ACADEMIC POLICIES

A. GRADUATION REQUIREMENTS AND LEARNING OUTCOMES

GRADUATION REQUIREMENTS

1. Satisfactory completion of ninety (90) earned credit-hours

2. Satisfactory completion of the pro bono service requirement. For further details regarding the pro bono service requirement, see Policy D.

3. Satisfactory completion of AWR-Research Assignment

4. Satisfactory completion of AWR-Drafting Assignment

5. Satisfactory completion of six (6) credit-hours of "Experiential Learning."

LEARNING OUTCOMES FOR J.D. PROGRAM

1. Demonstrate understanding of substantive and procedural law.

2. Employ legal analysis, reasoning, and problem-solving.

3. Engage in factual development and legal research.

4. Communicate effectively in both written and oral form.

5. Fulfill professional and ethical responsibilities to clients and the legal system.

6. Use interpersonal skills to participate competently, professionally, and ethically as a member of the legal profession.

7. Engage with legal concepts, policies, and values at a scholarly level.

8. Understand and appropriately cultivate a unique professional identity.

9. Demonstrate competence toward cultural diversity in the legal system.

B. REQUIRED COURSES

The curriculum at Chase College of Law includes several required courses, which all students must complete.

The required courses (**for students entering in 2022**) are the following:

1. Basic Legal Skills (Research) (2 hours)
2. Basic Legal Skills (Writing) I and II (4 hours)
3. Business Organizations (4 hours)
4. Civil Procedure I and II (6 hours)
5. Constitutional Law I and II (6 hours)
6. Contracts I and II (6 hours)
7. Criminal Law (3 hours)
8. Criminal Procedure (3 hours)
9. Evidence (4 hours)
10. Family Law (3 hours)
11. Interviewing, Counseling, and Negotiating (2 hours; evening only)
12. Legal Analysis and Problem Solving (0 hours, but a graduation requirement)
13. Legal Methods I and II (0 hours, but a graduation requirement for day students)
14. Legal Studies I and II (2 hours; evening students only)
15. Professional Responsibility (3 hours)
16. Property I and II (6 hours)
17. Torts I and II (6 hours)
18. UCC – Comprehensive Commercial Law (4 hours); **or** UCC – Sales and Secured Transactions (3 hours)++
19. Wills and Trusts (3 hours)++

**** Students must also complete a minimum of six hours of "experiential learning" (clinics, field placements, simulation classes).**

++ Both UCC and Wills and Trusts are not required for students graduating in 2026 and thereafter; they are required for students graduating up until and including December 2025.

C. Elective Courses and the Calculation of Credit Hours

Elective Courses

All courses that are not required courses are elective courses. Almost all elective courses are graded on an A/F scale. Pass/Fail courses will be identified on each semester's "course notes" that accompany the registration materials.

Calculation of Credit Hours[1]

The American Bar Association standards for accrediting law schools contain a formula for calculating the amount of work that constitutes one credit hour. According to ABA Standard 310(b)(1), "a 'credit hour' is an amount of work that reasonably approximates: (1) not less than one hour of classroom or direct faculty instruction and two hours of out-of-class student work per week for fifteen weeks, or the equivalent amount of work over a different amount of time." As a result, you should be spending the following amount of time per week, at a minimum, for your courses:

1-hour courses should require *at least* three hours (2 outside of class and 1 in class)

2-hour courses should require *at least* six hours (4 outside of class and 2 in class)

3-hour courses should require *at least* nine hours (6 outside of class and 3 in class)

4-hour courses should require *at least* twelve hours (8 outside of class and 4 in class)

* For purposes of this Standard, fifty minutes suffice for one hour of classroom or direct faculty instruction. An "hour" for out-of-class student work is sixty minutes. The fifteen-week period may include one week for a final examination.

[1] The faculty-approved policy regarding ABA Standard 310 is attached as Appendix A.

D. PRO BONO SERVICE REQUIREMENT, ADVANCED WRITING REQUIREMENTS, AND EXPERIENTIAL LEARNING

In addition to completing the course requirements for graduation, students must complete all other Chase College of Law academic requirements, including the pro bono service requirement, the two Advanced Writing Requirements, and the "experiential learning" requirement.

Pro Bono Service Requirement for Students Who Enrolled at the College of Law Starting in May 2021 and Thereafter

As a prerequisite for graduation, all students must complete 30 hours of pro bono service prior to his/her anticipated graduation date. Students will not be certified for graduation until the pro bono requirement is completed. Pro bono service performed by the student must be uncompensated and must be performed at an approved placement site. Pro bono service is service for which a student may not receive academic credit.

The 30 hours of pro bono service must be law-related service. For this purpose, law-related service is service:

1. In public interest or pro bono organizations, or other non-profit organizations;
2. In the public sector (governments, legislatures, and courts); or
3. With private practitioners or law firms where the work is performed at no cost or at a reduced fee on behalf of underrepresented clients (e.g., volunteer lawyer cases).

Further details of this graduation requirement are provided in the Pro Bono Service Program Handbook.

Pro Bono Service Requirement for Students Who Enrolled at the College of Law prior to May 2021

As a prerequisite for graduation, all students must complete 50 hours of pro bono service prior to his/her anticipated graduation date. Students will not be certified for graduation until the pro bono requirement is completed. Pro bono service performed by the student must be uncompensated and must be performed at an approved placement site. Pro bono service is service for which a student may not receive academic credit.

The 50 hours of pro bono service may be provided in a broad range of law-related settings, including charitable, religious, civic, community, governmental, and educational organizations in matters that are designed to address the needs of persons of limited means. All pro bono and community service projects must be pre-approved by the Pro Bono Project Coordinator.

Election to Complete the 30-Hour Requirement (Instead of 50-Hour Requirement)

Students who enrolled at the College of Law prior to May 2021 may elect to be governed by the 30-hour pro bono service graduation requirement applicable to students who first enrolled at the law school in May 2021 and thereafter. Students who make this election may use any pro bono hours previously recorded toward the 30-hour requirement, but only if those hours meet the definition of law-related work as defined by the pro bono policy for students enrolled in the College of Law starting in May 2021 and thereafter.

Further details of this graduation requirement are provided in the Pro Bono Service Program Handbook.

DESCRIPTION OF THE ADVANCED WRITING REQUIREMENTS

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

RESEARCH COMPONENT

Completion of a research paper prepared in conjunction with:

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

LAW REVIEW

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

DRAFTING COMPONENT

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

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

For a student who entered or re-entered Chase in fall of 2022 or thereafter to receive Advanced Writing Requirement certification, the quality of the student's AWR work must be of at least 'B' quality. For a student who entered or re-entered Chase prior to the fall of 2022 to receive Advanced Writing Requirement certification, the quality of the student's AWR work must be of at least 'B-' quality. To meet this requirement, the paper shall demonstrate substantial research and original analysis. AWR-Research papers must be at least 6000 words, inclusive of footnotes.

REQUIREMENTS FOR SATISFACTORY COMPLETION OF THE RESEARCH COMPONENT

The student must notify the supervising professor at the beginning of the term in which he or she will be undertaking the project. To this end, the student should fill out the appropriate form and have the supervising

professor sign the form. Both the student and the professor shall retain a copy. The form shall include a schedule for the submission of the (A) abstract, (B) outline, (C) bibliography, (D) first draft, and (E) final draft. The appropriate form is available on line at the NKU Chase Registrar's web page.

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

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

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

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

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

REQUIREMENTS FOR SATISFACTORY COMPLETION OF THE DRAFTING COMPONENT

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

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

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

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

EXPERIENTIAL LEARNING REQUIREMENT

Students must complete a six-hour "Experiential Learning" requirement. Courses that satisfy this requirement (clinics, externships, simulation courses) will be listed on the course scheduling notes as well.

E. PRIMARY AUTHORITY OF THE PROFESSOR

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

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

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

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

F. SYLLABUS

During or before the first class session for each course, the professor will inform the students of the materials to be covered in that course by written syllabus. The syllabus will also include attendance and class participation policies for that course, the ADA policy, a statement regarding the amount of time a student can expect to commit to the course, as well as statements regarding the course's desired learning outcomes and the methods of assessment. The syllabus will also contain the school's student-evaluation-of-faculty policy. Any changes to the syllabus will be made in writing.

G. STUDENT EVALUATION OF FACULTY

Near the end of every semester or term, students will be asked to complete evaluation forms for each faculty member. A faculty member does not have access to the student evaluations until after he or she has submitted final grades for all courses. Students who complete an evaluation for a particular course (or opt out of doing so within the evaluation instrument) will be rewarded for their participation by having access to their course grade as soon as that grade is submitted by the instructor. Any student who does not complete the course evaluation (or opt out of doing so within the evaluation instrument and during the appropriate evaluation period posted on the schedule page) should expect to incur a delay in access to his or her course grade beyond the close date of the evaluation period. Students who experience extenuating circumstances in evaluating faculty or opting out may file a "Petition to Release Grade Access Restriction," found on the webpage of the Chase Registrar, with the Associate Dean for Academics.

H. CLASS ATTENDANCE POLICY (AND HOW TO ACCESS RECORDED CLASSES)

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

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

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

Some faculty members record their classes. You can access those class recordings through Canvas. Canvas is a learning management system that faculty may use to organize/share information for their classes. Students can access Canvas though any web browser at canvas.nku.edu.

I. RESCHEDULING OF CLASSES / MAKE-UP CLASSES

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

1. The class will be rescheduled at a reasonable time.

2. Attendance at a make-up class shall be taken and recorded as for a regularly scheduled class; however, because rescheduling might create a conflict not of the student's own making, absence from a make-up class shall not be counted toward computing unsatisfactory attendance.

3. Recording of a rescheduled class may be allowed for the benefit of those students who are unable to attend, but such recording will be at the discretion of the professor.

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

J. AUDITING A COURSE

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

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

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

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

K. Transient Study, Visiting at Other Law Schools, and Study Abroad

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

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

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

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

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

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

1. No credit will be given for any grade below a "C" (2.000 on a 4.000 scale), or its equivalent, that is taken at another law school;

2. Pass/fail or similar grades are not accepted; and

3. Grades earned at another law school will not be included in the GPA or in class rank.

L. COURSES OUTSIDE OF LAW SCHOOL

APPLYING OUTSIDE COURSES TOWARD THE J.D. DEGREE

With the prior approval of the Associate Dean for Academics, law students who have completed 30 hours at the Chase College of Law may elect to take up to six hours of courses in departments, colleges, or universities outside of the Chase College of Law and apply those hours toward the J.D. degree.

This policy does not apply to courses students may take at other law schools. Such courses are governed by other Chase College of Law policies.

This policy does not govern students in joint-degree programs. Joint-degree programs are governed by other Chase College of Law policies.

APPROVAL GUIDELINES

The Associate Dean for Academics will normally approve a course that meets the following conditions:

A. The course will contribute to the education or general competency of a lawyer or will provide a perspective that will broaden a student's understanding of the law, a specific legal subject, or law practice.

   1. Students have the burden to demonstrate the course meets the above standard.

   2. Courses in foreign languages are presumed to meet the standard.

   3. Courses approved for a Chase College of Law joint-degree program are presumed to meet the standard.

B. The course must be at the highest level appropriate to the student's level of expertise in the subject.

C. The course must not duplicate a course offered by the College of Law.

D. The course must not repeat a course the student has taken in her undergraduate or graduate career.

COMPLIANCE WITH INSTITUTIONAL RULES

Students must comply with the relevant rules of the department, college, or university at which they take their courses; however, students must complete any grade of "incomplete" or its equivalent within the time frame prescribed by relevant policies of the Chase College of Law.

HOURS TOWARD J.D. DEGREE; GRADE POINT AVERAGE

A student may receive credit-hours toward the J.D. degree for a course taken outside the College of Law only upon successful completion (defined below) of the course.

If a student successfully completes the course, the grade shall be entered on the student's transcript, but shall not be averaged into the student's grade point average.

For the purpose of this policy, "successful completion" means a grade not lower than a "B" (3.000).

APPLICATION TO TAKE A COURSE OUTSIDE OF THE LAW SCHOOL (NON-JOINT-DEGREE STUDENTS)

NAME OF COURSE:

UNIVERSITY OR COLLEGE OFFERING THE COURSE:

SEMESTER STUDENT PLANS TO TAKE COURSE:

OFFICIAL DESCRIPTION OF COURSE (from course catalog if available):

EXPLANATION OF HOW COURSE WILL CONTRIBUTE TO THE EDUCATION OR GENERAL COMPETENCY OF A LAWYER OR PROVIDE A PERSPECTIVE THAT WILL BROADEN THE STUDENT'S UNDERSTANDING OF THE LAW, A SPECIFIC LEGAL SUBJECT, OR LAW PRACTICE:

I CERTIFY THE FOLLOWING:

The course is at the highest level appropriate for my level of expertise in the subject.

The course does not repeat a course I have taken in my undergraduate or graduate career.

Before I begin the course, I will have completed 30 hours toward my J.D. degree.

STUDENT'S NAME (PRINT): _____

STUDENT'S SIGNATURE: _____

DATE: _____

Submit the completed application to the Associate Dean for Academics

M. DISTANCE LEARNING POLICY

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

N. DROPPING SEQUENCED REQUIRED COURSES

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

O. Dropping Non-Sequenced Required Courses and Electives

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

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

P. ADDING A COURSE

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

Q. Changing Course Sections

Students who are pre-assigned and registered in a sequenced, required course may not change to another section without approval of the Associate Dean for Academics.

R. WITHDRAWING FROM COURSES

Withdrawal from all courses or any individual course in a manner inconsistent with the procedures articulated above for dropping a course and without the prior permission of the Associate Dean for Academics will result in the assignment of the grade of "F" for the course(s).

S. COURSE LOADS

FULL-TIME STUDENTS

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

PART-TIME STUDENTS

Part-time students can take no more than 11 credit-hours in the fall and spring semesters except by permission of the Director of Student Affairs and Enrollment Management on a showing of good cause.

OVERLOADS AND UNDERLOADS

A student who wishes to take an overload or an underload must submit a written petition, which may be submitted via e-mail from a student's official NKU email account, to the Director of Student Affairs and Enrollment Management prior to registration or with the student's other registration materials. The Director of Student Affairs and Enrollment Management will approve an overload or underload when it is academically justifiable or where good cause is shown.

GOOD CAUSE

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

SUMMER COURSE LOADS

Typically, part-time students will take between 6-9 credit-hours during the summer.

T. LIMIT ON NON-CLASSROOM HOURS

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

U. Review of Graded Examinations

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

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

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

V. GRADE DISTRIBUTION POLICY

Final grades in Civil Procedure, Contracts, Property, Torts, and BLS-Writing must be based on a mean no higher than 3.000 ("B"). An allocation of grades in any of these courses above a mean of 3.000 will be allowed upon a request for waiver from the rule made to the Associate Dean for Academics. Such a request generally will be granted upon a showing of justification by the professor making the request.

Final grades in all other required courses should be based on a recommended mean no higher than 3.000 ("B").

W. GRADES

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

4.333	A+
4.000	A
3.667	A-
3.333	B+
3.000	B
2.667	B-
2.333	C+
2.000	C
1.667	C-
1.333	D+
1.000	D
0.667	D-
0.000	F
W	Withdrawal
P	Pass
HP	High Pass
CW	Completed Work
CR	Credit
I	Incomplete
NC	No Credit
T	Audit

W (Withdrawal)

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

P (Pass) / HP (High Pass)

The grade of P is given to denote satisfactory performance in a course in which Pass/Fail grading is used in lieu of the normal letter grade. The grade of P does not affect the cumulative GPA. Most courses at the College of Law are graded on the A/F scale. Inter-school competitions and Law Review are examples of some courses graded on a P/F basis. Each semester, the registration course notes will indicate which courses will be graded on a P/F basis. "HP" (High Pass) is available to students in the Field Placement Clinic, Advanced Field Placement Clinic, and the Semester in Practice. A student will receive an HP designation if he/she completes and submits all hours in a timely manner *and* if the field placement supervisor and the field placement professor recommend such a designation.

CR (Credit)

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

I (Incomplete)

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

NC (No Credit)

The notation "NC" is used where a student has completed course work at another law school but earned a grade of less than C, or when a student has completed coursework in another department at NKU, but earned a grade of less than B.

T (Audit)

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

X. GRADING POLICIES FOR BASIC LEGAL SKILLS I AND II

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

In the fall semester for full-time students, BLS-Research carries two (2) credits. At the end of the fall semester, full-time students receive a final grade for BLS-Research. For part-time students (evening), BLS-Research carries two (2) credits (combined) during the fall and spring semesters. The course is completed in the spring semester.

In the fall semester, BLS-Writing carries two (2) credits. In the spring semester, BLS-Writing carries an additional two (2) credits.

Y. ANONYMOUS GRADING

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

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

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

CLINICS AND FIELD PLACEMENTS

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

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

AVAILABLE CLINICS AND FIELD PLACEMENTS

ADVANCED FIELD PLACEMENT

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

CHILDREN'S LAW CENTER CLINIC

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

Chase law students, under the supervision of a Chase professor in collaboration with the CLC's highly-experienced staff attorneys, represent child and youth clients in a variety of matters. Cases may include status offenses, high-conflict custody, education, delinquency, or other child-related matters. The Clinic will

provide students with opportunities to develop the skills necessary to represent clients, focusing on the special skills needed to represent vulnerable children and youth.

CONSTITUTIONAL LITIGATION CLINIC (2 semesters)

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

IRS CHIEF COUNSEL FIELD PLACEMENT

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

KENTUCKY INNOCENCE PROJECT (2 semesters)

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

SMALL BUSINESS AND NONPROFIT LAW CLINIC

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

SEMESTER IN PRACTICE PROGRAM***

The Semester in Practice (SIP) – Externship Program is a field-based external clinic in which students apprentice with lawyers in all areas of practice or in judicial chambers. The SIP provides an opportunity - through observation, participation, practice, and reflection - to improve students' legal knowledge and skills and to inform and expand their vision of what the practice and profession of law can be. The overarching goal of the SIP Program is to provide opportunities for students to develop lawyering skills, learn substantive law, and engage in critical reflection about the legal profession, their legal career, and their priorities and values as lawyers and individuals through supervised field experiences and the contemporaneous seminar.

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

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

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

REQUIREMENTS

SOCP placements may be in governmental offices, non-profit agencies, and for-profit law offices. They are offered only during 12- and 14-week sessions.

Field placements award High Pass/Pass/Fail grades (excluding the classroom component), while the Constitutional Litigation Clinic, the Small Business and Non-profit Clinic, and the Children's Law Clinic award letter grades (A-F). Credits vary depending on the hours worked and/or on the clinic. The Innocence Project is for two credits over each of two semesters (four credits total). The Constitutional Litigation Clinic is for four credits over each of two semesters (eight credits total). The Small Business and Non-profit Clinic is usually for three credits. Each SOCP placement offers a concurrent classroom component. Check the course schedule to find out when each classroom component meets.

HOW TO ENROLL

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

REQUIREMENTS

1. The student must have earned a minimum of 30 law school credits prior to the commencement of any field placement work and must be in good academic standing at the time the field placement is commenced;
2. The student must have satisfactorily completed both BLS-Research and BLS-Writing;
3. The student must be accepted at a pre-approved field placement location (pre-approved placements are listed in Simplicity) or obtain the field placement director's approval before beginning a field placement that has not been pre-approved; and
4. The student must complete all registration enrollment forms required by the field placement director.

REIMBURSEMENT / WORKING WITH CURRENT EMPLOYERS AND/OR FAMILY MEMBERS

Students may receive reimbursement from the placement for reasonable out-of-pocket expenses related to the placement. Also, students might be restricted from working in placements with their employers or with relatives, unless they receive prior approval from Professor Lewis. For compensation rules, see next page.

WHAT TO EXPECT

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

Each student must maintain an activity log of his or her clinical and field placement work and classroom hours. Consistent with the appropriate professional responsibility rules, the activity log shall contain descriptions of assignments and work completed. Students will complete journals, participate in the classroom component, and meet all other requirements set by the professor.

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

COMPENSATED FIELD PLACEMENTS

Students may simultaneously earn academic credit in the field placement clinic, advanced field placement clinic, and/or semester in practice courses while also receiving compensation from the work site, subject to the following requirements:

1. The student must meet in advance with the Field Placement Director prior to enrolling in a field placement course and must disclose the fact that the student intends to receive compensation for the placement;

2. Prior to the commencement of the field placement, the Field Placement Director will communicate with the field placement supervisor regarding the nature of the field placement, the student's educational goals and objectives, and the requirement that the placement exist primarily for the student's education and not the supervisor's organizational needs;

3. The student and the field placement supervisor must execute the required written work contract indicating that the primary purpose of the placement is the student's education and indicating the skills and substantive performance opportunities the student will obtain at the placement;

4. The student may not receive academic credit for work that is non-legal in nature or that is not attorney-level work within the field placement organization (e.g. copying files with no educational purpose, making coffee). In other words, if the student is asked to undertake a non-legal activity for compensation, the student may be paid for the activity but may not report the work on his or her weekly timesheet for the field placement program; and

5. In the event the student is terminated from employment prior to completing his or her field placement hours, the student is responsible for locating and securing a substitute placement, which may or may not provide compensation to the student.

SEMESTER LIMITS ON LIVE-CLIENT COURSES

Beginning in the fall of 2019, a law student may participate in no more than one live-client course during a single semester. If a student wishes to participate in more than one live-client course during a single semester, he or she must contact the Associate Dean for Experiential Learning and the Associate Dean for Academics.

AA. DEAN'S LIST

FULL-TIME STUDENTS

Full-time students who earn a grade point average of 3.150 or higher in any semester in which 12 or more hours (must be non-pass/fail courses) have been earned in the full-time division will be named to the Dean's List, a significant honor at the College of Law.

PART-TIME STUDENTS

P/t students become eligible for the Dean's List only after each summer semester, excluding the first summer.

The grades that count toward the 3.150 required GPA will be those earned during the fall, spring, and summer semesters (combined); and

There must be a minimum of 12 graded hours during the fall-spring-summer calculation period.

For Students Entering in 2022 and Thereafter:

Beginning with the entering class of 2022, students will be named to the Dean's List based on their performance for the current "reporting period" (not cumulative GPA). For full-time students, each fall and spring semester will be its own reporting period. For PT students, a reporting period will end after each summer session and will consist of the fall/spring/summer sessions (and it will include the first summer for summer-start students).

Students must be within the top 30% of their class for the reporting period to be named to the Dean's List. Each student must complete a minimum of twelve graded (non-P/F) hours during the reporting period to be eligible for selection to the Dean's List.

BB. THE COLLEGE OF LAW HAS ADOPTED THE FOLLOWING HONORS DESIGNATIONS

Cum Laude	3.150 - 3.399
Magna Cum Laude	3.400 - 3.649
Summa Cum Laude	3.650 - 4.333

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

For Students Entering in 2022 and Thereafter:

Beginning with the entering class of 2022, graduation honors designations will be based on the following standards:

Summa cum laude	top 5% of graduating class
Magna cum laude	top 15% of graduating class
Cum laude	top 30% of graduating class

*A student who transfers divisions during his/her time at Chase will be ranked with the class with which the student has completed the majority of his/her credits.

*Graduation honors will be determined after the fall semester for purpose of the graduation ceremony and program; final graduation honors will be decided after the final class rankings are determined.

*This change does not affect students from pre-2022 entering classes, who will receive graduation honors based on the scale at the top of this page.

CC. CLASS RANK

Class rank is computed for full-time and part-time divisions separately each fall and spring semester (starting in May 2017, class rank for the evening part-time division will be determined for the first time after the spring semester). Notification will be sent to students of their class rank as soon as possible after the grades for that semester have been recorded.

DD. REQUIRED GRADES AND RE-TAKING COURSES

Students who entered or re-entered Chase in the fall of 2022 and thereafter must achieve a minimum grade of C- or higher in all Required courses. Students who do not meet this requirement must re-take the course. Students who entered or re-entered Chase prior to the fall of 2022 must achieve a D+ or higher in all Required courses. Students who do not meet this requirement must re-take the course.

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

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

EE. Recording of Grades for Required Courses with Minimum Grade Requirements

Grading for Required courses in which a student receives a grade of D or below (or D+ or below starting in August 2022): In cases in which a student is required to re-take a Required course because of a low grade, the grade earned in the original course will remain on the student's transcript, but it will be replaced by the grade earned in the retake course for purposes of calculating the student's Required GPA (used to determine academic standing). Both grades (the average) will be used for purposes of calculating the student's Overall GPA. The student will not, however, receive "earned" credit-hours both times he takes the course.

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

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

In P/F Elective courses, the grade of F is included in the calculation of the GPA for all courses, but the credit-hours assigned to that course do not count toward the 90 hours required for graduation.

GG. RE-TAKING COURSES - IN GENERAL

Typically, a student may not re-take a course unless required to do so in required courses for which there are minimum grade requirements.

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

Credit-hours for courses in which grades of D, D-, and F (and D+ starting in August 2022 and thereafter) are earned will count for other purposes such as residency and tuition.

HH. ACADEMIC STANDING POLICIES (FOR STUDENTS WHO STARTED AT THE COLLEGE OF LAW BEFORE MAY 2017)

MINIMUM GRADE POINT AVERAGES REQUIRED FOR GRADUATION

In order to graduate from the College of Law, a student must have a cumulative grade point average (GPA) of at least 2.000 in all courses (Required, Core, and Elective) and a cumulative GPA of at least 2.000 in Required and Core courses.

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

ACADEMIC WARNING

Academic Warning is notice to the student that a GPA deficiency must be corrected and raised to at least a 2.000 by the end of the immediately subsequent regular semester (summer terms are excluded). A student who is on Academic Warning has a probationary status under which he or she must meet both GPA requirements in all subsequent semesters and/or must meet the terms of his or her reinstatement. Failure to do so will result in dismissal.

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

DISMISSAL

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

FIRST-YEAR STUDENTS: GRADE POINT AVERAGE REQUIREMENTS

FIRST-YEAR STUDENTS IN FULL-TIME DIVISION

A first-year student enrolled in the full-time division whose GPA at the end of the fall semester of the first academic year is lower than 2.000 but at least 1.850 will be placed on academic warning.

A first-year student enrolled in the full-time division whose cumulative GPA at the end of the fall semester of the first academic year is lower than 1.850 will be dismissed.

FIRST-YEAR STUDENTS IN THE PART-TIME DIVISION

A first-year student enrolled in the part-time division whose cumulative GPA at the end of spring semester of the first academic year is lower than 2.000 but at least 1.850 will be placed on Academic Warning.

A first-year student enrolled in the part-time division whose cumulative GPA at the end of spring semester of the first academic year is lower than 1.850 will be dismissed.

UPPER-LEVEL STUDENTS: TWO MINIMUM GPA REQUIREMENTS / WARNINGS AND DISMISSALS

Upper-level students (non-1L students) must maintain in every semester a cumulative GPA of 2.000 in all courses (Required, Core, and Elective) and a cumulative GPA of 2.000 in Required and Core courses.

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

A student in any division who is placed on Academic Warning who does not raise the deficient GPA to a 2.000 by the end of the immediately subsequent regular semester (non-summer) will be dismissed.

EXTRAORDINARY RELIEF FROM DISMISSAL

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

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

The Academic Standing Committee hears and decides all petitions seeking Extraordinary Relief.

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

IMMEDIATE REINSTATEMENT

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

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

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

REAPPLICATION

If a student is dismissed for academic reasons, he or she is eligible to reapply to the College of Law for admission to the next entering class.

STANDARDS FOR EXTRAORDINARY RELIEF

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

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

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

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

For a student seeking Immediate Reinstatement, the Committee will grant a student's petition only if the Committee decides that the student has a realistic likelihood of raising the student's cumulative GPA, as well as the student's Core and Required GPA, to 2.000 at the end of the semester in which the student is to be reinstated.

PETITION PROCEDURES

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

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

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

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

HEARING

A student who requests a hearing will be informed of:

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

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

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

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

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

DECISION

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

LIMITATION ON PROCEDURE AND REMEDIES

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

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

ACADEMIC STANDING POLICIES (FOR STUDENTS WHO STARTED BETWEEN MAY 2017 AND AUGUST 2021)

MINIMUM GRADE POINT AVERAGES REQUIRED FOR GRADUATION

In order to graduate from the College of Law, a student must have a cumulative grade point average (GPA) of at least 2.150 in Required, Core and Elective courses and a cumulative GPA of at least 2.150 in Required and Core courses. ***For students who started in May 2018 or thereafter, the two GPA calculations are (1) overall GPA, and (2) Required GPA (there are no "core" courses for students entering May 2018 and thereafter).***

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

ACADEMIC WARNING

Academic Warning is notice to the student that a GPA deficiency must be corrected and raised to at least a 2.150 by the end of the immediately following regular semester (not including a summer term). In addition, a student who is on Academic Warning is on continuous probationary status under which he or she must meet both GPA requirements in all subsequent semesters and must meet any additional the terms of his or her reinstatement. Failure to do so will result in dismissal.

A student placed on Academic Warning must register for and successfully complete the Effective Legal Analysis program offered during the immediately following semester. Completion of this program is a graduation requirement, although no course credit will be awarded for the program.

DISMISSAL

Academic Dismissal ends the student's relationship with the law school; the student may no longer continue his or her law study at the College of Law.

FULL-TIME DIVISION STUDENTS – GRADE POINT REQUIREMENTS

FIRST-YEAR STUDENTS

A first-year student enrolled in the full-time division whose GPA at the end of the fall semester of the first academic year is lower than 1.850 will be dismissed.

A first-year student enrolled in the full-time division whose GPA at the end of either the fall or spring semester of the first academic year is lower than 2.150 but at least 1.850 must register for and successfully complete the Effective Legal Analysis program.

A first-year student enrolled in the full-time division whose cumulative GPA at the end of the spring semester of the first academic year is lower than 2.150 will be placed on Academic Warning. A full-time student who is placed on Academic Warning who does not raise the deficient cumulative GPA to a 2.150 by the end of the immediately following semester (not including a summer term) will be dismissed.

UPPER-LEVEL STUDENTS

Upper-level full-time students (non-1L students) must maintain in every semester a cumulative GPA of 2.150 in all Required, Core and Elective courses and a cumulative GPA of 2.150 in Required and Core courses. An upper-level full-time student who fails to maintain either of the required cumulative GPAs in any semester will be placed on Academic Warning. ***For students who started in May 2018 or thereafter, the two GPA calculations are (1) overall GPA, and (2) Required GPA (there are no core courses for students entering May 2018 and thereafter).***

An upper-level full-time student who is placed on Academic Warning who does not raise the deficient cumulative GPA to a 2.150 by the end of the immediately following semester (not including a summer term) will be dismissed.

An upper-level full-time student who was placed on Academic Warning in a previous semester and who fails to maintain either of the required cumulative GPAs in any subsequent semester will be dismissed.

PART-TIME DIVISION STUDENTS – GRADE POINT REQUIREMENTS

FIRST-YEAR STUDENTS

A first-year student enrolled in the part-time division whose cumulative GPA at the end of spring semester of the first academic year is lower than 1.850 will be dismissed.

A first-year student enrolled in the part-time division whose cumulative GPA at the end of spring semester of the first academic year is lower than 2.150 but at least 1.850 must register for and successfully complete the Effective Legal Analysis program in the immediately following semester.

UPPER-LEVEL STUDENTS

A student enrolled in the part-time division whose cumulative GPA after 29 credit hours is lower than 2.150 will be placed on Academic Warning.

An upper-level part-time student (defined for these purposes as a part-time student with more than 29 credit hours) must maintain a cumulative GPA of 2.150 in Required, Core, and Elective courses and a cumulative GPA of 2.150 in Required and Core courses. An upper-level student who fails to maintain either of the required cumulative GPAs of 2.150 will be placed on Academic Warning. ***For students who started in May 2018 or thereafter, the two GPA calculations are (1) overall GPA, and (2) Required GPA (there are no core courses for students entering May 2018 and thereafter).***

A part-time student who is placed on Academic Warning who does not raise the deficient GPA to a 2.150 by the end of the immediately following semester (not including a summer term) will be dismissed.

A part-time student who was placed on Academic Warning in a previous semester and who fails to maintain either of the required GPAs in any subsequent semester will be dismissed.

EXTRAORDINARY RELIEF FROM DISMISSAL

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

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

The Academic Standing Committee hears and decides all petitions seeking Extraordinary Relief.

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

IMMEDIATE REINSTATEMENT

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

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

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

REAPPLICATION

If a student is dismissed for academic reasons, he or she is eligible to reapply to the College of Law for admission to the next entering class.

STANDARDS FOR EXTRAORDINARY RELIEF

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

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

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

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

For a student seeking Immediate Reinstatement, the Committee will grant a student's petition only if the Committee decides that the student has a realistic likelihood of raising the student's cumulative GPA, as well as the student's Core and Required GPA, to 2.150 at the end of the semester in which the student is to be reinstated. ***For students who started in May 2018 or thereafter, the two GPA calculations are (1) overall GPA, and (2) Required GPA (there are no core courses for students entering May 2018 and thereafter).***

PETITION PROCEDURES

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

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

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

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

HEARING

A student who requests a hearing will be informed of:

- The time and date for meeting with the committee for a fifteen (15) minute oral hearing;
- The student's right to be accompanied at such a hearing by an advisor of his/her choice, without cost to the University; and
- The student's right to file with the Dean of the College of Law a written motion to strike a member of the Academic Standing Committee containing specific reasons. If the Dean grants that motion, the Dean will appoint one of the alternate members of the committee to hear the petition.

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

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

DECISION

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

LIMITATION ON PROCEDURE AND REMEDIES

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

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

Academic Standing Policies For Students Who Started in August 2022 and Thereafter:

MINIMUM GRADE POINT AVERAGES REQUIRED FOR GRADUATION

In order to graduate from the College of Law, a student must have a cumulative grade point average (GPA) of at least 2.450 in Required and Elective courses and a cumulative GPA of at least 2.450 in Required courses. Students who do not make satisfactory progress toward achieving those minimum GPA requirements are subject to academic actions including Academic Warning or Dismissal.

ACADEMIC WARNING

Academic Warning is notice to the student that a GPA deficiency must be corrected and raised to at least a 2.450 by the end of the immediately following regular semester (not including a summer term). In addition, a student who is on Academic Warning is on continuous probationary status under which he or she must meet both GPA requirements in all subsequent semesters and must meet any additional the terms of his or her reinstatement. Failure to do so will result in dismissal.

A student placed on Academic Warning must register for and successfully complete the Effective Legal Analysis program offered during the immediately following semester. Completion of this program is a graduation requirement, although no course credit will be awarded for the program.

DISMISSAL

Academic Dismissal ends the student's relationship with the law school; the student may no longer continue his or her law study at the College of Law.

FULL-TIME DIVISION STUDENTS – GRADE POINT REQUIREMENTS

FIRST-YEAR STUDENTS

A first-year student enrolled in the full-time division whose GPA at the end of the fall semester of the first academic year is lower than 2.200 will be dismissed. A first-year student enrolled in the full-time division whose GPA at the end of either the fall or spring semester of the first academic year is lower than 2.450 but at least 2.200 must register for and successfully complete the Effective Legal Analysis program.

A first-year student enrolled in the full-time division whose cumulative GPA at the end of the spring semester of the first academic year is lower than 2.450 will be placed on Academic Warning. A full-time student who is placed on Academic Warning who does not raise the deficient cumulative GPA to a 2.450 by the end of the immediately following semester (not including a summer term) will be dismissed.

UPPER-LEVEL STUDENTS

Upper-level full-time students (non-1L students) must maintain in every semester a cumulative GPA of 2.450 in all Required and Elective courses (combined) and a cumulative GPA of 2.450 in all Required courses. An upper-level full-time student who fails to maintain either of the required cumulative GPAs in any semester will be placed on Academic Warning. An upper-level full-time student who is placed on Academic Warning who does not raise the deficient cumulative GPA to a 2.450 by the end of the immediately following semester (not including a summer term) will be dismissed. An upper-level full-time student who was placed on Academic Warning in a previous semester and who fails to maintain either of the required cumulative GPAs in any subsequent semester will be dismissed.

PART-TIME DIVISION STUDENTS – GRADE POINT REQUIREMENTS

FIRST-YEAR STUDENTS

A first-year student enrolled in the part-time division whose cumulative GPA at the end of spring semester of the first academic year is lower than 2.200 will be dismissed.

A first-year student enrolled in the part-time division whose cumulative GPA at the end of spring semester of the first academic year is lower than 2.450 but at least 2.200 must register for and successfully complete the Effective Legal Analysis program in the immediately following semester.

UPPER-LEVEL STUDENTS

A student enrolled in the part-time division whose cumulative GPA after 29 credit hours is lower than 2.450 will be placed on Academic Warning.

An upper-level part-time student (defined for these purposes as a part-time student with more than 29 credit hours) must maintain a cumulative GPA of 2.450 in Required and Elective courses (combined) and a cumulative GPA of 2.450 in Required courses. An upper-level student who fails to maintain either of the required cumulative GPAs of 2.450 will be placed on Academic Warning.

A part-time student who is placed on Academic Warning who does not raise the deficient GPA to a 2.450 by the end of the immediately following semester (not including a summer term) will be dismissed.

A part-time student who was placed on Academic Warning in a previous semester and who fails to maintain either of the required GPAs in any subsequent semester will be dismissed.

EXTRAORDINARY RELIEF FROM DISMISSAL

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

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

The Academic Standing Committee hears and decides all petitions seeking Extraordinary Relief.

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

IMMEDIATE REINSTATEMENT

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

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

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

REAPPLICATION

If a student is dismissed for academic reasons, he or she is eligible to reapply to the College of Law for admission to the next entering class.

STANDARDS FOR EXTRAORDINARY RELIEF

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

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

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

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

For a student seeking Immediate Reinstatement, the Committee will grant a student's petition only if the Committee decides that the student has a realistic likelihood of raising the student's cumulative GPA, as well as the student's Core and Required GPA, to 2.450 at the end of the semester in which the student is to be reinstated. ***For students who started in May 2018 or thereafter, the two GPA calculations are (1) overall GPA, and (2) Required GPA (there are no core courses for students entering May 2018 and thereafter).***

PETITION PROCEDURES

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

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

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

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

HEARING

A student who requests a hearing will be informed of:

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

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

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

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

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

DECISION

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

LIMITATION ON PROCEDURE AND REMEDIES

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

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

II. JOINT JD/MBA (MASTER OF BUSINESS ADMINISTRATION) DEGREE PROGRAM[2]

NKU Chase College of Law and the Haile / U.S. Bank College of Business offer a joint JD/MBA degree. The following describes the current JD/MBA program. However, inasmuch as the requirements of the program change from time to time, students should confirm all requirements with the Associate Dean for Academics at the College of Law and with the Director of the MBA program at the Haile / U.S. Bank College of Business.

A student entering the joint JD/MBA program is required to complete 108 semester credit hours, consisting of 81 hours in the College of Law and at least 27 hours in the College of Business. If the same student were to complete each degree separately, he or she would be required to take 90 credit hours in law and 33 credit hours in business. Thus, the joint degree program allows the student to take 9 fewer law credit hours and 6 fewer business credit hours, and to complete the joint degree program in significantly less time.

BUSINESS CURRICULUM

The curriculum for the business portion of the JD/MBA degree can be found at the following link:
http://inside.nku.edu/cob/departments/gradstudies/mba/curriculum.html

LAW CURRICULUM

All students in the JD/MBA program must satisfy the following requirements:

Required
Basic Legal Skills - Research (2 credits)
Basic Legal Skills - Writing (4 credits)
Business Organizations (4 credits)
Civil Procedure I and II (6 credits)
Constitutional Law I and II (6 credits)
Contracts I and II (6 credits)
Criminal Law (3 credits)
Criminal Procedure (3 credits)
Evidence (4 credits)
Legal Analysis and Problem Solving (0 credits)
Professional Responsibility (3 credits)
Property I and II (6 credits)
Torts I and II (6 credits)
UCC – Comprehensive Commercial Law (4 credits)

Elective (students must take a minimum of 12 credits from this list)
Administrative Law (3 credits)
Employment Discrimination Law (3 credits)
Mergers & Acquisitions (3 credits)
Tax-Basic Income Tax Concepts (3 credits)
Securities Regulation (3 credits)
Start-ups and Venture Capital Law (3 credits)
Tax: Business Organizations and Business Planning (3 credits)

[2] As both schools' curricula are subject to change, so too are the requirements for this joint-degree program. If you have questions about this program, please consult with the Associate Dean for Academics when planning your schedule.

ELECTIVE COURSES

The additional hours needed to fulfill the total of 81 law school hours will be taken from other courses offered by the College of Law.

ADVANCED WRITING REQUIREMENTS

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

EXPERIENTIAL LEARNING

Every student must pass at least six credit hours of experiential learning beyond the required curriculum. A list of courses that satisfy this requirement is located in the course notes provided during registration.

ADDITIONAL INFORMATION AND REQUIREMENTS

Students in the joint-degree program are required to take their first year of law school before starting with MBA courses. Thereafter, students will take a combination of law and business courses.

Students in the joint-degree program can apply no more than 4 non-classroom hours to the 81 hours needed to fulfill the law hours in the joint degree program.

MINIMUM LAW SCHOOL GRADE POINT AVERAGE

Students in the joint degree program must maintain at least a 2.500 cumulative grade point average in all law courses after their first year of full-time study and thereafter. Students who do not maintain this GPA will not be permitted to participate in the joint degree program but will be permitted to complete the law degree consistent with academic policies, standards, and requirements applicable to all other law students. The law GPA will be reviewed at the end of each fall and spring semester.

** Students starting in 2022 or thereafter must maintain at least a 2.750 cumulative grade point average in all law courses after their first year of full-time study and thereafter.

**** As course schedules and student preferences will vary, students should work with the Associate Dean for Academics at the Law School and the MBA Director at the Business School to chart their specific course through the program.

JJ. COURSE SELECTION IN LAW SCHOOL

Chase faculty and deans are frequently asked by both prospective and current law students for recommendations about selecting courses from among the many offerings in the catalog. The student sometimes has in mind an area of law or a specialty in which he or she would like to practice, although many come to law school with no such plans, and many change their plans after beginning their course of study. Because the J.D. program is intended to provide a general preparation for the practice of law, a frequent recommendation is that the student leaves specialization for an LL.M. program or experience in practice. However, some general observations about course selection can be offered for anyone who already has an idea about the type of area or practice that he or she wants to have after graduation. These observations may also assist the student who has not yet decided on a career path to make a more informed decision.
Any Chase faculty member or dean will be happy to discuss with you your plans for law study and practice. Further information about courses and programs at Chase may be found in the Chase Catalog, in the other sections of this Student Handbook, in the registration materials distributed each semester, the NKU-Chase Website, and on reserve in the Chase Law Library.

****Please note: The sample schedules set forth on the pages that follow are subject to change. As the law school curriculum changes, the order in which the students take courses might also change. Please check the course schedule each semester, along with the course notes and the information contained in the registration instructions, to determine which courses you must take (and when you must take them).**

A. FULL-TIME STUDENTS

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

Fall		**Spring**	
LAPS	0		
BLS – Research	2		
BLS – Writing I	2	BLS – Writing II	2
Civil Procedure I	3	Civil Procedure II	3
Contracts I	3	Contracts II	3
Torts I	3	Torts II	3
Property I	3	Property II	3

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

Fall		**Spring**	
Evidence	4		
Criminal Law	3		
Constitutional Law I	3	Constitutional Law II	3

In addition to the Required courses that must be taken in sequence, full-time students must also complete the following Required courses prior to graduation: Business Organizations, Criminal Procedure, Family Law, Professional Responsibility.

UCC (either UCC option), and Wills and Trusts are not required for students graduating in 2026 and thereafter; they are required for students graduating up until and including December 2025.

B. PART-TIME STUDENTS

Although there might be some modifications to this schedule, the schedule below is ***typical*** of what most part-time evening students' schedules will look like. Also, because some students will start in May and some will start in August, there will be some variations in the students' schedules. Finally, because some students took course overloads, the schedule below might not be identical to what all part-time evening students' schedules will look like.

<table>
<tr><td>1 SUMMER (12 WEEKS)</td><td>1 FALL (14 WEEKS)</td><td>1 SPRING (14 WEEKS)</td></tr>
<tr><td rowspan="2">Contracts or Property/LAPS (6 hrs)++</td><td>Legal Writing I (2 hrs)
Torts I (3 hrs)
Legal Studies I (1 hr)</td><td>Legal Writing II (2 hrs)
Torts II (3 hrs)
Legal Studies II (1 hr)</td></tr>
<tr><td colspan="2">28-WEEK (WEEKEND)+</td></tr>
<tr><td></td><td colspan="2">Legal Research (2 hrs)</td></tr>
<tr><td>2 SUMMER (12 WEEKS)</td><td>2 FALL (14 WEEKS)</td><td>2 SPRING (14 WEEKS)</td></tr>
<tr><td>Contracts or Property (6 hrs)++</td><td>Civil Procedure I (3 hrs)
Criminal Law (3 hrs)</td><td>Civil Procedure II (3 hrs)
Criminal Procedure (3 hrs)</td></tr>
<tr><td rowspan="2">SEE NEXT PAGE FOR
3L AND 4L YEARS</td><td colspan="2">28-WEEK (WEEKEND)+</td></tr>
<tr><td colspan="2">A simulation course (2 hrs) will be offered in this slot. For example "Interviewing, Counseling, and Negotiation" or "Mediation."</td></tr>
</table>

+ In order to achieve 1500 minutes, students will be required to come in for some Saturdays each semester (excluding summer semester).

++ During the 12-week summer semester, there will be some Saturday classes and perhaps an on-line component.

3 SUMMER (12 WEEKS)	**3 FALL** (14 WEEKS)	**3 SPRING** (14 WEEKS)
Family Law and/or Professional Responsibility (3 hrs each) **OR** **Property** (6 hrs)	**Constitutional Law I** (3 hrs) **Business Orgs.** (4 hrs)***	**Constitutional Law II** (3 hrs) **Evidence (4 hrs)***
	28-WEEK (ON-LINE OR CLINIC OR EXTERNSHIP) MUST TAKE 6-9 CREDITS	
	Online course offering and/or **Independent Research** and/or **Clinic/Externship** and/or **Law Review** and/or **Student Competition Team**	
4 SUMMER (12 WEEKS)	**4 FALL** (14 WEEKS)	**4 SPRING** (14 WEEKS)
Family Law and/or Professional Responsibility (3 hrs each) **Required/Elective** (3 hrs)	**UCC Course** (4 or 3 hrs)***++§§ **Wills & Trusts** (3 hrs) §§	**Remedies** (3 hrs) **Foundations Review** (3 hrs)
	28-WEEK (ON-LINE OR CLINIC OR EXTERNSHIP) MUST TAKE 6-9 CREDITS	
	Online course offering and/or **Independent Research** and/or **Clinic/Externship** and/or **Law Review** and/or **Student Competition Team**	

*** 4-credit courses will contain either a light online hybrid component, or they will require some additional class sessions throughout the semester (most likely on Saturdays).

++ Students can take either UCC: Sales and Secured Transactions (3 hours) or UCC: Comprehensive Commercial Law (4 hours). These will be offered alternate years in the fall. Evening students can "swap" the UCC course with the Business Organizations course in order to take the UCC course they desire. Students must, however, take Business Organizations and one UCC course.

§§ UCC (either UCC option), and Wills and Trusts are not required for students graduating in 2026 and thereafter; they are required for students graduating up until and including December 2025.

KK. COURSE SELECTION

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

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

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

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

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

Course	**Annually**	**Freq'ly**	**Occ'ly**
Administrative Law	X		
Advanced Criminal Law – Habeas			X
Advanced Criminal Law – Sentencing			X
Advanced Field Placement Clinic	X		
Advanced Small Business Clinic	X		
Advanced Torts		X	
Applied Ethics			X
Bankruptcy		X	
Broadcast/Telecommunications/Internet Law			X

Business Basics for Lawyers		X	
Children's Law Clinic	X		
Civil "Writes" – Persuasive Advocacy			X
Client Counseling Competition			X
Climate Change & the Law		X	
Conflict of Laws			X
Constitutional Conventions			X
Constitutional Litigation Clinic	X		
Contract Drafting		X	
Crimes Against Justice			X
Criminal Adjudication		X	
Criminal Litigation		X	
Death Penalty Seminar		X	
Digital Commerce and the Law		X	
Digital Crimes and Torts		X	
Digital Forensics and the Law			X
Digital Privacy and Security		X	
Domestic Violence Law Seminar			X
E-Discovery	X		
Effective Legal Analysis	X		
Elder Law			X
Emerging Technologies and the Law I		X	
Emerging Technologies and the Law II		X	
Employee Benefits Litigation		X	
Employment Discrimination		X	
Employment Law		X	
Energy & Environmental Law: Renewables		X	
Environmental Aspects of Business Transactions		X	

Environmental Law		X	
Essential Quantitative Skills for Lawyers	X		
Estate Planning			X
Field Placement Clinic	X		
Field Placement Seminar	X		
Foundations Review	X		
Gaming Law			X
Immigration Law			X
Information & Data Privacy		X	
Insurance Law	X		
Intellectual Property and Other Intangible Rights: Drafting and Negotiating Strategies	X		
Intellectual Property Survey		X	
International Law		X	
Interschool Competition (Moot Court)	X		
Interviewing, Counseling and Negotiating	X		
Juvenile Law		X	
Kentucky Innocence Project	X		
Labor Law			X
Law for Digital Entrepreneurs		X	
Law for Entrepreneurs		X	
Law of Healthcare		X	
Law Practice Management		X	
Law Review	X		
Law, Technology and Entrepreneurship		X	
Legal Analysis and Problem Solving	X		
Legal Boundaries in the Digital Age		X	
Legal Drafting – Litigation	X		

Legal Studies	X		
Legislation and Statutory Interpretation			X
Lincoln's Constitution			X
Marketing for Lawyers		X	
Mediation	X		
Mental Health Law			X
Mergers & Acquisitions			X
Modern Real Estate Transactions		X	
National Security Law		X	
Natural Resources Law		X	
Patent Law		X	
Patent Prosecution			X
Poverty Law		X	
Pretrial Litigation	X		
Regulation of Banks and Financial Institutions			X
Remote Representation		X	
Securities Regulation		X	
Semester in Practice	X		
Sexual Identity and the Law			X
Sixth Circuit Clinic		X	
Small Business Non-Profit Trans. Law Clinic	X		
Sports Law		X	
Start Ups & Venture Capital Law		X	
Supervised Independent Study	X		
Supreme Court Seminar	X		
Tax: Advanced Income Tax Concepts			X
Tax: Business Organizations and Business Planning		X	
Tax: Federal Income Taxation	X		

Tax: IRS Legal Counsel Externship		X	
Trial Advocacy	X		
Trial Advocacy Competition	X		
Voir Dire Strategies			X
Witness Preparation			X
Women and the Law		X	
Workers Compensation		X	
Writing Judicial Opinions			X

COURSE SELECTION GUIDE (RECOMMENDED COURSES FOR VARIOUS AREAS OF SPECIALIZATION)

CONSTITUTIONAL LAW

Administrative Law

Constitutional Litigation Clinic

Death Penalty Seminar

Legislation and Statutory Interpretation

Supreme Court Seminar

CORPORATE / TRANSACTIONAL LAW

Business Organizations

Bankruptcy

Business Basics for Lawyers

Capstone Course (Start-ups and V.C. Law)

Contract Drafting

Insurance Law

I.P. Survey

Mergers and Acquisitions

Securities Regulation

Small Business Clinic (or similar field placement)

Tax: Business Organizations and Business Planning

Tax: Federal Income Taxation

UCC – Comprehensive Commercial Law

CRIMINAL LAW

Advanced Criminal Law - Habeas

Advanced Criminal Law - Sentencing

Constitutional Litigation Clinic

Criminal Litigation

Deposition Strategies / Witness Preparation

Field placements with local public defenders and prosecutors

Juvenile Law

Kentucky Innocence Project

Trial Advocacy

Voir Dire Strategies

EMPLOYMENT / LABOR LAW

E-Discovery

Employee Benefits

Employment Discrimination

Employment Law

Labor Law

Mediation

ENVIRONMENTAL LAW

Climate Change and the Law

Environmental Aspects of Business Transactions

Environmental Law

Environmental Law - Renewables

Natural Resources Law

FAMILY LAW

Children's Law Center Clinic

Domestic Violence Seminar

Elder Law

Estate Planning

Interviewing, Counseling, and Negotiating

Juvenile Law

Mediation

Wills & Trusts

GENERAL LITIGATION

Deposition Strategies

E-Discovery

Legal Drafting – Litigation

Mediation

Pre-trial Litigation

Trial Advocacy; Voir Dire Strategies; Witness Preparation

INTELLECTUAL PROPERTY LAW

Broadcast/Telecomm./Internet Law

Copyright and Trademark Law

Drafting and Negotiating I.P. Licenses

I.P. Survey

Information Privacy Law

Patent Law

Patent Prosecution

INTERNATIONAL LAW

International Criminal Law

International Law

National Security Law

MILITARY LAW

At least one of: Trial Advocacy / Voir Dire / trial strategy course or related externship

International Law

National Security Law

Tax: Federal Income Taxation

Wills & Trusts

PUBLIC INTEREST

Children's Law Center Clinic

Constitutional Litigation Clinic

Elder Law

Juvenile Law

Mediation

SMALL / GENERAL CIVIL PRACTICE LAW FIRM

Administrative Law

Bankruptcy

Contract Drafting

Deposition Strategies

E-Discovery

Elder Law

Employment Law

Estate Planning

Immigration Law

Law Practice Management

Legal Drafting

Pre-trial Litigation

Tax: Federal Income Taxation

Wills & Trusts

TAX LITIGATION

Tax-Advanced Income Tax Concepts

Tax-Federal Income Taxation

Tax-IRS Externship

Tax Litigation

Tax Moot Court

Taxation of Business Entities

Trial Advocacy

TAX PLANNING – INDIVIDUAL

Elder Law

Estate Planning

Tax-Advanced Income Tax Concepts

Tax-Federal Income Taxation

Wills + Trusts

TAX PLANNING – TRANSACTIONAL (BUSINESS)

Business Organizations

Business Basics for Lawyers

Tax-Advanced Income Tax Concepts

Tax-Federal Income Taxation

Taxation of Business Entities

TORT LAW

Administrative Law

Advanced Torts

Any course related to medical field

Any practice course such as Witness Preparation, Pre-trial Litigation, Voir Dire, etc.

Any skills course such as Interviewing, Mediation, etc.

Courses related to immunities of governmental entities and governmental employees

The chart below shows in which semester (fall or spring) certain Required courses are **likely** to be offered in each division (full-time and part-time). The chart also shows, in relation to the summer term, whether the courses are offered frequently, occasionally, or rarely. This chart is not definitive; typically, the registration instructions will indicate which courses will be offered during the day/night for the current and subsequent semester.

Course	Fall	Spring	Summer
Business Organizations	Evening	Day	N/A
Criminal Procedure	Day	Evening	N/A
Evidence	Day	Evening	N/A
Family Law	N/A	Day	Usually
Prof. Responsibility	Day	N/A	Usually
UCC (alternating 4-credit and 3-credit courses are offered each year)+++	Evening (3-credit version in odd-numbered years; 4-credit version in even-numbered years)	Day (4-credit version in even-numbered years; 3-credit version in odd-numbered years)	N/A
Wills and Trusts+++	Evening	Day	N/A

*** Students are allowed to take the above-listed courses in either the day or evening sections.

+++ UCC (either UCC option), and Wills and Trusts are not required for students graduating in 2026 and thereafter; they are required for students graduating up until and including December 2025.

LL. CONCENTRATIONS AND CERTIFICATE PROGRAMS

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

CERTIFICATE FOR EXCELLENCE IN ADVOCACY

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

1. **WRITTEN ADVOCACY.** Successful completion of one of the following:
   (a) Advanced Appellate Advocacy (grade of "B" or better on the assigned brief)
   (b) Brief written for external moot court competition
   (c) AWR-research paper on advocacy-related topic (grade of "B" or better)

2. **PRESENTATIONAL ADVOCACY.** Successful completion of three of the following:
   (a) Advanced Appellate Advocacy (grade of "B" or better on the assigned oral argument)
   (b) Trial Advocacy (grade of "B" or better)
   (c) Interviewing, Counseling, and Negotiating (grade of "B" or better)
   (d) Mediation (grade of "B" or better)
   (e) Successful completion of three or more credit-hours of an appropriate live-client field placement or clinic. If a student wishes to use a clinic or field placement experience to fulfill this requirement, the student should seek a determination of whether the specific field placement or clinic is appropriate for purposes of satisfying this requirement prior to the start of the field placement or clinic. The decision of whether a field placement or clinic is appropriate for purposes of satisfying this requirement will be made by the Director of the Center for Excellence in Advocacy in her or his sole discretion after consultation (in the case of field placements) with the Director of Experiential Learning.
   (f) Moot Court Competition
   (g) Arbitration Team Competition
   (h) Trial Team Competition (as an advocate, not merely as a witness)
   (i) Client Counseling Competition
   (j) Negotiation Team Competition

3. **ELECTIVES.** Grade of "B" or better in at least six credit-hours from the following courses focusing on criminal or civil litigation:
   (a) Pre-trial Litigation
   (b) Voir Dire Strategies
   (c) Deposition Strategies
   (d) Domestic Violence Prosecution and Trial
   (e) Facts, Storytelling, and Persuasion
   (f) Legal Drafting - Litigation
   (g) Complex Problem Solving
   (h) Criminal Litigation
   (i) Applied Complex Litigation
   (j) Client Centered Practice
   (k) E-Discovery
   (l) Employee Benefits Litigation
   (m) Tax Litigation

(n) Witness Preparation
(o) Other practice-based or skills-based courses as approved by the Director of the Center for Excellence in Advocacy in her or his sole discretion

4. An overall cumulative **Chase GPA** of 3.000 or better

EXPLANATIONS AND PROCEDURES

1. Students may use a single course or activity to satisfy more than one component. For example, Advanced Appellate Advocacy may be used to satisfy components of both the written and oral advocacy requirements.

2. "Successful completion" means work of the caliber that if the supervising faculty member were evaluating the work product or performance on a graded basis, the faculty member would evaluate the student's work product or performance as meriting a grade of "B" or better. "Successful" completion of each component of each requirement will be determined by the faculty member, coach, or supervisor supervising the student in the completion of that component. When the performance or work product being evaluated is a team- or group-project, the student will be evaluated based on his or her individual performance or work product and not merely based on the success of the team. When a single activity is used to satisfy more than one component, the faculty member or coach will separately evaluate whether the student has successfully completed each component. For example, a student wishing to use Advanced Appellate Advocacy to satisfy both the written and oral advocacy requirements must obtain a certification from the faculty member that the student has successfully completed each of those components. A decision by a faculty member on whether or not a student has successfully completed a requirement is final and not appealable.

3. For any component satisfied by receipt of a specified course grade or test score, the student is responsible for obtaining, from the supervising faculty member or coach, a certification that the student has successfully completed that component. This certification, which must be obtained within four weeks after completion of the component, may be in the form of a letter or email.

4. A student applying for the Advocacy Certificate must notify the Associate Dean for Academics or his or her designee of the student's intent to do so at least five months prior to the student's anticipated date of graduation. At least eight weeks prior to the student's graduation, the student must present to the Associate Dean for Academics or his or her designee certifications of successful completion for each component not satisfied by receipt of a specified course grade, or, if the student is satisfying a component in the semester prior to graduation, a certification by the supervising faculty member or coach that the student is on a path toward successful completion of that component.

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

LEARNING OUTCOMES FOR CERTIFICATE IN ADVOCACY PROGRAM

1. Achieve proficiency in written advocacy
2. Achieve proficiency in oral advocacy
3. Achieve proficiency in client relations
4. Achieve proficiency in Alternative Dispute Resolution skills
5. Achieve proficiency in pre-trial and trial skills
6. Achieve proficiency in curricular offerings related to advocacy
7. Engage in leadership-building skills
8. Achieve proficiency in overall law school curriculum

CERTIFICATE IN TRANSACTIONAL PRACTICE LAW

a. ELIGIBILITY

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

b. REQUIREMENTS

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

i. **REQUIRED COURSES**

In addition to completing all graduation requirements satisfactorily, each student must earn a grade of "B" or better in the following five courses:

Interviewing, Counseling and Negotiating (3 hr.)
Contract Drafting (2 or 3 hr.)
Taxation - Federal Income Taxation (3 hr.)
Taxation - Business Organizations and Business Planning (3 hr.)
Ethics for Transactional Lawyers (1-2 hr.)
and successfully complete three credit-hours of a transactional clinic, for example the Small Business & Nonprofit Law Clinic, or a field placement with a grade of a "B" or better in graded courses and a "Pass" in ungraded courses.

ii. **ELECTIVE COURSES**

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

Advanced Tax Concepts
Business Organizations
Environmental Law
Estate Planning
Insurance Law
Intellectual Property
Mergers and Acquisitions
Modern Real Estate Transactions

Not For Profit Corporations
Securities Regulation

iii. ACCOUNTING AND FINANCING COMPETENCY TEST

Each student must demonstrate fundamental competency in the fields of Accounting and Finance by passing the Accounting and Finance Competency Test. The test will be offered during the first month of each semester. Students who fail to pass the test may sit for the test at a subsequent administration.

iv. WRITING REQUIREMENT

Each student must complete the research component of the Advanced Writing Requirement on a Transactional Law topic. In addition, each student must satisfy the drafting component of the Advanced Writing Requirement in Contract Drafting or in another drafting course approved by the Associate Dean for Academics. Students must receive a grade of "B" or better for the paper they submit to satisfy the research requirement and for the drafting project(s) they submit to satisfy the drafting requirement.

v. EXTRACURRICULAR COURSE OF STUDY

Each student must participate in a minimum of 500 minutes of extracurricular programming sponsored by the Center for Law and Entrepreneurship or the Transactional Law Practice Center.

vi. TRANSACTIONAL PRO BONO

Chase College of Law requires each student to have completed 50 hours of pro bono work before graduating. To receive the Transactional Law Practice Certificate, however, a student needs to have completed a total of 25 hours of pro bono in the field of transactional law. The Associate Dean for Academics or his or her designee, in consultation with the Pro Bono Program director, will determine which pro bono opportunities fall within the field of transactional law.

LEARNING OUTCOMES FOR CERTIFICATE IN TRANSACTIONAL LAW PROGRAM

1. Achieve proficiency in several transactional-law-related subject areas
2. Achieve and/or demonstrate proficiency in accounting and finance principles
3. Achieve proficiency in drafting/writing in a transactional setting
4. Understand the importance of providing pro bono services

EMPLOYMENT AND LABOR LAW CONCENTRATION

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

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

a. TAKE EACH OF THE FOLLOWING TWELVE HOURS OF COURSES AND RECEIVE AN AVERAGE GPA OF 3.00 OR BETTER:

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

b. TAKE AT LEAST THREE HOURS FROM AMONG THE FOLLOWING LIST OF COURSES AND RECEIVE AN AVERAGE GPA OF 3.00 OR BETTER:

Administrative Law – (3 hrs.)
Mediation – (3 hrs.)
Employee Benefits Law – (1, 2, or 3 hrs.)

c. EITHER:

i. Complete an Advanced Writing Requirement-Research course within the Concentration, in which the student writes a paper that meets or exceeds the minimum standards for obtaining AWR-Research credit, except that the paper must be at least 25 pages in length, must be of publishable quality, and must receive a grade of "B" or higher; or

ii. Complete a field placement of at least 100 hours over the course of a semester, with an attorney in the Department of Labor, National Labor Relations Board, Equal Employment Opportunity Commission, any state or local equal employment opportunity commission such as the Kentucky Commission on Human Rights, or other commensurate administrative agency approved by the Associate Dean for Academics or his or her designee.

d. FILE A PETITION WITH THE ASSOCIATE DEAN FOR ACADEMICS OR HIS OR HER DESIGNEE, at least two months prior to the expected date of graduation, demonstrating that all requirements of the Concentration have been completed or will be completed prior to the expected date of graduation. Students are encouraged to inform the Associate Dean for Academics or his or her designee in writing as early as possible of the intent to concentrate in order to facilitate students' scheduling of Concentration requirements.

LEARNING OUTCOMES FOR CERTIFICATE FOR LABOR AND EMPLOYMENT LAW PROGRAM:

1. Achieve proficiency in concepts of employment law and traditional labor law
2. Achieve proficiency in drafting documents (including a research paper) related to employment law or labor law
3. If not #2, above, achieve proficiency in working in a labor/employment law setting

FAMILY AND INTERPERSONAL RIGHTS CERTIFICATE PROGRAM

1. GENERAL REQUIREMENTS:

Students must complete 15 credit hours in order to complete a certificate in this concentration. Students must pass all courses within the program with a 2.5 or higher. They must include:

a) One large foundational course (3 credits)
b) One seminar (3 credits; AWR-R is completed here)
c) One simulation course (3 credits)
d) One live-client course (3 credits)
e) One or more electives (3 credits)
f) AWR-R paper on Related Topic
g) Community Service: 15+ hours in a related agency
h) Court Observations: 2 hours in a related court
i) One Related Leadership Activity:
Leadership role in related club or society
Participation in related ABA section/committee/commission
Participation in related symposium or CLE event
Organizing a speaker on a related Topic at Chase
Article for local bar journal

2. SPECIFIC OFFERINGS FOR FAMILY AND CHILD LAW TRACK:

Required Course: Family Law

Required Seminar: Children and the Law or Juvenile Justice

Required Simulation Course: DV Prosecution and Trial; Interviewing, Counseling and Negotiation; Trial Advocacy; Pre-Trial Litigation; Mediation; or Family Law Mediation

Required Live-Client Course: Children's Law Center Clinic or an Externship in Juvenile Law, Family Law, Children's Law, Domestic Relations, Domestic Violence, or other related topic

Possible Electives (not all are currently offered):
Client-Centered Practice
Bioethics
Domestic Violence Seminar
Education Law
Elder Law
Family Law Drafting Lab
Federal Taxation
Poverty Law
Reproductive Technologies
Special Education
Tax – Basic Income Tax
Women and the Law
Adoption Law
Child, Parent, State
Family Law II
Fatherhood and the Law

3. SPECIFIC OFFERINGS FOR ESTATE PLANNING TRACK:

Required Course: Wills and Trusts

Required Seminar: Elder Law

Required Simulation Course: Interviewing, Counseling and Negotiation; Mediation; or Family Law Mediation

Required Live-Client Course: Externship in an Estate Planning, Trust Administration, Probate, Tax or other related topic

Possible Electives (not all are currently offered):
Bankruptcy
Estate Planning with Drafting Lab
Tax – Basic Income Tax
Family Law Lab/Drafting
Probate Trust and Administration
Tax – Advanced Income Tax Concepts

4. SPECIFIC OFFERINGS FOR INTERPERSONAL RIGHTS TRACK

Required Course: Family Law

Required Seminar: Domestic Violence or Sexuality, Identity and the Law

Required Simulation Course: DV Prosecution and Trial; Interviewing, Counseling and Negotiation; Trial Advocacy; Pre-Trial Litigation; Mediation
or Family Law Mediation

Required Live-Client Course: Constitutional Litigation Clinic or Externship in Interpersonal Rights, LBGTQ+ Rights, or related topic

Possible Electives (not all are currently offered):
Domestic Violence Seminar
Sexuality, Identity and the Law
Bioethics
Critical Race Theory
Health Law
Women and the Law
Child, Parent, State
Disability Rights
Drug Policy and the Law
Fatherhood and the Law
Gender and the Law
Genetics and the Law
Human Rights
Mental Health and the Law
Reproductive Technologies

5. General Course List Possibilities (Approved Electives for Each Track May be Modified as Courses Are Approved)

Adoption
Bankruptcy
Bioethics
Child, Parent, State
Critical Race Theory
Disability Rights
Drug Policy and the Law
Education Law
Elder Law
Estate Planning with Drafting Lab
Family Law 2
Family Law Lab/Drafting
Fatherhood and the Law
Federal Taxation
Gender and the Law
Genetics and the Law
Health Law
Human Rights
Mental Health and the Law
Poverty Law
Probate Trust and Administration
Reproductive Technologies
Special Education
Tax – Advanced Income Tax Concepts
Women and the Law

SAMPLE STUDENT ENROLLMENT CHART (FULL-TIME DAY)

Pre-1L: LAPS

1L: BLS-R (2), BLS-W 1 and 2 (3), Legal Methods (0), Civ Pro 1 and 2 (6), Contracts 1 and 2 (6), Torts 1 and 2 (6), Property 1 and 2 (6) [29 Total]

2L: Fall Semester: Con Law 1 (3), Family Law (3), Criminal Law (3), Simulation Course (3), P.R. (3) or Elective (2-3) [14-15 Total]

Spring Semester: Con Law 2 (3), Wills and Trusts (3), Children and the Law (3), Seminar (AWR-R) or Evidence (3) [15 Total]

3L: Fall Semester: Crim Pro (3), P.R. (3) or Elective (2-3), UCC (3), Live-Client Clinic or Externship (3-4) [14-16 Total]

Spring Semester: Business Organizations (4), Seminar (AWR-R) or Evidence (3), 8+ open credits (may be used for elective, extra seminar, drafting, simulation, or live-client experience) [15+]

SAMPLE STUDENT ENROLLMENT CHART (PT FALL START)

1L: Legal Writing 1 and 2, Torts 1 and 2, Legal Studies 1 and 2, LAPS

28-Week Session: Legal Research

2L Summer: Family Law (Will need to be added), Contracts

2L: Criminal Procedure 1 and 2, Criminal Law, Professional Responsibility

28-Week Session: Simulation Course

3L Summer: Property

3L: Constitutional Law 1 and 2, Evidence, Seminar w/ AWR-R

28-Week Session: Clinic or Externship

4L Summer: Electives

4L: Electives

28-Week Course: Electives

SAMPLE STUDENT SCHEDLE (PT SUMMER START)

1L Summer: Contracts

1L: Legal Writing 1 and 2, Torts 1 and 2, Legal Studies 1 and 2, LAPS

28-Week Session: Legal Research

2L Summer: Family Law (Will need to be added), Property

2L: Criminal Procedure 1 and 2, Criminal Law, Professional Responsibility

28-Week Session: Simulation Course

3L Summer: Electives

3L: Constitutional Law 1 and 2, Evidence, Seminar w/ AWR-R

28-Week Session: Clinic or Externship

4L: Electives

28-Week Course: Electives

LEARNING OUTCOMES FOR FAMILY AND INTERPERSONAL RIGHTS CERTIFICATE PROGRAM:

1. To understand the law as it relates to family and children
2. To understand some of the policy questions that arise in family law, including what the government's role should be in family regulation
3. To develop the skills and abilities that a lawyer who works in family court must possess, including: managing conflict, working with children and others with diminished capacity, simultaneously dealing with complex personal and financial matters, and grappling with the ethical issues that arise in family matters
4. To demonstrate the ability to advocate for clients and analyze legal questions through live-client experiences and simulation exercises, including: legal research, writing, and written analysis; drafting legal documents; exercise of proper professional and ethical responsibilities; client, witness, and/or attorney interviewing; oral and written communication consistent with the practice of law; organization and management of legal work, deadlines, and communication; collaboration within a team setting; in-court activities; and reflective learning and self-evaluation.

MM. GRADE APPEAL POLICY AND PROCEDURE

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

a. STANDARD OF REVIEW

i. The individual professor is primarily responsible for each course or other academic activity to which he/she is assigned. As a necessary concomitant of this responsibility, the professor is the primary authority, subject to established College of Law and University rules, regulations, and policies in all matters pertaining to the course or activity. The authority includes, but is not limited to, the establishment of the criteria for grades and the evaluation of student academic performance. The grade appeal procedure outlined here is available only for the review of allegedly capricious grading in a final grade by the professor and not for routine review of the professor's evaluation of the student's academic performance.

ii. A professor should not award a grade capriciously, as that term is defined below. If a final grade is found to be in whole or in part the product of capricious grading, appropriate action should be taken pursuant to this policy, sufficient to eliminate the effect of the capricious grading. Capricious grading will be found to exist only where the student establishes by clear and convincing evidence that:

1. The assignment of a final grade to a particular student was made on some basis other than the performance in the course;

2. The assignment of a final grade to a particular student was by resort to substantially different criteria than were applied to other students in the course;

3. The assignment of a final grade is a substantial departure from the professor's previously announced standards;

4. The instructor failed to correct a clerical error after such error was brought to his/her attention;

5. There is no reasonable relation between the grading criteria used and the material covered or assigned in the course.

iii. Under no circumstances will there be a review of a grade, or an action taken under this policy, on the ground that:

1. The grade does not properly reflect the quality of the student's work;

2. There is a disagreement over a matter of judgment in the assign-ment of a grade;

3. The faculty member has failed to apply and meet the Grade Distribution Policies approved by the faculty;
4. The faculty member has failed to follow the Grade Definitions approved by the faculty; or

5. A grade has been affected by a decision or action not within the professor's control, including but not limited to administrative decisions concerning the scheduling of examinations and the provision of special accommodations for disabilities.

b. PROCEDURE FOR REVIEW AND APPEAL OF GRADES

i. A student who wishes to appeal a final grade must follow this grade appeal procedure. A student who does not follow this procedure may not seek relief affecting the final grade under this policy. All students, faculty, and administration are encouraged to accomplish their responsibilities under this procedure expeditiously, in the interest of completing consultation, review, and appeal of grades as soon as practicable.

ii. No student may appeal a final grade to the administration of the College of Law unless he/she first has a preliminary meeting with the professor.

1. A preliminary meeting over fall semester grades must take place within thirty (30) calendar days from the beginning of the following spring semester.

2. A preliminary meeting over spring and summer semester grades must take place within thirty (30) calendar days from the beginning of the following fall semester.

3. Each professor shall make himself or herself available for a preliminary meeting so that the above timeframe may be met, absent approval by the Associate Dean for Academics (hereinafter the Associate Dean) or the Dean for good cause shown.

4. These time limits may be extended by the Associate Dean or the Dean where any professor's grades are submitted after the grading deadline, or where the professor is unavailable.

iii. Before requesting review by the Associate Dean, a student raising a claim of capricious grading shall, within seven (7) calendar days after the preliminary meeting, provide the faculty member involved with a signed written statement which specifies in detail the grounds and the factual basis for the claim. A written statement is subject to the Student Honor Code. The faculty member shall, within seven (7) calendar days after receiving the student's signed written statement, provide the student with a written response stating his or her position on the student's claim and the factual basis for that position, and advising whether the grade will or will not be changed.

iv. If the faculty member believes that the grade should be changed based upon any of the aforementioned grounds of appeal, the faculty member may propose to raise the grade by submitting a written explanation stating with particularity the reason for proposing to raise the grade to the Associate Dean or the Dean for his/her approval.

v. If the faculty member does not believe that the grade should be changed, the student and the faculty member may, at the instance of either, hold a consultation on the grade. The parties shall hold any

such consultation within seven (7) calendar days after the student receives the faculty member's written statement.

If the professor does not respond to the student's written statement, if there is no consultation, or if consultation between the student and the professor does not resolve the matter to the satisfaction of the student, the student may then request review by the administration of the College of Law based on any ground and factual basis for review of the grade presented to the faculty member in the student's written statement or the faculty member's written response, or raised in the consultation between the faculty member and the student.

c. REQUEST FOR REVIEW BY THE ASSOCIATE DEAN

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

1. The date of the request;

2. A clear, accurate, and complete statement of the grounds for review, showing that the student is entitled to relief under the grade appeal policy;

3. A statement of the factual basis for the claim that capricious grading has occurred, showing that the student is entitled to relief under the grade appeal policy;

4. A certification that any grounds or factual basis raised under (2) or (3) was raised either in the student's written statement, in the faculty member's written response, or in the consultation with the faculty member;

5. A copy of the written statement provided to the faculty member;

6. A copy of the faculty member's written response;

7. Any necessary documentation or affidavits, if appropriate, to the nature of the case; and

8. The student's signature.

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

ii. REVIEW BY THE ASSOCIATE DEAN

1. The Associate Dean shall consider the request for review and determine whether it contains the eight elements required by paragraph c. i.. If not, the Associate Dean shall dismiss the appeal. The Associate Dean may permit the request for review or the response to be amended upon reasonable notice for good cause shown.

2. If the request for review contains the eight elements required by paragraph c. i., the Associate Dean shall consult with and receive information from the faculty member and the student, as well as any other individuals who may provide relevant information.

   a. Any ground or factual basis for review or response that is outside the scope of the written statement, the written response, the consultation, or any amendment permitted under paragraph c. ii. 1. may not be presented to the Associate Dean by either the student or the faculty member.

   b. The faculty member shall have a reasonable opportunity to respond to any grounds or factual basis raised in the consultation but not stated in the student's written statement.

   c. The Associate Dean may rely on information provided anonymously for purposes of his or her investigation, which approach shall not be suggested or encouraged, but shall not rely on such information in making a determination on the request for review.

   d. The Associate Dean may consolidate requests for review that raise the same or similar issues for purposes of this process.

   e. If the Associate Dean deems such a meeting appropriate, he/she shall meet with the faculty member and with the student, and attempt to resolve the matter.

3. If the Associate Dean cannot resolve the matter with the faculty member and the student, or does not deem a meeting appropriate, the Associate Dean shall determine, addressing all issues raised by both parties and based on the entire record before him/her, whether there is a substantial question as to whether the student's grade was the product of capricious grading.

   The Associate Dean shall provide a letter containing his/her determination and the results of his/her actions under paragraph c. ii. to both the student and the professor faculty member, with a copy to the Dean.

d. APPEAL TO THE DEAN

i. If the matter is not resolved to the satisfaction of the student under paragraph c. ii., the student may appeal to the Dean. An appeal is subject to the Student Honor Code.

1. Any such appeal must be made in writing and filed with the Dean with copies to the faculty member and to the Associate Dean no later than seven (7) calendar days after the student receives the Associate Dean's letter under paragraph c. ii. 3. above.

2. The appeal shall contain a statement that the student wishes to appeal, and a request that the Associate Dean transmit the entire record to the Dean.

3. The appeal shall be limited to any ground for review and factual basis presented to the Associate Dean. Any ground or factual basis for appeal or response that is outside the scope of the written statement, the written response, or the consultation; or in an amendment to the request for review or the response permitted by the Associate Dean under paragraph c. ii. 1., may not be presented by amendment or otherwise to the Dean by either the student or the faculty member.

ii. The Associate Dean shall transmit the entire record to the Dean, and, before proceeding, the Dean shall ascertain that he/she has received the entire record.

1. The record shall consist of every filing by any party, the Associate Dean's letter under paragraph c. ii. 3., and any other communication involving the parties, a list of the names of all individuals who provided or were said to have information relating to the proceedings (other than individuals who speak only on condition of anonymity), and any documents or witness statements relating or referring to any fact related to the grade appeal within the Associate Dean's possession in connection with the proceeding.

2. Such matters shall be included in the record whether or not the Associate Dean has relied upon or referred to any such matter in his or her investigation or determination. The Associate Dean may exclude from the record any portion of any document that consists solely of his or her thought processes or mental impressions or the products of mediation, but shall include the remaining portions of any such document.

iii. If the Associate Dean has not already so found, the Dean shall first determine based on the entire record whether there is a substantial question as to whether the student's grade was the product of capricious grading.

1. The Dean shall accord substantial deference to the Associate Dean's determination, if any, that there is no substantial question as to whether the student's grade was the product of capricious grading.

2. The Dean may consolidate appeals that raise the same or similar issues for purposes of this process if the Associate Dean has not already consolidated the requests for review, or may sever appeals for separate proceedings.

3. If the Dean finds that the Associate Dean has not properly or completely determined the request for review, the Dean shall either send the appeal back to the Associate Dean for further action,

perform the function of the Associate Dean under paragraph c. ii., or refer the matter to a standing or ad hoc committee as provided in paragraph v. below.

iv. If neither the Associate Dean nor the Dean has found, based on the entire record, that there is a substantial question as to whether the student's grade was the product of capricious grading, the appeal shall be dismissed.

v. If the Associate Dean or the Dean has found, based on the entire record, that there is a substantial question as to whether the student's grade was the product of capricious grading, the Dean may consult with the faculty member in an attempt to resolve the matter, and if the matter is not resolved thereby, shall refer the appeal to an ad hoc committee or any standing committee whose jurisdiction includes grade appeals, to make a decision on the facts and to advise him/her on the matter.

1. If the Dean refers the appeal to an ad hoc committee, the membership of that committee shall be determined at random from among the tenured faculty.

2. The student or the faculty member may challenge any commit-tee member for cause by filing a challenge with the Dean, with copy to the faculty member and to the committee member. Any committee member may recuse himself/herself for good cause as determined by that faculty member, which should be done as soon as practicable. The Dean shall advise the committee, the student, and the faculty member of any disqualification or recusal, and of the name of the replacement faculty member.

3. The reference and all other communications between the Dean and the committee or any of its members shall be in writing, on the record, and copied to the faculty member and the student.

4. There shall be no ex parte communications between the Dean on the one hand and the committee to which the appeal is referred or any member thereof on the other.

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

1. The committee may consolidate appeals raising the same or similar issues for purposes of the hearing if the Associate Dean or the Dean has not already done so.

2. There shall be no ex parte communications between the commit-tee on the one hand and the faculty member or the student on the other.

3. At the hearing, the student and faculty member shall be given the opportunity to be present, to address the committee, to present and examine witnesses, and to present documents.

4. The chair of the committee shall arrange for and manage the hearing in consultation with the other members of the committee.

5. The committee shall not be bound by the rules of evidence, but may receive any information that it reasonably believes has probative value on the issues presented on the appeal. If the committee is inclined to take official notice of any fact or principle, it shall advise the parties of that inclination so that the parties may have an opportunity to address the fact or principle and how it should be determined.

6. Neither the student nor the faculty member may have counsel present.

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

viii. The Dean shall fully consider the committee's report, and shall be bound by the committee's findings of fact. The Dean shall not substitute his or her professional judgment for that of the faculty member in assigning the grade, but shall base his or her decision on the criteria for capricious grading stated in paragraph a. ii. above. If the Dean disagrees with the committee's conclusions or recommendations, the Dean shall memorialize the reasons for his/her disagreement in writing. If after full consideration of the matter, and based solely on the entire record before the committee, the Dean concludes that the grade was the product of capricious grading, he/she may provide the student with whatever change in the grade the Dean deems appropriate to eliminate the effect of the capricious grading. Otherwise the Dean shall dismiss the appeal.

e. FURTHER LIMITED APPEAL TO THE PROVOST

i. The written determination by the Dean shall be final. However, the student or faculty member may appeal an adverse determination to the Provost on the ground that any of the above procedures were not complied with and that the appealing party was prejudiced by that non-compliance. Any such appeal to the Provost shall state with particularity the procedural irregularity and the prejudice caused thereby, and must be filed with the Provost within seven (7) calendar days after the appealing party's receipt of the Dean's final determination under paragraph (d) above. An appeal to the Provost is subject to the Student Honor Code as stated in paragraph (f) below.

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

f. RELATIONSHIP OF GRADE APPEAL POLICY AND PROCEDURE, AND CHASE STUDENT HONOR CODE OR OTHER NKU OR FACULTY POLICIES

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

1. If the Dean or the Associate Dean has substantial cause to believe that any grade appeal may consist of or may be based on any fraudulent, deceptive, knowingly false or misleading, or other dishonest action or inaction, the grade appeal may be stayed pending a referral of the alleged action or inaction under the Student Honor Code.

2. If such cause exists,
   a. The Dean may, and where he or she has actual knowledge of a violation, shall refer any such matter to the Associate Dean under the relevant prevision of the Student Honor Code;

   b. The Associate Dean may, and if he or she has actual knowledge of a violation, shall refer any such matter to the Dean with a request for appointment of a substitute faculty member under the relevant pre-vision of the Student Honor Code; or

   c. The chair or any member of the hearing committee should ordinarily consult with the Associate Dean before action is taken, and any referral under the Honor Code made before all proceedings have been completed should be made only after consultation with the Associate Dean.

3. Subject to paragraph d. ii. 3. above, any such referral shall be made at the time the proceeding is stayed, or if there is no stay, then at any time during the proceedings, and at the latest promptly upon the completion of all proceedings on the grade appeal. The continued maintenance of a grade appeal may be found to constitute a violation for purposes of the Student Honor Code.

ii. Faculty conduct involving grading or in connection with any proceeding under this grade appeal policy that raises issues covered by another policy or procedure of Northern Kentucky University or the College of Law shall be handled according to such other policy or procedure.

APPENDIX A

The College of Law's policy regarding Standard 310 is the following:

1. **SYLLABI**: Professors, after evaluating their syllabi to ensure compliance with the out-of-class work standards, shall provide certification to the Associate Dean on a form that will be provided.

> **I have reviewed the credit-hours allocated to [insert course name here], and I have evaluated the amount of out-of-class work required for this course. The amount of work required for this course complies with ABA Standard 310. The out-of-class work in this course will consist of [insert brief description of out-of-class work here].**

2. **FOR TRADITIONAL "PODIUM" COURSES:** The Associate Dean for Academics will undertake a review of syllabi on a regular basis to confirm that the work assigned complies with the credit-hour policy of ABA Standard 310, and that the professor has certified his/her compliance with Standard 310.

3. **FOR EXPERIENTIAL-LEARNING COURSES:** The Director of Experiential Learning will undertake a review of course descriptions and syllabi on a regular basis to assess that the work assigned complies with the credit-hour policy of ABA Standard 310, and that the professor has certified his/her compliance with Standard 310.

4. **FOR CO-CURRICULAR ACTIVITIES FOR WHICH STUDENTS EARN CREDIT:** Students enrolled in supervised independent study, law review, competition teams, and other non-regularly scheduled classes at the College of Law must submit detailed timesheets to their supervising faculty member every two weeks. Faculty will determine the number of hours required for each unit of credit; at a minimum, students must complete 42.5 hours for each earned hour of credit. Credit for courses with non-regularly scheduled law classes may be withheld for any student who fails to comply with this policy.

5. **FOR CLINICS AND FIELD PLACEMENTS:** Students enrolled in clinics and field placements must submit detailed timesheets to their supervising faculty member at a frequency to be established by the professor. At the discretion of the faculty member, students not enrolled in a credit-bearing clinical seminar may include class attendance on their timesheets in addition to coursework completed outside of class. Faculty will determine the number of hours required for each unit of credit; at a minimum, students must complete 42.5 hours for 1 unit of credit; 85 hours for 2 units of credit, and 127.5 hours for 3 units of credit, although in general, clinical faculty require 50 hours of clinical work for each credit awarded. Clinical faculty will review each student's compliance with the hours requirements prior to awarding a grade for the student's participation in the clinical course.

6. **NEW COURSES:** All proposals for new courses must include language justifying the number of credit hours to be awarded.

7. **STUDENT EVALUATIONS:** Student evaluations will be revised to include a question regarding out-of-class workload. Answers to this question will be reviewed by the Associate Dean when conducting an independent evaluation of course workload.