regarding Education Records

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. (An “eligible student” under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution at any age.) These rights include:

1. The right to inspect and review the student’s education records within 45 days after the day Cleveland State University (“CSU”) receives a request for access. A student should submit a written

request that identifies the record(s) the student wishes to inspect to the University Registrar. The Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask CSU to amend a record should submit a written request to the University Registrar, clearly identifying the part of the record the student wants changed, and specify why it should be changed.

If CSU decides not to amend the record as requested, CSU will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before CSU discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

CSU discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official typically includes a person employed by CSU in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary, grievance committee, or in student government positions. A school official also may include a volunteer or contractor outside of CSU who performs an institutional service of function for which CSU would otherwise use its own employees and who is under the direct control of the University with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the University.

Upon request, CSU also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

See below for information regarding the disclosure of student information classified as [directory information](#).

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the CSU to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

V. Student Rights Regarding the Release of Directory Information

In accordance with federal law, the University classifies the following information on students as public information and may make it available to the public:

- Student Name
- Home and mailing addresses
- E-mail address
- Telephone listing
- Major field of study
- Participation in officially recognized activities and sports
- Height and weight of members of athletic teams
- Dates of attendance
- Degrees and awards (honors) earned
- Most recent previous educational institution attended by the student

Students who wish to restrict the release of the foregoing information can do so through [CampusNet](#) (Student tab, **Directory Information**) or by submitting the [Directory Information Restriction Request form](#) at All-in-1, BH 116. This restriction will remain in effect until you request it be removed. However, even if you file such a request, the University will release information as necessary if it is determined that disclosure is permitted by FERPA without prior consent (e.g., response to a subpoena, health or safety emergency, etc.). Please be aware that if a student requests that the foregoing information be withheld, it will be withheld from a variety of sources, including friends, relatives, prospective employers, insurance agencies, honor societies, and the news media. Students should carefully consider the consequences of withholding such information before doing so.

VI. Student Conduct Code

Students at Cleveland State University College of Law of Cleveland State University are subject to the Student Conduct Code of Cleveland State University. Copies of the Student Conduct Code are available online at <https://www.csuohio.edu/policy-register/student-code-conduct>