

HANDBOOK TABLE OF CONTENTS

Academic Calendar	2
JD Academic Program	3
JD Certificate Programs	5
Clinical and Lawyering Skills.....	6
Courses Outside the Law School	8
Judicial and Public Interest Externships	8
Other Public Service Opportunities	8
Dual-Degree Programs.....	8
Student Employment Policy	9
International Student Employment Policy	9
Load-Lightening	9
LLM Grading Policy.....	9
JD Grading Policy, System, and Distribution	10
Exam Protocols	11
Moritz Law Library.....	13
Information Technology and Computer Use.....	14
Financial Aid.....	14
Honor Council.....	16
Student Organizations.....	16
Education Abroad & Experiential Learning Opportunities	16
JD Career Services.....	18
Programs	18
Beyond Drinko Hall.....	21
Moritz College of Law Honor Code	22
Faculty Rules	36
Calendar/Room Reservation Policy.....	79
College Contacts	80

ACADEMIC CALENDAR

FALL 2018

Aug 15 - 17	Tue	1L/LLM Orientation
Aug 20	Mon	First Day of Fall Classes
Sep 3	Mon	Labor Day – Offices Closed – No Classes
Oct 11 - 12	Thu	Professional Development Days – Offices Open – No Classes
Nov 12	Mon	Veterans Day (observed) – Offices Closed – No Classes
Nov 20	Tue	Constructive Friday
Nov 21	Wed	Thanksgiving Break – Offices Open – No Classes
Nov 22 - 23	Thu	Thanksgiving Break – Offices Closed – No Classes
Dec 4	Tue	Constructive Friday/Last Day of Classes
Dec 5	Wed	Reading Day
Dec 6	Thu	Reading Day
Dec 7	Fri	Exam Day (U/L); Reading Day (1L)
Dec 10	Mon	Exam Day (1L); Reading Day (U/L)
Dec 11	Tue	Exam Day (U/L); Reading Day (1L)
Dec 12	Wed	Reading Day
Dec 13	Thu	Exam Day (1L); Reading Day (U/L)
Dec 14	Fri	Exam Day (U/L); Reading Day (1L)
Dec 17	Mon	Exam Day (U/L); Reading Day (1L)
Dec 18	Tue	Exam Day (1L); Reading Day (U/L)
Dec 19	Wed	Exam Day (U/L)
Dec 20	Thu	Make-up Exam Day
Dec 24	Mon	Christmas Holiday – Offices Closed
Dec 25	Tue	Christmas Holiday – Offices Closed

SPRING 2019

Jan 7	Mon	First Day of Spring Classes
Jan 21	Mon	MLK Day – Offices Closed – No Classes
Mar 11 - 15	Mon	Spring Break
Apr 22	Mon	Last Day of Classes
April 23	Tue	Reading Day
Apr 24	Wed	Reading Day
Apr 25	Thu	Exam Day (U/L); Reading Day (1L)
Apr 26	Fri	Exam Day (1L); Reading Day (U/L)
Apr 29	Mon	Exam Day (U/L); Reading Day (1L)
Apr 30	Tue	Exam Day (1L); Reading Day (U/L)
May 1	Wed	Reading Day
May 2	Thu	Exam Day (U/L); Reading Day (1L)
May 3	Fri	Exam Day (1L); Reading Day (U/L)
May 6	Mon	Exam Day (U/L); Reading Day (1L)
May 7	Tue	Exam Day (1L); Reading Day (U/L)
May 8	Wed	Exam Day (U/L)
May 9	Thu	Make-up Exam Day
May 10	Fri	Hooding

JD ACADEMIC PROGRAM

FIRST-YEAR CURRICULUM

In the fall semester, each student takes Civil Procedure I (4 semester hours), Torts (4 semester hours), Criminal Law (4 semester hours), and Legal Analysis and Writing I (2 semester hours). Each student will be assigned to a small section of about 30 students for one of these classes. The small section atmosphere provides students an opportunity for more interaction with the professor and other students.

In the spring semester, each student takes Property (4 semester hours), Contracts (4 semester hours), Legislation and Regulation (3 semester hours), and Legal Analysis and Writing II (3 semester hours). All first-year courses must be completed with a passing grade in order to graduate. It is important to note that each of the first-year courses encompasses a national perspective on the subject areas in question—as a national law school we do not specifically teach to, or place emphasis upon, Ohio law.

GRADUATION REQUIREMENTS

Total Hours Required

Under Faculty Rule 5.03, a student must successfully complete 88 semester hours of credit in order to graduate. This averages out to approximately 14 to 15 hours a semester in the four semesters of the second and third year. First-year students who have load-lightened must average slightly more credit hours in their second and third years in order to complete the required first-year curriculum and the appropriate number of upper-level credit hours.

Regularly-Scheduled Law Classes: Credit Hours Required

From the 88 law credits required to earn the JD, students must complete at least 70 credits in regularly scheduled law classes (or at least 67 credits must be in regularly scheduled law school classes for dual-degree students).

Regularly scheduled law school classes include:

- Moritz College of Law courses and seminars
- Moritz College of Law clinics
- In-class credits completed at another law school, including transfer credits and credits completed by students visiting another school
- Credits from approved study in a foreign exchange program.

Regularly scheduled law school classes do not include:

- Independent study work
- Journal or moot court
- Non-law classes (including those taken by dual-degree students)
- Externships

Residence Requirements

Under Faculty Rules 5.01 and 5.02, a student must have six semesters of full-time residence, or the equivalent, in order to graduate. Full-

time residence is defined as 10 semester hours or more of Moritz College of Law work in a semester, excluding a summer session. A summer session (regardless of the number of hours taken) or a regular academic year semester with less than 10 semester hours counts as a part-time semester of residence. Rule 5.01 provides in part as follows:

"If a student takes fewer than ten semester hours of work in courses scheduled in the College of Law during any semester or summer session, each hour shall count as one tenth of a full semester for purposes of determining whether the full semester requirements for graduation are met. However, no more than three sessions (semester or summer session) may be aggregated during a student's law school career for purposes of meeting the full semester requirements for graduation, and students seeking to aggregate semesters or sessions of fewer than 10 hours to more than one full semester must secure the approval of the Academic Affairs Committee."

Students who wish to accelerate and graduate in December of their third year must take summer courses both summers, together totaling at least 10 semester hours, to fulfill the six semester requirement, because a single summer alone, regardless of the number of hours taken, cannot constitute a full-time semester. In addition, if a student seeks to combine two summer sessions into a full-time semester, the student must be sure that the summer sessions together contain at least 65 days of classes. A number of summer programs, particularly programs involving study abroad, do not contain a sufficient number of class days to allow students to accelerate graduation. This includes the University of Oxford-The Ohio State University Summer Law Program. A student attending the Oxford Program (or another summer abroad program) who desires to use the attendance at that program to accelerate graduation must also attend other classes of a sufficient number of class days to meet the "class day" requirements. This is also true of one-hour mini-courses that may be offered during the summer; students receive residency credit only for class days on which those classes actually meet.

Additional graduation requirements may be found in Faculty Rule 5.11, which provides that "a student must complete the requirements for the JD degree within a maximum of seven semesters of enrollment. This requirement does not apply to a student enrolled in a dual-degree program. A student must complete the requirements for the JD program within a maximum of five calendar years from the date of first matriculation in the college of law. The Academic Affairs Committee can grant an exception ... if good cause is shown."

Constitutional Law Requirement

All students must complete the Constitutional Law course with a passing grade before graduating. Students are expected to complete this requirement in fall semester of the second year.

Seminar Requirement

Faculty Rule 5.06 (see the section immediately following this for all Faculty Rules) requires all students to take a seminar. Seminars have relatively small enrollments and significant writing components. The seminar requirement may be satisfied during either the second or third year. With the exception of the Mediation Clinic (when taught by Cohen, Cole, or Deason), which can satisfy the seminar requirement, all seminars bear 8896 course numbers. Note that the Mediation Clinic cannot be used to satisfy both the seminar requirement and the experiential course requirement.

Experiential and Simulated Courses Requirement

Faculty Rule 5.05 outlines the requirements related to experiential and simulated courses. Students who completed their first year of law school at Moritz will be required to take at least two hours of credit from a specified list of courses, which includes clinics, simulation courses, and externships. The Mediation Clinic may be used to satisfy the seminar requirement (when taught by Cohen, Cole, or Deason) or experiential course requirement, but cannot satisfy both. Transfer students who did not complete their first-year courses at Moritz may be required to take a total of four credit hours of skills courses, depending on the transfer of credits.

Students may not use the same course to satisfy both the seminar requirement and the experiential and simulated courses requirement. The list of courses that satisfy this requirement is posted in the Guide to the Upper Class Curriculum and can be obtained from the Registrar's office. Students should note that in order to enroll in any of the Moritz clinics that are restricted to 3Ls, they must have completed 59 credit hours towards their JD degree (a prerequisite set by the Ohio Supreme Court for obtaining a Legal Intern Certificate).

Professional Responsibility Requirement

Faculty Rule 5.04 requires every student to complete a Professional Responsibility course (also sometimes referred to as a Legal Profession course). The Professional Responsibility requirement may be satisfied during either the second or the third year. Students may satisfy this requirement by taking the Professional Responsibility course. The requirement can also be satisfied by taking the Comparative Legal Professions course in the Oxford Summer Program, or the Ethics of Washington Lawyering course in the Washington D.C. Summer Program. Students should note that the Ohio bar requires legal education relating to substance abuse. This information is covered in Professional Responsibility courses offered at Moritz. However, such information may not be covered in the Oxford or D.C. programs. Students satisfying the Professional Responsibility requirement in connection with the Oxford or D.C. summer programs will have an opportunity to separately attend the one hour substance abuse session at Moritz.

Appellate Advocacy/Transactional Practice

Faculty Rule 5.04 requires every student to complete either Appellate Advocacy or Transactional Practice. This course requirement shall be satisfied during the second year. Only one of the two courses may apply toward completion of the JD degree.

Cap on Distance Education Credits

In accordance with American Bar Association accreditation standards, no law student shall be permitted to apply more than a total of 15 credit hours of distance education courses toward the completion of the JD degree. This limit applies to distance education classes taught remotely by an instructor not located at Moritz. Courses subject to this cap are usually noted on the course spreadsheet and on BuckeyeLink as offering a component of "hybrid delivery."

Other Graduation Requirements

The Faculty Rules contain certain other graduation requirements relating to class attendance, necessary grade point average, limitations on the number of failing grades, and more. See Faculty Rules 9.08, 6.03, and 5.08. There are also particular requirements that apply to students enrolled in dual-degree programs and to students who take

courses outside the Moritz College of Law for JD credit. A student who falls into either of these categories should see Faculty Rules 3.07 and 9.46.

Some state bar authorities require completion of particular law school courses. Students can check these requirements in the reference guide in the Career Services Office. Some bars require students to register during their first year or be subject to a late fee.

UPPER-LEVEL CURRICULUM

The Academic Affairs Committee prepared the following statement about the courses available to upper-level students during their second and third years of law school.

"As a Committee, we have different opinions about whether it is important to choose a specialty or area of focus in law school. Some believe that specializing permits more advanced study, enhances interest in the second and third years of law school, and affords an opportunity to contribute to the literature before graduating. Others think that having a focused area of study might provide an advantage in the employment market. In contrast, others point out that lawyers change specializations frequently and that a broad education is the best strategy. They note that flexibility may add to greater job opportunities. A student must make his or her own decision concerning these issues.

In any event, a student should not specialize at the expense of developing basic knowledge and skills. For example, most students should probably take the second-year preference courses—Civil Procedure II, Evidence, Business Associations, and Federal Income Taxation—regardless of their areas of interest. Further, students should pick courses that will help them to develop research and writing skills, because these are essential skills in every field of law. The members of the Committee generally do not believe that students should make preparation for the bar examination a major factor in course selection, because they can learn subject-specific materials while they study for the bar."

Students who have questions about what courses to take should feel free to talk either to their faculty resource advisor or to the faculty members who teach in their areas of interest.

Registration for courses at the Moritz College of Law is done primarily on a priority basis. Normally, third-year students have priority over second-year students. Four courses, however, are designated as second-year preference courses, and second-year students are given a preference in enrollment. These courses are Business Associations, Civil Procedure II, Evidence, and Federal Income Tax. If all students within the priority group for a specific course cannot be accommodated, then a lottery is used to determine which members of that group will be permitted to enroll. Each student may express a special interest in one course per year and will be given a "first choice" preference in registration for that course among students in that student's year in school. If a student is closed out of a course, the course is deleted from his or her schedule before it goes on the computer. See Faculty Rules 9.20 and 9.22 for information regarding adding or withdrawing from courses. Course dropping is restricted under some circumstances. Faculty Rule 9.22 states that a "student who is not officially withdrawn from a course or seminar and fails to complete the same will receive a grade of E."

Students are responsible for checking prerequisites and exclusions for courses. This information is available from the course descriptions and the Assistant Dean of Students.

Registration for Law 7193 (Individual Studies) requires the student to submit, at the time of registration, materials consisting of a brief explanation of work to be done, the number of credit hours, and the semester in which the student proposes to complete the work. The supervising faculty member and the Assistant Dean of Students must approve the independent study. Students may earn a total of no more than four hours of credit toward the JD degree for independent study projects.

JD CERTIFICATE PROGRAMS

The Moritz College of Law currently offers a Certificate in International Trade and Development, a Certificate in Dispute Resolution, and a Certificate in Children Studies.

CERTIFICATE IN INTERNATIONAL TRADE AND DEVELOPMENT

The purpose of the Certificate Program in International Trade and Development is to provide law students with a broad legal and multi-disciplinary background in international trade, investment, and commercial law. Students receive grounding in the basic business, tax, and commercial law courses that are important to any business lawyer. In addition, students are trained in domestic laws that affect international trade, such as federal trade laws that regulate countervailing duties, “dumping,” unfair trade practices, and export controls. Students are also trained in international trade and commercial law regimes such as the European Community, GATT, and other world trade organizations. Students study the international monetary system, including the World Bank and the International Monetary Fund, and the growing United Nations legal regimes affecting international trade, such as the Convention for the International Sale of Goods promulgated by the United Nations Commission on International Trade Law.

In addition to possessing specialized legal knowledge, the modern international transactions lawyer must also have a sophisticated background in international economics, politics, history, and culture. Thus, an important component of the Certificate Program is an emphasis on interdisciplinary study. Students are required to take appropriate courses among the extensive offerings in the various university departments and colleges. Perhaps even more importantly, the international transactions lawyer should have facility with a foreign language. Thus, students in the Certificate Program normally are required to take foreign language courses offered by the university.

In order to fulfill the requirements of the Certificate Program, students must complete the equivalent of 30 semester hours of course work. Fifteen of these semester hours must be completed within the Moritz College of Law and the equivalent of 15 semester hours (22 hours) must be completed in other departments and colleges at The Ohio State University. All of that course work shall be completed with the consultation and approval of the faculty member administering the program.

Upon graduation, students who have successfully completed the Certificate Program requirements will receive, in addition to the JD

degree, a Certificate from the Moritz College of Law certifying that they have completed the course of study in International Trade and Development. The Certificate in International Trade and Development shall be a separate document from the JD diploma and shall also be entered on the transcript of grades for the JD degree in the same manner as the notation for Honors is printed.

For more information about the certificate in International Trade and Development, contact Professor Dan Chow, chow.1@osu.edu.

CERTIFICATE IN DISPUTE RESOLUTION

The Certificate in Dispute Resolution enables Moritz graduates to become experts in dispute resolution. Demand for lawyers who understand dispute resolution processes has grown steadily over the last two decades. Today’s lawyers must be equipped not only to advocate in the courtroom, but also to help clients find satisfactory means for addressing their concerns through a range of options outside of it, including negotiation, mediation, and other processes. In addition, lawyers are asked to be proactive—designing systems tailored to the needs of public and private institutions to resolve disputes before they come to the courts. The Certificate in Dispute Resolution distinguishes those students who have completed a rigorous course of study in ADR processes and have practical externship experience, and are ready to become leaders in the dispute resolution field.

To earn the Certificate in Dispute Resolution, a student must both earn 15 semester hours of elective course work related to development of expertise in dispute resolution. These hours may be counted toward the 88 hours required for the Juris Doctor degree. Students seeking the certificate also must complete a non-credit externship requirement.

In reaching the required 15 credit hours each student must take either the Mediation Practicum or the Multiparty Mediation Practicum. These courses have both a classroom component and a clinical component, in which the students mediate actual disputes with feedback and analysis by the faculty. Faculty co-teach the practica with the Langdon Fellow. As a result, the course maintains a one to eight faculty-student ratio, offering considerable individual student-faculty interaction.

Each student must also earn credit in an approved dispute resolution seminar (which may include the Mediation Practicum when it is taught as a seminar), in which the student completes a substantial and high quality scholarly paper in the dispute resolution field. Writing this paper prepares students who hold the Certificate to make innovative contributions to the field as they practice within it.

Finally, each student must complete 112 hours of approved externship work in the field. Although a student may be compensated for this work, no academic credit will be given. The student will work with faculty and local practitioners to accumulate the required hours. The Program has numerous existing placements and opportunities in many areas of the law, ranging from family to commercial, in which students mediate conflicts, conduct research, help administer programs, and teach dispute resolution. Through the externship hours, students will gain experience beyond that offered in coursework, while still under the guidance of law faculty.

In addition to the courses identified above, the following courses are available to satisfy the Certificate requirements: Alternative Dispute

Resolution in the Work Place; Commercial and Labor Arbitration; Comparative Dispute Resolution; Dispute Resolution Processes: Theory & Practice; Dispute System Design; Ethics and ADR Seminar (satisfies professional responsibility requirement); Inter-Ethnic Conflict Resolution Seminar; International Business Arbitrations; International Dispute Resolution; Issues in Arbitration; Jurisprudence and ADR Seminar; Law and Psychology (3 credits count toward the Certificate if certain requirements met); Law and Social Science; Law of Disability Discrimination (2 credits count toward the Certificate); Lawyers as Leaders (1 or 3 credits count toward the Certificate); Legal Negotiation; Middle East Conflict Seminar; Negotiation and Mediation Advocacy (spring break course); Special Education Advocacy (1 credit counts toward the Certificate); Students can also receive credit toward the Certificate for three of the up to five credit hours that can be earned for work on the *Ohio State Journal on Dispute Resolution*.

For more information about the Certificate in Dispute Resolution, contact Professor Sarah Cole, cole.228@osu.edu.

CERTIFICATE IN CHILDREN STUDIES

The Certificate in Children Studies Program is open to all students in good academic standing at the Moritz College of Law. Students may apply to the Certificate Program.

In order to fulfill the requirements of the Certificate Program, students must successfully complete the equivalent of 20 semester hours of course work. Fifteen of these semester hours must be completed within the college of law and the equivalent of five semester hours in graduate-level courses in other departments and colleges at The Ohio State University. All of that course work must be completed with the consultation and approval of the faculty member administering the program.

Students must complete 15 semester hours of Moritz College of Law course work, which must include 10 semester hours in three core Children Studies courses: Children and the Law (three credit hours), Family Law (three credit hours), and the Justice for Children Clinic (four credit hours). Each student's additional law school courses shall be chosen from among a selection of courses relating to children studies approved by the faculty administrator. The fifteen semester hours of course work completed by students within the Moritz College of Law will concomitantly satisfy the requirements for the JD degree.

Students must also successfully complete the equivalent of an additional five semester hours by completing graduate-level course work outside the Moritz College of Law. Each student must obtain approval for the graduate level courses from the faculty administrator and comply with all other university rules governing enrollment in courses outside the student's department or college. Courses cross-listed at the law school and another college or department may count toward the required five semester hours of graduate-level courses. The five semester hours of course work completed by students will concomitantly satisfy the requirements for the JD degree, if all other requirements regarding credit for courses taken outside the college of law are met.

The Certificate in Children Studies is a separate document from the JD diploma and a notation regarding the Certificate is made on the transcript of grades for the JD degree in the same manner as the notation for honors is printed.

For more information about the certificate in Children Studies, contact Professor Kimberly Jordan, jordan.723@osu.edu.

CLINICAL AND LAWYERING SKILLS PROGRAMS

"The Moritz College of Law Clinical and Lawyering Skills Programs are designed to provide hands-on experiences in using basic lawyering skills and developing professional judgment. The courses include clinics in which students represent clients or mediate cases under the supervision of Clinical Programs faculty. They also include classroom-based courses in which client representation and litigation are taught through classroom simulations of the various phases of litigation, mediation, negotiation, and document preparation. These courses are valuable to all students because they provide professional development and skills-related learning opportunities in a supervised setting that is not generally available after graduation.

CLINICAL COURSE OFFERINGS

Civil Clinic

In this course, students represent clients in a wide range of civil cases while supervised by Moritz Clinical Programs faculty. It is open to third-year students who have accumulated at least 59 credits (to qualify for a legal intern certificate issued by the Supreme Court of Ohio). The types of civil cases on the civil docket may include civil rights, employment law, contracts, consumer law, construction disputes, landlord/tenant law, and collection matters. The course is offered in the fall and spring semesters.

Criminal Defense Clinic

In this course, students represent clients who are being prosecuted in misdemeanor cases. The representation is supervised by Moritz Clinical Programs faculty. It is open to third-year students who have accumulated at least 59 credits (to qualify for a legal intern certificate issued by the Supreme Court of Ohio). The types of misdemeanors defended may include theft, drug possession, assault, domestic violence, prostitution, and criminal mischief, among many others. The course is offered once each year.

Entrepreneurial Business Law Clinic

This clinic serves start-up and emerging businesses that need transactional legal assistance. Under the supervision of Moritz Clinical Programs faculty, students represent entrepreneurs and their businesses while simultaneously supporting and furthering Ohio's mission of sustained economic growth. The course is open to third-year students who have accumulated at least 59 credits (to qualify for a legal intern certificate issued by the Supreme Court of Ohio). It is offered in the fall and spring semesters.

Justice for Children Clinic

In this course, students under the supervision of Moritz Clinical Programs faculty may represent children who are being prosecuted for delinquency, traffic offenses, and unruly offenses in the juvenile courts. Students may also represent children who have been identified by the state as abused, neglected, or dependent, and immigrant children who may be targeted for removal from the United States. The clinic operates holistically, often assisting clients with related immigration and educational issues. The course is open to third-year

students who have accumulated at least 59 credits (to qualify for a legal intern certificate issued by the Supreme Court of Ohio). It is offered in the fall and spring semesters.

Legislation Clinic

In this course, students supervised by Moritz Clinical Programs faculty are placed in various offices around the Ohio Statehouse, including the four leadership caucuses of the Ohio General Assembly and the Legislative Services Commission. The classroom component focuses on issues related to the legislative process in Ohio. The course allows law students to observe and participate with others in the process of legislative lawyering. The course is open to second- and third-year students. It is offered in the fall and spring semesters.

Mediation Clinic and Seminar

This course provides students under the supervision of Moritz faculty with an opportunity to learn mediation skills. It combines classroom instruction in mediation law, theory and practice with opportunities for students to serve as mediators in cases pending in the Franklin County municipal court and the Night Prosecutor's Office. The course is open to second- and third-year students, and is offered at least once a year.

Multi-Party Case Mediation Clinic

This course provides students under the supervision of Moritz faculty with an opportunity to learn mediation skills for multiparty cases. It combines classroom instruction with opportunities to co-mediate a large dispute in the community. The course is open to second- and third-year students.

Prosecution Clinic

In this course, Moritz Clinical Programs faculty are appointed as special prosecutors for the city of Delaware, Ohio, where they supervise students prosecuting misdemeanor defendants. It is open to third-year students who have accumulated at least 59 credits (to qualify for a legal intern certificate issued by the Supreme Court of Ohio). This course is offered once each year.

LAWYERING SKILLS OFFERINGS

In addition to developing practice skills through live client representation in clinics, externships, and *pro bono* programs, Moritz students can hone a range of lawyering skills through hands-on simulation and client project-based courses that require them to perform lawyering tasks. Students are advised to consult the Guide to the Upper-Class Curriculum to identify course offerings with significant experiential learning or skills components. The Guide may be found at the Registrar's website. Regular offerings include Trial Practice, Pretrial Litigation, and Negotiation, among others.

MOOT COURT AND LAWYERING SKILLS COMPETITION PROGRAM

The Moot Court and Lawyering Skills Program provides students with a variety of opportunities to develop one of a lawyer's most important tools, the art of persuasion. In addition, those who serve on the Moot Court and Lawyering Skills Governing Board acquire valuable leadership experience.

Appellate Advocacy Courses and Competitions: During the first

semester of their second year, many students take Appellate Advocacy to fulfill an upper-level requirement. Appellate Advocacy students learn how to prepare to argue a case in a court of appeals. Under the supervision of faculty and experienced attorneys, students write a brief and then argue the case before a panel of judges and practicing litigators. A small number of outstanding Appellate Advocacy students are eligible to compete for a place on a travel team (see below) during their second year. Appellate Advocacy students receive two semester hours of credit.

The annual Herman Competition is the foremost intramural appellate advocacy competition, open only to second-year students who have successfully completed Appellate Advocacy I or Transactional Lawyering. Herman competitors write briefs and present arguments to a mock Supreme Court. The competition culminates with showcase arguments for the four finalists before a prestigious panel of judges. Students who compete in the Herman Competition are deemed enrolled in Appellate Advocacy II. Second-year students receive one hour of credit for successfully completing Appellate Advocacy II, the Herman Competition.

Superior performance in both brief writing and oral argument in the Herman Competition (Appellate Advocacy II) earn students the privilege of representing Moritz at regional and national moot court competitions in their third year (the "travel team" program). In recent years, Moritz has sent teams to the National Moot Court Competition, ABA National Appellate Advocacy Competition, McGee Civil Rights Moot Court Competition, Wechsler Criminal Law Competition, Dean Jerome Prince Memorial Evidence Competition, Robert F. Wagner, Sr. Labor & Employment Law Moot Court Competition, Ruby R. Vale Interscholar Corporate Law Moot Court Competition, Sutherland Cup Constitutional Law Moot Court Competition, and Tulane Mardi Gras Invitational Sports Law Tournament, among others. All members of Moritz travel teams are required to take Appellate Practice, a partial-year, one-hour course. Students receive one credit for Appellate Practice and one credit for team participation, for a total of 2 credits. Subject to approval, travel team members may be able to fulfill a writing requirement through preparation of the team's brief.

Trial Practice: The college offers opportunities to compete in trial practice as well. The intramural Michael F. Colley Trial Practice Competition allows second- and third-year students the chance to compete in a full mock trial during spring semester. Winners of that competition earn monetary awards. In addition, the college holds a competition annually to select a team that will travel to the National Trial Competition. Students on the team earn one credit for their participation.

Lawyering Skills Competitions: Second- and third-year students are eligible to compete for a spot on Moritz's Transactional LawMeet Team. The Transactional LawMeet is the premier "moot court" experience for students interested in a transactional practice. This competition gives law students hands-on experience in developing transactional lawyering skills. Students in the National Security class also are eligible to participate in the National Security Crisis Invitational at Georgetown University, where law students participate in a simulated national security emergency under the supervision of experts in the field. Moritz also occasionally fields a team in the European Law Students' Association's World Trade Organization Moot Competition, a simulated hearing of the Dispute Settlement System of the World Trade Organization that deals with international trade law issues.

Service on the Moot Court and Lawyering Skills Program Board: The board, under the supervision of the Program's Director, oversees and manages most aspects of the Moot Court and Lawyering Skills Program. Student board members work as members of a model law office to organize intramural competitions, prepare problems, grade briefs, assist travel teams in their preparations, and develop new opportunities for Moritz students to hone their practice skills. The board, made up of several executive and associate justices, is led by the chief justice. Each spring, outgoing board members select their successors, with approval of the director. Board members serve for a full academic year and are eligible to receive up to two credit hours for successful completion of their responsibilities.

For more information, contact the Director of the Moot Court and Lawyering Skills Program, Leah Sellers, sellers.16@osu.edu.

COURSES OUTSIDE THE LAW SCHOOL

Faculty Rule 9.46 allows law students to enroll in courses and seminars offered by other graduate level programs and in language classes outside the college for up to a total of five semester credit hours toward graduation. In order to enroll, the student must present a petition to a law faculty member. The law faculty member must then certify in writing that the course or seminar will be useful and relevant to the student's professional interest and that there is no unacceptable overlap with offerings available in the Moritz College of Law. Courses and seminars so approved will count toward fulfillment of the college's hour requirement for graduation if the approving faculty member reviews the student's participation in the course or seminar at least once each semester to determine that it is achieving its educational objective, and if the student receives a passing grade. However, grades earned in such courses or seminars are not included in computing the student's cumulative grade point average in the Moritz College of Law.

Faculty Rule 9.44 allows students to request permission to take courses as a transient student at another law school. Permission to take courses as a transient student at another law school will only be granted as the result of compelling or unusual circumstances. Circumstances that may be considered compelling or unusual includes a family illness and related caregiving responsibilities or location-specific healthcare needs. Circumstances that are not considered compelling or unusual include: moving closer to home, moving closer to a future place of employment, or personal convenience.

For more information, contact the Assistant Dean of Students.

JUDICIAL AND PUBLIC INTEREST EXTERNSHIPS

Moritz's judicial and public interest externship programs give students the opportunity to earn academic credit for their unpaid work in judges' chambers, governmental agencies, and nonprofit organizations. Additionally, in lieu of academic credit, students may receive funding for certain unpaid internships through Moritz's Public Interest Law Foundation (PILF) and the Grassbaugh Veterans Project.

Moritz's location within the state capital and a large metropolitan area affords students numerous externship opportunities. Judicial externs are placed with the U.S. District Court for the Southern District of Ohio, the U.S. Court of Appeals for the Sixth Circuit, the Ohio

Supreme Court, the Ohio Court of Appeals for the Tenth Appellate District, the Franklin County Court of Common Pleas, General and Domestic Relations Divisions, and the Franklin County Probate Court. Judicial externs gain a unique perspective on our judicial system by observing court proceedings, interacting with distinguished judges and justices, and working closely with law clerks and staff attorneys to produce written work product for the courts.

Our public interest externs work in a variety of state and federal governmental agencies and with numerous nonprofit organizations throughout Central Ohio. Students may arrange an externship with a placement of their choosing or request a placement with one of the many agencies and organizations pre-approved by the college. Our pre-approved placements include the Ohio Public Defender's Office, the Ohio Attorney General's Office, the Ohio Environmental Council, the Ohio Children's Defense Fund, the Ohio Poverty Law Center, and the Legal Aid Society of Columbus.

The judicial and public interest externship programs are offered during the fall, spring, and summer semesters. Externs attend a monthly class and complete a series of writing assignments to earn academic credit for their work at their externship placements.

For more information, contact the Assistant Dean of Students or Elizaeth Watkins, Assistant Director of Career Services, watkins.682@osu.edu.

OTHER PUBLIC SERVICE OPPORTUNITIES

Students who choose not to earn academic credit for their unpaid work in the public sector may seek a PILF fellowship. PILF funds more than a dozen fellowships each summer to enable students to receive financial compensation for their work with survivors of domestic violence, children of prisoners, predatory lending victims, migrant farm workers, Native Americans, people with developmental disabilities, and others. During the summer of 2018, Moritz students served organizations in and outside of Ohio.

The Grassbaugh Veterans Project was founded and funded by Moritz student Jenna Grassbaugh, a captain in the U.S. Army, in memory of her husband, Captain Jonathan D. Grassbaugh, who was killed in action in Iraq. Students who participate in the program work under the supervision of practicing attorneys to assist veterans with the myriad legal issues they often face after returning home from overseas deployments. Student fellows are paid for the services by veterans.

For more information about the Grassbaugh Project, contact Cybele Smith, Director, Public Service Law Center at smith.302@osu.edu.

DUAL-DEGREE PROGRAMS

A student may pursue both a law degree and another advanced degree by enrolling concurrently in the Moritz College of Law and in a graduate program. Such a dual-degree program must be approved by the Moritz College of Law and by the graduate school. Dual-degree students take no graduate degree courses during the first year of law school. Rule 3.07 of the Moritz College of Law Faculty Rules governs law students' pursuit of dual degrees.

For more information, contact the Assistant Dean of Students.

STUDENT EMPLOYMENT POLICY

The Moritz College of Law has a long-standing policy that states that first-year students will not work. The college recognizes that many students worked during their undergraduate careers. However, the first year of law school is very different from undergraduate school or holding a job. The demands of the curriculum are inconsistent with outside employment. In addition, students can not take full advantage of the educational experience that law school affords while maintaining outside jobs. Exceptions to this policy are made at the discretion of the Assistant Dean of Students for exceptional circumstances, such as serious financial need, familial obligations, personal health issues, or as a disability accommodation.

For more information, contact the Assistant Dean of Students.

INTERNATIONAL EMPLOYMENT POLICY

As a student on an F-1 visa, you have a special responsibility to maintain your immigration status throughout your time in the U.S. Immigration laws regarding work in this country are very demanding and are not necessarily logical or intuitive.

Because the immigration work rules are so complex, Career Services staff cannot advise you on this aspect of your employment. You will need to work directly with the Office of International Affairs to determine whether you are eligible for any type of paid or unpaid work in the U.S., and you will need to do this each time you are considering a new opportunity.

Contact the Office of International Affairs before you:

- Accept a job for pay, either full or part-time, on-campus or off-campus.
- Accept an unpaid internship at any time, on-campus or off-campus.
- Volunteer your time to any organization at any time, including non-legal volunteerism, on-campus or off-campus.
- Are placed in a for-credit externship or clinic that would involve performing unpaid work for academic credit.

Office of International Affairs International Student and Scholar Services

Hours: Monday – Thursday, 1 – 4 p.m.

Location: 140 Enarson Classroom Building
2009 Millikin Road
Columbus, OH 43210

LOAD-LIGHTENING

Under some circumstances, first-year students may take less than the full course load required for the first-year curriculum. See Faculty Rule 9.20. A student wishing to load-lighten must seek permission from the Academic Affairs Committee. The student must file a written petition with the Assistant Dean of Students setting forth his or her reasons for requesting permission to load-lighten. The Committee may grant permission because of childcare or other dependent

family difficulties, disability accommodations, personal problems, or academic difficulty. If a student elects to load-lighten, he or she must make up the course the following year. The student may not delay to the third year satisfying first-year course requirements.

Load-lightening has a number of consequences. First, students who load-lighten during their first years will have to “make up” the hours for the dropped course and will be “behind” in accumulated hours. These hours, however, can be made up relatively easily. Some students choose to take courses during the summer session. Another alternative, less frequently employed, is to take an additional semester to finish law school. This is particularly advantageous if the student needs to have a relatively light course load throughout law school. Finally, by averaging roughly 15 credit hours per semester during the second and third years, rather than the approximately 14 hours per semester that other students must average, these hours can be made up.

The second consequence is that load-lightening occasionally makes upper-class scheduling slightly less flexible. For example, the first-year course that the student must make up during the second year might be offered at the same time as an upper-class course he or she wants to take. The student may have to defer the upper-class course to a later semester or the following year or take it with a different professor. The course that must be made up might be a prerequisite to an upper-class course that the student might want to take, and he or she may not be able to take the course until the third year. The college administration, however, schedules its courses with these considerations in mind, and load-lightening should not preclude a student from taking a particular course at some time during law school.

Finally, load-lightening may have some financial repercussions. Because load-lighteners remain full-time students, their tuition remains the same for fall and spring semesters. If the student makes up these hours during the summer session, he or she will have to pay tuition for the summer session. Also, if a load-lightener does go below full-time status, the student will not be eligible for full financial aid and may have to immediately repay any excess award.

For more information, contact the Assistant Dean of Students.

LLM GRADING POLICY

LLM candidates are graded on a system and by standards different from those of the college’s JD students. Accordingly, the performance of LLM students is not considered in determining grades, honors, or rankings for JD students or vice versa. In fact, LLM candidates are not awarded numerical grades. Except in courses graded on a satisfactory/unsatisfactory course basis, LLM students are graded in terms of:

Letter Grade	Credit Points
A	4.0
A-	3.7
B+	3.3
B	3.0
B-	2.7
C+	2.3

C	2.0
D	1.0
E	0.0

There is no faculty policy regulating the proportion of A, B, or C grades a faculty member may give to LLM students. For LLM candidates, faculty members usually determine grades based on the quality of the individual student's work, applying graduate school standards as described in the Faculty Rules. In the case of LLM students, a grade point average of C+ is required for graduation. Therefore, for LLM candidates, a grade of C or below signals work deemed less than satisfactory. LLM students do not receive a class ranking.

In most instances, faculty members tend to follow the examination procedures described in the JD Grading Policy for LLM examinations.

According to Faculty Rule 3.08 and 9.46 (A), this scale also is used for M.S.L. students and non-law students graded on "graduate school standards."

JD GRADING POLICY, SYSTEM, AND DISTRIBUTION

The Moritz College of Law uses letter grades primarily in connection with academic good standing, probation, dismissal, and graduation. The numerical grades are used primarily to rank students for Law Journal, Order of the Coif, and graduation honors. The overall class rankings are computed after all the second semester grades are computed based on the cumulative numerical average. In the calculation of class rankings, first-year grades are given 50 percent of the weight given to grades received in second- and third-year classes. Class ranks are disclosed confidentially to the students in the top 5 percent of the class, and a student may choose to give that information to potential employers. The remainder of the class is not given individual class ranks. Instead, the college distributes a grade distribution sheet for each class that shows the numerical grade range for each percentage range in ranking for the top half of the class.

GRADING SYSTEM

Anonymity

Grading in some classes, such as seminars and clinics must be done on a name-identified basis. However, exam grading is anonymous. A student receives an exam number for each exam. This number is placed on the exam in place of the student's name. Professors do not have access to which student corresponds with which exam number until final grades have been recorded. In some classes, professors may include factors for which anonymity is not possible, such as class participation or a paper.

Grade Distribution Policy

In an effort to treat all students fairly, the Moritz College of Law has a long-standing grade distribution policy. The underlying reasons for the policy are to promote a common faculty-wide grading standard and to reduce instances in which different professors use different grading standards. In general, the distribution is as follows.

Letter Grade	Grade Distribution
As	30%
Bs	60%
Cs	10%

Ds and Es: A grade of D or E should be given only when inferior performance is clearly demonstrated.

In rare situations, students who experience serious health problems immediately prior to or during an exam period find it necessary to delay taking an exam until after grades must be turned in. In these circumstances, anonymity may not be possible.

For second- and third-year courses, the grade distribution is adjusted based on the past average letter grade performance of the students as a whole who registered for a particular course. A professor receives a grade distribution for the students enrolled in his or her course that semester. There are no names on the grade distribution, so the profile in no way focuses on an individual student. For example, an Evidence professor might receive a distribution stating that, based on past performance, 20 students would be expected to receive As; 30 students would be expected to receive Bs; and 15 students would be expected to receive Cs. The professor then uses the profile as a tool to assess whether grade distributions in that class roughly reflect distributions in other classes. The profile is a suggested tool and is not mandatory. Professors combine the profile with past years' experience grading to form an accurate picture of how the class grade distribution should look. Because the profile is such a successful tool, most professors do not deviate from it in more than minor ways. In fact, to ensure fair and standard grading across the student body, the Associate Dean for Academic Affairs reviews the grade distributions for each course and makes inquiries when there are major deviations from the suggested profile. Professors are advised to give the profile more weight in larger classes in which its guidance would seem to have more validity.

In those courses, irrespective of size, where professors have substantial discretion to deviate from the profile (i.e., seminars, clinical/practica offerings, and classes whose method of evaluation is, in the judgement of the Associate Dean for Academic Affairs, primarily the same as seminars or clinics), professors are advised that the number of A's should not exceed the greater of (a) the profile percentage of A's, or (b)(1) in the case of seminars, 70 percent; (2) in the case of clinics and practica, 75 percent; and (3) in the similarly evaluated courses, 70 percent. Professors determine the grade distribution and the percentage of A's within the applicable range based on their evaluations of individual student performance. The Associate Dean for Academic Affairs will review the grades with these faculty-approved ranges in mind.

Letter Grade	Numerical Grade	Point Value
A	100-93	4.0
A-	92-90	3.7
B+	89-87	3.3
B	86-83	3.0
B-	82-80	2.7

C+	79-77	2.3
C	76-70	2.0
D	69-65	1.0
E	64-61	0.0

WHAT HAPPENS BETWEEN THE TIME MY PROFESSOR GRADES THE EXAM AND I RECEIVE MY GRADES?

In the usual case, after a professor evaluates all the exams, he or she will submit the raw scores for conversion to a 100 point scale. The professor then evaluates the grades. At this point, everything is still anonymous. If the professor feels the overall distribution is too low or too high, he or she has the discretion to make adjustments as appropriate. Once the professor approves the grades, they are given to the Associate Dean for Academic Affairs or his or her designee, who, after approving the grades, passes the grades on to the Law Registrar for release to the professor and to the students.

EXAMINATIONS

The primary basis for course grades will be examinations. In some first-year courses, interim exams will be given, but in many courses the entire grade will be based on the final examination. Some professors will include written assignments and class participation in the course grades. Some may penalize the student, or even drop a student from the course, for a poor attendance record. Professors announce their grading policies early in the semester. Failure to complete a course may result in a grade of “E” on the student’s record. Students must re-take any required course in which they receive a grade of “E.”

To allow examinations to be evaluated anonymously, each JD student is issued a unique three-digit examination number for each examination period (first semester, second semester, etc.). Law examinations are administered under the provisions of the Honor Code, and students are required to sign the honor pledge with their exam number at the close of exams. Most examination time periods range from three to five hours although some examinations may be take-home exams of eight hours or longer. Special rooms are usually assigned for students whose instructors permit the use of computers for examinations.

Students with disabilities should register with the office of Disability Services (ODS). ODS is located at 098 Baker Hall, 113 W. 12th Ave. Students can call ODS to make an appointment at: (614) 292-3307 or VRS: (614) 429-1334. The ODS website is slds.osu.edu. Students who register a disability with ODS should also contact the Assistant Dean of Students with the appropriate documentation to receive an exam accommodation. Students with previously documented disabilities should begin this process well in advance of exams.

Examinations may be objective, essay, or a combination of the two. Objective questions may be true-false or multiple choice. The most prevalent type is the multiple-choice question, in which the student is required to choose the best among several answers. Such questions require careful reading and analysis. The most common type of essay question involves a factual pattern and asks the student to recognize and analyze the various legal problems raised. Law professors like

well-organized, concise, and direct answers that examine all of the issues.

EXAM PROTOCOLS

Law students are responsible for reading and abiding by all final examination rules, procedures and deadlines. The following general rules and protocols apply to all examinations at Moritz:

1. **Rescheduling Law School Exams:** Under the Faculty Rules, students must take exams at the scheduled times unless extraordinary or compelling circumstances necessitate a change. Please note that personal desire, travel preferences, employment duties, and most social engagements will not provide sufficient bases to reschedule. All requests to reschedule an exam(s) must be made to the Registrar by submitting the online Exam Conflict Form by the required deadline. Every semester the Assistant Dean of Students will set a deadline for receipt of exam conflict forms (that deadline is usually four weeks prior to the start of the exam period). After the deadline, the Assistant Dean and Registrar will only accept requests to re-schedule exams for unforeseen or emergency reasons.

2. **Anonymity:** The Law School uses an anonymous grading system. For identification, students are required to use their assigned examination numbers in lieu of their names or social security numbers on exams. A number is issued for midterms and finals. Exam numbers will be issued to students via electronic mail from the Registrar’s office. Students should refrain from any communication with faculty, either before or after an examination, that would compromise their anonymity in the grading process. All problems or questions that might arise should be directed to the Registrar, Assistant Dean, or Associate Dean for Academic Affairs.

3. **Handwriting Exams:** Students may handwrite their exams using bluebooks or type their exams using a laptop computer with special security software. See computers below. Bluebooks, Scantron sheets for multiple choice exams, where applicable, and scratch paper are provided. Students should expect to share the handwriting exam room with students from other classes.

4. **Computers:** Students who plan to use their laptop computer to take exams will be required to install the college-approved examination security software (Exam4) that restricts access to all of their computer files during exams. Approximately two to three weeks prior to the start of the examination period each semester, students receive an email from the Registrar’s office with instructions on downloading that semester’s exam software. In addition, computer users should note the following:

- Students should arrive 15 minutes prior to the start of an examination to set up their laptop in the appropriate room.
- Should a laptop in any way become disabled during an examination, the college cannot be held responsible nor will a student be given extra time. Bluebooks will be available in the room and the student should continue with the exam as a handwriter. Students may also seek assistance from the Registrar’s office, but extra time will not be allotted to make up for any consulting time. (Please be aware that in virtually all cases the material written prior to the computer failure will be recovered by the Registrar and combined with any handwritten material you submit).

- Computers may not be used for access to class notes or outlines during an examination, unless explicitly otherwise instructed. Thus regardless of the type of exam, you must choose the “closed” security mode on the exam software, unless written and verbal instructions clearly indicate otherwise.

5. Closed-Book Exams: Only exam-related materials such as the exam questions, writing utensils, bluebooks, blank scratch paper, and necessary personal items (e.g., tissue, water bottle, etc.) are permitted at the desk during an examination. No books, outlines, class notes, or any other resource material may be consulted during a closed-book exam. Preferably all personal belongings not necessary for the closed-book exam should be left at home or in your locker, including prohibited material. At the very least, students are well-advised to place any prohibited material in closed bookbags at the front of the room prior to the start of the exam. If they have placed their belongings in the front of the room, students may not return to their personal items during the exam.

6. Partial-Open Book Exams: Instructors may limit the materials permitted in the exam room (e.g., banning the use of commercial outlines, but allowing student notes and/or the course book). Students are responsible for knowing what sources may and may not be used for any particular examination; any questions about authorized materials should be raised with the instructor of the course. These exams are also referred to as limited-open book exams. Note that partial-open book exams must be taken in “closed” security mode on the exam software, unless written and verbal instructions clearly indicate otherwise. In addition, students are advised to treat any unauthorized resources like prohibited material for closed-book exams.

7. Open Book Exams: Unless otherwise directed by the instructor, during in-class open book exams, students may bring printed copies of notes and outlines, but may not access those materials from their computers. Accordingly, open book exams must be taken in “closed” security mode on the exam software, unless written and verbal instructions clearly indicate otherwise.

8. Return of Examination Questions/Materials: Unless otherwise noted, students are required to return their exam questions, in full (all pages), at the end of an exam. A faculty member may refuse to grade an exam that does not have the exam questions included.

9. Take-Home Exams: Students should follow the directions of the instructor for a take-home exam. Students are responsible for understanding and following the instructions for self-timing and the submission of all take-home exams, including uploading responses to Exam4, TWEN, or hand delivering them to a designated location, as directed by the instructor. Since take-home exams frequently have a lengthy administration period, students should take extra special care not to discuss the content, format, or level of difficulty of the exam with other Moritz students so as not to interfere or influence classmates planning on completing the exam at a later date.

10. Illness: If a student becomes ill during an exam and cannot continue, he or she must report immediately to the Assistant Dean of Students or to the college’s Registrar’s office. Please note, however, that once you begin an exam, it is difficult to accommodate your health condition.

11. Plagiarism: Students who commit plagiarism, turn in “multiple submissions” in an effort to obtain credit twice for the same, or substantially similar work, or who are otherwise caught cheating on

examinations or papers, will be subject to disciplinary proceedings outlined in the Honor Code. In most cases, documentation of any resulting proceedings and/or disciplinary action will remain in the student’s file. The occurrence of such disciplinary proceedings will be communicated to any committee of bar examiners when the student undergoes moral character evaluation.

12. Exam Start Time: Students may not begin writing or reviewing the exam questions until instructed to begin the exam. Please note that exams usually begin promptly at the scheduled start time and students are advised to arrive 15 minutes prior to get situated and hear instructions (which usually begin 5-10 minutes before the scheduled start time).

13. No Talking: Students may not talk to or share written materials with other students during an examination.

14. No Phones, PDAs, Electronic Communications Devices: No cell phones or other electronic communication devices may be used during the course of an in-class examination (this includes during any breaks) except as permitted by the instructor. Cell phones and the like must be powered off and stored away during the entire exam; they may not be on vibrate mode unless you have the Associate Dean for Academic Affairs’ prior consent. You may bring a calculator only if authorized by the instructor.

15. No iPods, Earphones, or Headphones: Due to the possibility of information being accessible through earphones, no personal stereos, headphones, or earphones are allowed during any exam except as permitted by the instructor. However, foam earplugs are permissible.

16. Food and Drink: Snacks and beverages are permissible in the exam rooms. Please note, however, that you are expected to be considerate of others by avoiding food with noisy wrappers, strong odors, or noisy and crunchy textures.

17. Leaving the Exam Room: Students who leave an exam room during an exam must leave their exam questions, answers, and all unnecessary personal items (i.e., book bags) in the exam room. Students are expected to leave the exam room only as necessary to use the restrooms and to limit their absences to only a few minutes. In addition, students must abide by the following guidelines while away from an exam room:

- Students may not talk to other people during the exam time, unless necessary;
- Students may not exit Drinko Hall, unless an emergency alarm sounds;
- Phone usage, locker visits, and library visits are not allowed.

If you need access to personal belongings for a legitimate medical reason during an exam, please see the Assistant or Associate Dean for Academic Affairs at least four days prior to the exam to discuss accommodations.

18. Exam End Time: Students must stop writing and turn in their in-class examination papers or upload their exam answers when time has concluded or is called. Students who exceed time limits may be subject to a range of penalties, depending on the circumstances, including up to a two points off the final course grade for each minute

(or fraction thereof) that they exceed the allotted time, refusal by the professor to grade your exam, and/or referral for an Honor Code inquiry.

19. Honor Code Certification: Upon completion of your examination and prior to leaving the examination room, you will be required to sign an honor code certification (using your exam number, not your name). For a take-home exam, honor code certification is implied with the submission of the exam. If you need to report an honor code violation, please see the Associate Dean for Admissions or the Assistant Dean of Students.

20. Exit Quietly: Upon completing exams, students must immediately exit the examination rooms as quietly as possible. If you finish within five minutes of the end of the exam's administration, please do not leave the room early.

21. Hallway Noise: As you wait in the hallway to enter an exam room (while a morning session exam concludes), take a break between formal parts of the exam, or exit the exam room, please be quiet in the hallways so that students in other rooms may complete their exams with minimal disruption. Specifically, afternoon exam takers waiting to enter their exam rooms should step into the stairwell to conduct conversations so that morning exam takers are not disturbed.

MORITZ LAW LIBRARY

LIBRARY INFORMATION

The Moritz Law Library provides access to a broad array of legal material, in a variety of formats, and assists students in their research. The library has a large and strong collection of books, databases, journals, microforms and reports covering United States, foreign, and international law.

Students and faculty in the Moritz College of Law also have access to the collections of all Ohio State University libraries. The Moritz Law Library shares an online catalog with the university, Health Sciences, and regional campus Libraries. In addition, the Law Library is part of the OhioLINK network with access to almost all college, university and law school libraries in Ohio. Online borrowing from these libraries is possible through the online catalog. OhioLINK also provides a large collection of electronic databases and journals in the humanities, sciences, and social sciences.

DURING ACADEMIC SEMESTERS

Monday - Thursday 8 a.m. to 9 p.m.

Friday 8 a.m. to 7 p.m.

Saturday 10 a.m. to 7 p.m.

Sunday 12 p.m. to 9 p.m.

Law students have access to the library 24 hours a day, seven days a week with a valid BuckID.

Audiovisual Services

Requests for audio-visual equipment or assistance with classroom technology should be directed to Laju Mansukhani (614) 247-6885 or (614) 247-6467.

Carrels

At the beginning of each academic year, law students may reserve a study carrel in pairs. The Circulation Desk handles the carrel reservations. Many nonreserved carrels are available on the main floor of the library and in the Reading Room for all patrons to use.

Circulation Services

Students check out books from the Library using their valid Buck-ID card. Students are expected to regularly view their circulation records on My Record and to monitor their email for circulation recall notices. Students must be sure to return or renew their materials on time because fines can be steep.

Computer Lab

The Moritz Law Library has a computer lab with both PCs and Macs located on the main level. These computers provide access to the Internet, standard office software, and some specialized programs. Students can print from these computers (or from their laptops via the wireless network) to the law school's printers in the lab. Material found on Lexis can be sent to and printed by the Lexis printers in the computer lab for free.

Food and Drink Policy

Beverages are allowed in the law library in spill-proof containers. Non-messy food (e.g. sandwiches, snacks, soup in heat & serve containers) are allowed in the library.

Group Study Rooms

The Moritz Law Library has study rooms available for law student use. The main purpose of the study rooms is to facilitate group study. Students reserve the rooms at the Desk for up to three hours per day.

Interlibrary Loans

The Library offers interlibrary loan services to students for books and other materials not available through The Ohio State University Libraries or OhioLINK. Students needing specific materials should fill out a request form paper available at the Reference Desk.

Photocopying and Scanning

The library provides a book and document scanner on the main level near the Law Library Administration offices and in the library's reserve room. Scanning to email or a flash drive is free.

Reference Hours and Access

The Library offers reference service Monday-Friday. Regular reference hours are posted in the Library and on the Library's webpage. Those needing service beyond regular reference hours should contact the reference desk to schedule an appointment. Reference librarians are available at the Reference Desk on the second floor of the Library, by calling the Library at (614) 292-9463, or by email at lawlibref@osu.edu.

Research Services

The reference librarians are experts in legal research methodology and can provide the following services:

- on-the-spot individual instruction on developing research strategies and locating and using all formats of information including print, electronic, Internet, microform, and audiovisual;

- research strategies for effectively using Lexis, Westlaw, Bloomberg Law, and other databases;
- information about using the online catalog;
- consultation on research sources for writing projects such as journal notes or seminar papers; and
- assistance with law journal accuracy-checking.

Teaching Services

The reference librarians regularly teach courses in advanced areas of legal research in addition to sections of LAW. Other instructional services that the reference librarians provide include the following:

- research workshops, presentations, and demos on electronic resources;
- subject-specific research sessions as requested by the faculty;
- advanced research training for all law journal staff members and new research assistants;
- tours of the law library; and
- tailored research presentations as requested by student groups.

Reserve Materials

Reserve materials are found in the Reserve Room, located directly behind the Circulation and Reference Desks. The Reserve Room contains recent issues of law reviews, hornbooks and nutshells, a core collection of books on Ohio law, and audiovisual titles. Students are welcome to use these materials within the Reserve Room. Students wishing to use reserve items in other parts of the library can check them out at the Circulation Desk for a period of two hours. Overdue reserve items are billed \$2.00 the first hour past due and \$5.00 for each additional hour. Students can check out reserve room audiovisual titles for a period of three days.

INFORMATION TECHNOLOGY AND COMPUTER USE

COMPUTER USE IN THE MORITZ COLLEGE OF LAW

Drinko Hall is covered by The Ohio State University Wireless Network (osuwireless), and thus a laptop computer (or tablet or smartphone) will give you access to the internet from any location in the building. Many students use their laptop to take notes in class and to write their final examinations. Individual faculty members do have the right to limit or bar the use of computers in class and on exams. By faculty rule, laptop computers used in in-class examinations must be equipped with the examination software designated by the college. You will be given instructions well in advance of exams about how to load and test the examination software.

The best source for answers on connecting to The Ohio State University Wireless Network is the university's Help Desk (614-688-HELP or 8HELP@osu.edu).

Laptops should never be left unattended anywhere in the college or the law library. The college strongly recommends that students buy

security cables for their laptops; carrels and tables in the Moritz Law Library are equipped with brackets for security cables. The college is not responsible for any loss or damage to laptop computers.

Email Accounts

All incoming law students will be provided with email accounts. The Moritz College of Law often uses Ohio State email accounts as the official means of communication with students. In addition, student services departments and faculty routinely use Ohio State email accounts to contact students. Students are therefore individually responsible for checking their Ohio State email accounts on a regular basis or for having their Ohio State account forwarded to a preferred email address.

FINANCIAL AID

SOURCES AND TYPES OF AID

In addition to personal and family savings, Ohio State law students meet the costs of their legal education through a combination of scholarship and grant assistance from the Moritz College of Law, the University, and external organizations; loans from the federal government and private lenders; and part-time employment (limited to upperlevel students) during the academic year and summer employment.

Non-Repayable Aid

Financial Need Grants (\$1,000-\$5,000): Financial Need Grants are given to individuals on the basis of atypical financial need. Applicants must submit a FAFSA (Free Application for Federal Student Aid) and a Moritz Need Grant Application found on the college's web site at moritzlaw.osu.edu/financialaid/docs/finaid_application.pdf. The FAFSA form and the Moritz Need Grant Application should be submitted at the earliest possible date after Jan. 1, but no later than Feb. 15.

University Administered Awards (\$500-\$3,000):

In addition to aid from the Moritz College of Law, students may be eligible to apply for several special University-wide scholarships that have very specific criteria for eligibility. Examples of such awards include the Charles Medick Scholarship (awarded to sightless students) and the Critical Difference for Women Scholarship (awarded to women who have returned to college after at least a two-year lapse in their education). The application deadline for these scholarships is Feb. 15. Application materials for University-wide scholarships may be obtained via the web (<http://sfa.osu.edu/scholarships>).

External Scholarships/Grants:

In addition to scholarships and grants offered by the Moritz College of Law and the University, a number of national and regional scholarships and grants are available from philanthropic organizations, employers, and other entities. The Moritz College of Law maintains a list of external scholarships that can be found on its web site at moritzlaw.osu.edu/financialaid/scholarships/external.php. The website www.fastweb.com is another potentially helpful source of such aid.

Re-payable Aid (Loans)

Federal student loans are readily available to Ohio State law students who are enrolled at least half time and who have no record of default on previous educational loans. To receive educational loans from the federal government, students must complete a FAFSA form.

The Unsubsidized Stafford Loan is available to law students. The maximum annual Unsubsidized Stafford Loan is \$20,500. To apply for one of these loans, and to be considered for need-based grants from the Moritz College of Law, students must annually file the FAFSA form or a FAFSA Renewal form. The FAFSA or FAFSA Renewal form should be completed at the earliest possible date, but no later than February 15. FAFSA forms become available in early January. Applicants may complete the FAFSA online at www.fafsa.ed.gov and must list Ohio State (federal code 003090) as a recipient. A paper FAFSA form may be obtained by contacting the Federal Student Aid Information Center at (800) 433-3243. Ohio State law students who find it necessary to borrow funds beyond the Stafford Loans have available the Federal Direct Grad Plus Loan up to the cost of attendance.

The issue of loan indebtedness is extremely important because the repayment of student loans can significantly affect the career options that a student or graduate may consider. Students are strongly encouraged to consider the consequences of borrowing by projecting the percentage of expected income that will be devoted to loan repayments. Students should always maintain accurate records of loans received and have a full sense of their current total educational debt. As a general rule, loan repayments should not exceed fifteen percent of net income.

Emergency Loans

The Moritz College of Law maintains a small pool of funds to assist students who, as a result of unplanned circumstances, have a need to borrow funds on a short-term basis (usually no more than 60 days). Because these loan funds are very limited, requests for an emergency loan should be made only after exhausting other possible sources of aid. The typical amount approved for an emergency loan is \$500 to \$1,000. An application for the emergency loan is available in Room 104. The Office of Admissions and Financial Aid will make every effort to review and process emergency loan requests quickly. Repetitive requests for emergency loans are strongly discouraged, and students enrolled in their last term are not eligible. A student may not have more than one emergency loan outstanding at a time.

Bar Study Loans

Graduating students who need assistance in meeting the costs relating to preparation for the bar examination have available a number of private loans. While students are encouraged to avoid/minimize reliance on these loans, such loans can be helpful in meeting the cost of a bar review preparatory course, fees related to the bar exam, living expenses, etc. Similar to the private loans available to students, these loans are credit-based and the fees range from 5-12 percent of the loan amount. The Moritz College of Law does not recommend a particular private or bar exam loan; however, certain lenders are commonly used by Ohio State law students. We highly recommend that students contact the college's Financial Aid staff to discuss their current and future borrowing needs before applying at <http://sfa.osu.edu/loans>.

Residency Guidelines

For students who relocate to Ohio from another state, the residency rules of the state permit nearly all students to be reclassified as residents of Ohio for the second and third years of law school. An entering student who relocates from another state, and whose spouse is employed in Ohio while the student is enrolled, may be re-classified as an Ohio resident quickly. For additional information regarding residency rules, students are encouraged to visit the Registrar's

web site at registrar.osu.edu/residency/index.asp. Please note the University Residency office makes residency determinations. Students are encouraged to follow their stated procedures closely.

Forever Buckeye

Students who graduated from high school or completed their final year of at-home instruction in Ohio may be eligible for in-state tuition under the state's Forever Buckeye program, even if they attended an undergraduate college or university outside of Ohio. For more information, visit registrar.osu.edu/residency/forever_buckeye.asp.

RESOURCES TO ASSIST STUDENTS

In addition to the Federal Government, several Ohio State University offices are involved in financial aid matters. Below is a brief description of the respective roles of each office:

Moritz College of Law Office of Admissions and Financial Aid

The college's office of Admissions and Financial Aid distributes financial aid documents, provides general counseling regarding financing options, awards college of Law grants and scholarships, serves as a liaison with the University Financial Aid office, and serves as a "trouble shooter" when problems arise. This office will be students' first point of contact for all financial aid related matters.

University Office of Student Financial Aid

The Office of Student Financial Aid at the University processes all paperwork relating to loans, "packages" a student's financial aid, maintains financial aid records, and is responsible for meeting federal guidelines relating to federal loan programs. The office maintains a website, at <http://sfa.osu.edu>.

Office of Fees and Deposits

The Office of Financial Services at the University deals with issues related to fee statements (tuition and fees) and to payment or non-payment of fees. It also establishes direct deposit arrangements and issues refunds of loan proceeds to students. The office of Financial Services maintains a web site at <http://www.treasurer.ohio-state.edu>. In addition, students may email bursar@osu.edu with questions related to their accounts.

Creative Financing Options

Ohio State law students find a number of creative ways to minimize the need for loan assistance and to finance the three years of their legal education. First-year law students may work at the end of their first year during the summer and upper-level students are permitted to work up to 20 hours per week during the academic year. Ohio State law students who have a strong interest in public interest law may apply for a summer fellowship offered by the college's Public Interest Law Foundation. These fellowships are intended to assist law students who accept low-paying or nonpaying summer public interest clerkships. Students with a strong interest in a second language may investigate the University's Foreign Language and Area Studies (FLAS) Fellowship, which covers full tuition for one year and provides a stipend of up to \$15,000. In recent years, more than a dozen law students have been FLAS Fellows. Law students may also investigate employment as a graduate assistant in other departments at the University. Law students have served as graduate assistants with the Departments of English, Journalism, and History. These assistantships may provide a waiver of tuition and a monthly living stipend.

All questions concerning financial assistance should be directed to Marc Nawrocki, Assistant Director of Financial Aid, (614) 292-8807 or by email at lawfinaid@osu.edu.

HONOR COUNCIL

The Honor Council is the judicial branch of student governance. It has a faculty presiding officer and is composed of five students appointed by the Student Bar Association (SBA) President and approved by the SBA Senate. It rules on cases of alleged infractions. Students are required to follow the law school's Honor Code, which is found on the college's website and is included as an Appendix in this handbook. The Honor Council consists of two members from each of the second- and third-year classes, one member from the first-year class, and a non-voting faculty member, who serves as Presiding Officer. The Presiding Officer makes decisions on evidence, procedure, and substantive law. In addition, there are two student prosecutors and two student defense counsel, and one assistant prosecutor and one assistant defense counsel. If proven, allegations of cheating, plagiarism, inappropriate use of technology, or other improprieties will lead to discipline or dismissal. Currently, students at the Moritz College of Law have a great deal of freedom in exam situations and with respect to library privileges and other matters, but a prerequisite to that freedom is the responsibility that is represented by the Honor Code and the Honor Council. It is each student's obligation to abide by and uphold the Honor Code. A mandatory meeting of all first-year, transfer and transient students to discuss the Honor Code is held during Orientation.

The following are brief descriptions of each of the college's student organizations. Representatives of the listed organizations wrote these descriptions. For contact information, visit www.moritzlaw.osu.edu/students/orgs.

STUDENT ORGANIZATIONS

Student organizations are required to adopt a statement of nondiscrimination. For most student organizations that statement prohibits discrimination on the bases of age, color, disability, gender identity or expression, national origin, race, religion, sex, sexual orientation, or veteran status.

*Student organizations formed to foster or affirm the sincerely held religious beliefs of their members, such as those marked with an asterisk, have adopted nondiscrimination statements that are consistent with those beliefs.

Advocates for Children
 American Civil Liberties Union
 American Constitution Society
 Asian/Pacific American Law Students Association
 Beyond the Law
 Black Law Students Association
 Business Law Society
 Christian Legal Society*
 Criminal Law Society
 Dispute Resolution and Youth

Environmental Law Association
 Federalist Society
 First Generation Law Students Association
 Health Law Society
I/S: A Journal of Law and Policy for the Information Society
 Immigration Law Society
 Intellectual Property Law Society
 Inter-Professional Council
 International Law Society
 J. Reuben Clark Law Society
 Jewish Law Students Association
 Labor & Employment Law Association
 Latino Law Students Association
 Law School Democrats
 Law School Republicans
 Middle Eastern Law Students Association
 Military Law Students Association
 Moot Court and Lawyering Skills Governing Board
 Moritz Education Law Society
Ohio State Business Law Journal
Ohio State Journal of Criminal Law
Ohio State Journal on Dispute Resolution
Ohio State Law Journal
 OutLaws
 Pro Bono Research Group
 Public Interest Law Foundation (PILF)
 Real Estate Law Association
 Sports and Entertainment Law Association
 Student Animal Legal Defense Fund (SALDF)
 Student Bar Association
 Truancy Mediation Project
 VITA (Volunteer Income Tax Assistance)
 Women's Legal Society

SUMMER AND EDUCATION ABROAD OPPORTUNITIES

SUMMER COURSES

Summer classes provide an excellent opportunity to earn credits, enabling students to take a lighter load through the year. This is especially helpful for students who plan to work during the school year or to be actively involved in student organizations. Also, because the classes are generally smaller, students have a better opportunity to get to know the professors. A list of summer classes usually comes out in mid-April. Financial aid is available for the summer session. Summer classes include externships.

For more information, contact Beth Stiles, Registrar, stiles.96@osu.edu

OXFORD PROGRAM

The Oxford Program runs for five weeks at St. Anne's College at Oxford University in Oxford, England. Students generally take two to three courses for a total of six semester hours of credit. Classes meet Mondays through Fridays. Visits are made to the Inns of Court, the Houses of Parliament, the Central Criminal Court ("Old Bailey") in London, and other courts in London and Oxford. Students have the opportunity to arrange their own travel throughout the British Isles and Europe before or after the program. Because the Oxford program lasts only five weeks, it cannot be used alone as one of the two summers required of students who desire to graduate early. See explanation of Residency Requirements in this Handbook's section on Graduation Requirements.

For more information, contact Caroline O'Connell, Interim Assistant Dean for International and Graduate Affairs at occonnell.218@osu.edu (Fall, 2018) and Laura Fernandez, Assistant Dean for International and Graduate Affairs at Fernandez.214@osu.edu (Spring, 2019)

SEMESTER ABROAD PROGRAMS

The Office of International Affairs offers education abroad opportunities for JD students to spend a semester abroad in law schools in China, Germany or Spain. Students can take up to 12 hours of law Credit (all classes are in English), improve language skills, and increase global awareness. Students pay regular law tuition to Moritz. The deadline to apply is March 1.

For more information, contact Caroline O'Connell, Interim Assistant Dean for International and Graduate Affairs at occonnell.218@osu.edu (Fall, 2018) and Laura Fernandez, Assistant Dean for International and Graduate Affairs at Fernandez.214@osu.edu (Spring, 2019)

TWO-WEEK (MAY) SUMMER PROGRAMS

First- and second-year students can participate in two-week short term programs held during the second-half of May in China or Brazil. These are non-credit programs that allow students to explore law study and culture at a minimum cost. Our host universities provide free housing and most meals, airport pick-up and tours. Students are responsible for airfare, visa costs, and incidentals. The deadline to apply is March 1.

For more information, contact Caroline O'Connell, Interim Assistant Dean for International and Graduate Affairs at occonnell.218@osu.edu (Fall, 2018) and Laura Fernandez, Assistant Dean for International and Graduate Affairs at Fernandez.214@osu.edu (Spring, 2019)

INTERNATIONAL FELLOWSHIPS

The Squire Patton Boggs Foundation Public Service Fellowship awards \$5,000 for summer work to one exceptional first- or second-year law student who demonstrates an interest in international public service and public policy. Work can be performed in the United States or abroad. The deadline to apply for both fellowships is March 1.

The Vogel International Fellowship yearly awards several Moritz students either \$1,000 (for long-term programs) or \$500 (for short-term programs) to assist in paying for eligible education abroad program expenses, including program costs, housing, airfare, etc.

<http://moritzlaw.osu.edu/education-abroad/fellowships-and-scholarships/>

THE WASHINGTON D.C. SUMMER PROGRAM

Each summer, approximately 20 students have the opportunity to take part in the Washington D.C. Summer Program. Students work in substantive externships in D.C., accompanied by a high-quality academic program and a summer in the nation's capital. The externship lasts at least seven weeks, and students work at least 20 hours per week, in conjunction with taking classes. Students are paired with a supervisor at their externship, and the supervisor ensures that at least 80 percent of the student's time is substantive work.

Professor Chris Walker directs the program. He has extensive experience working in the D.C. area, as he previously worked in D.C. at the U.S. Department of Justice, for a prominent litigation boutique, and as a law clerk to Justice Anthony M. Kennedy of the U.S. Supreme Court. Throughout the school year, Professor Walker meets with students to identify externships that are a good fit with their interests and backgrounds, and then assists with placing students in those externships.

Students take a 2-credit course on The Ethics of Washington Lawyering, as well as a 3-credit externship seminar. In previous years, students have worked in major federal agencies and nonprofit groups that are often national leaders in their fields. Externships in the past few years have included the U.S. Department of Justice, the U.S. Department of Commerce, the U.S. Department of Education, the National Association of Realtors, and the D.C. Office of the Attorney General.

For more information, go to <http://moritzlaw.osu.edu/programs/washington>

PUBLIC INTEREST LAW FOUNDATION

The Public Interest Law Foundation (PILF) is a student-run group that raises funds throughout the year to support Moritz students who take low-paying or volunteer summer positions in the public interest. Awards range from \$500 to \$3,500, and help to defray living expenses. These fellowships are designed to encourage Moritz students to seek rewarding positions that serve underrepresented and underprivileged populations that are least likely to have access to legal services.

For more information, go to <https://moritzlaw.osu.edu/students/groups/pilf> or contact Professor Greenbaum, greenbaum.1@osu.edu.

INTERNATIONAL TRAVEL REQUIREMENTS FOR OSU STUDENTS AND GEOBLUE SUPPLEMENTAL HEALTH INSURANCE

In countries under a current Department of State Travel Warning and other high risk destinations, approval of travel is subject to university approval. Graduate and professional students may petition the International Travel Policy Committee for approval a minimum of two months prior to the proposed travel. Countries currently on

Department of State Travel Warning can be viewed at: <http://travel.state.gov/content/passports/english/alertswarnings.html>. For further information on the policy and/or the petition process, please contact Dru Simmons, international risk manager, (simmons.541@osu.edu), Office of Risk Management and Insurance.

Ohio State students traveling to international locations for the purpose of study abroad, undergraduate or graduate/dissertation research, internships or independent study are required to enroll in the university's supplemental international insurance which is provided through GeoBlue Insurance. The insurance includes coverage for medical, evacuation, repatriation, emergency assistance, and political security and natural disaster. Students participating in study abroad programming offered by the Office of International Affairs are automatically enrolled in the supplemental international insurance. Students who are traveling abroad independently can enroll online for the supplemental insurance. For instructions: <https://oia.osu.edu/health-and-safety/traveler-insurance.html>

For more information, contact Caroline O'Connell, Interim Assistant Dean for International and Graduate Affairs at ocConnell.218@osu.edu (Fall, 2018) and Laura Fernandez, Assistant Dean for International and Graduate Affairs at Fernandez.214@osu.edu (Spring, 2019)

JD CAREER SERVICES

The career services staff is committed to helping students find the best job fit possible through counseling individual students, identifying appropriate legal career options, providing training in job search skills, and offering many sources of employment opportunities.

Beginning in mid-October of the first year, Moritz students are assigned an advisor who partners with them throughout their law school careers. Students benefit from the broad range of expertise of the counseling staff, which includes the senior director, who has over 15 years of experience in major New York law firms and 12 years of experience in career services; the director of public service and public interest, and six advisors with backgrounds in both the private and public sectors. Four of our advisors have earned law degrees. The advisor-student relationship begins with working toward employment for the 1L summer and continues with job searching until the student has secured a position after graduation. Students are required to meet with their advisor at least once every school year.

Career advisor support includes:

- Helping students write effective cover letters and developing resumes to showcase strengths and interests.
- Giving students the tools to effectively conduct both job and informational interviews.
- Advising students how to develop a professional presence through social media and teaching the skills and opportunities to network within the legal community and beyond.

The career services office also has extensive programming to help students learn about different career opportunities, prepare for job interviews, and build experience.

Starting in the first semester with Career Development 101, a program which provides first-year law students an overview of the legal

profession, and throughout the school year, the office hosts a large variety of activities designed to inform students about the many career paths available to attorneys and how to succeed in a professional environment. Examples of these are:

- Mock interview program that allows students to practice with attorneys in their offices;
- Series on "Thinking Outside the Law Firm Box" that offers guidance by professionals on the many options for using a law degree;
- Etiquette dinner and fashion show to ensure students understand the rules of professional attire and social interaction;
- A discussion on judicial clerkships and their unique ability to shape careers.

Because students have a wide array of interests, the career services office provides many opportunities to interview with employers in both the public and private sectors:

- On-Campus interviewing begins in late summer and continues in the fall and spring semesters. It brings representatives from medium and large firms as well as corporations and government agencies to interview students for summer and permanent positions.
- Off-Campus interviewing in the autumn provides students the opportunity to interview in New York, and Washington, D.C.
- The Opportunity Forum, which is held in the spring semester, gives students the chance to meet and interview with employers from the public sector to learn about available jobs and volunteer opportunities during the school year, summer, and following graduation.

Because many students are interested in small firm practice, the career services staff conducts employer outreach to these firms, posts positions for all students to access, and works with individual students to best position them for such opportunities. They also work extensively with students pursuing careers in the public sector and judicial clerkships.

For more information contact Senior Director Linda Jones at jones.2609@osu.edu

PROGRAMS

CENTER FOR INTERDISCIPLINARY LAW AND POLICY STUDIES

The Center for Interdisciplinary Law and Policy Studies at the Moritz College of Law at The Ohio State University encourages and supports efforts by lawyers and social scientists to examine the effects of law on society. The Center promotes interdisciplinary scholarship and teaching and supports national conferences that bring together scholars and practitioners from various fields to discuss major public policy concerns from an interdisciplinary perspective.

Members of the college of law faculty affiliated with the Center are actively engaged in a number of research projects with an

interdisciplinary or empirical focus. Ongoing or recently completed projects include the following: an empirical analysis and critique of methods used to set the passing scores for bar examinations; a comparative study of the law of harassment, research on the role and impact of defense counsel on federal sentencing outcomes; an analysis of use of mediation and other forms of dispute resolution in court-annexed programs and to resolve employment disputes; studies of judicial behavior; and an exploration of agency rulemaking from an empirical perspective. A number of these projects are international and cross-cultural in focus.

The Center has supported and organized a number of conferences and seminar series, bringing together scholars and practitioners from a variety of fields to discuss important public policy issues. Past conferences have involved the future of internet regulation, state constitutional law, the future of dispute resolution, and Medicaid and Medicare. The Center also regularly brings scholars to the college to present workshops on a range of interdisciplinary topics.

Funding for the Center comes mainly from dedicated funds within the college of law. In addition, grants and contracts from private foundations and public agencies have supported and helped to sustain Center projects.

For more information about the Center, contact Center Director Katherine Federle, federle.1@osu.edu.

ELECTION LAW @ MORITZ (EL@M)

Election Law @ Moritz is a nonpartisan research, education, and outreach program conducted by faculty and staff of the The Ohio State University Moritz College of Law. As a center of election law expertise, EL@M is a resource for lawyers, academics and educators, journalists, policymakers and other civic leaders, election administrators, and citizens interested in election law issues.

Formed in 2004, EL@M represents a collaboration among the many Moritz faculty members with expertise in election law and related fields. The group, and its pioneering website, have become a leading source for information and research regarding the administration of elections.

EL@M regularly welcomes assistance from Ohio State law students as research assistants. Students gather valuable information while helping to keep the group's dynamic website continuously up to date. International students interested in helping the EL@M team also have the unique opportunity to get an in-depth look into the intricacies, successes, and deficiencies of American elections.

For more information on Election Law @ Moritz, contact program administrator Daphne Meimaridis, meimaridis.3@osu.edu.

JUSTICE FOR CHILDREN PROJECT

The Justice for Children Project at the Moritz College of Law is dedicated to improving the lives of children through interdisciplinary research, reform, and legal advocacy while providing law students with exciting opportunities to work directly with and for children.

The project has strong ties to national and state child advocacy communities and works closely with students and student organizations to promote careers in child law. Advocates for Children,

founded by law students at the Moritz College of Law, provides interested students with information about jobs and fellowships while actively engaging in pressing issues facing children and their families.

For more information about the Justice for Children Project, related classes, representation of children, and legal careers in child advocacy, contact Professor Kimberly Jordan, jordan.723@osu.edu.

LAW, FINANCE AND GOVERNANCE

Law, Finance and Governance is a non-partisan program that links the legal and business knowledge of scholars, industry professionals, and policymakers to stimulate new ideas, encourage knowledge-sharing, support research and foster networks. The focus of the program extends from capital markets to other forms of business activity outside the public markets, such as insurance, infrastructure, banking, and public finance, all of which are important, especially to Moritz's home communities of Columbus and Ohio.

The goal of the program is to generate open and vigorous exchange about the leading problems and issues in the financial and corporate arenas. The program aims to accomplish this goal through its educational programs and events for law students and the community of practitioners, regulators, and business people. The program connects the expertise of the Moritz law community, including its many alumni, with the interdisciplinary strengths of The Ohio State University to produce the ideas, research, and products that will provide critical information and guidance for law students, policymakers, the industry, and scholars.

For more information on Law, Finance and Governance, contact program director Daphne Meimaridis, meimaridis.3@osu.edu.

PROGRAM ON DISPUTE RESOLUTION (PDR)

The Moritz College of Law established the Program on Dispute Resolution (PDR) to train future lawyers in a variety of processes in addition to litigation, including negotiation, mediation, and arbitration. The importance of alternative dispute resolution methods continues to increase as courts explore different means of resolving the volume of cases before them. The PDR also emphasizes the value of designing dispute resolution systems tailored to the needs of public and private institutions.

The college offers unparalleled opportunities for students to study dispute resolution mechanisms, including: courses in dispute resolution, negotiation, mediation, and arbitration; a Certificate in Dispute Resolution for students who complete 15 credit hours in alternative dispute resolution courses and satisfy an externship requirement; a Mediation Clinic in which students handle actual disputes in local court systems; opportunities to write and edit for the award-winning *Ohio State Journal on Dispute Resolution*; lectures and symposia featuring nationally prominent scholars and practitioners; and regional and national competitions in arbitration, mediation advocacy, and negotiation.

For more information on the Program on Dispute Resolution, contact Professor Sarah Rudolph Cole, cole.228@osu.edu.

PROGRAM ON LAW AND LEADERSHIP

Established in the fall of 2007, the Program on Law and Leadership is the umbrella for all activities related to leadership at the Moritz College of Law. The program is deeply committed to the idea that leadership education is a lifelong endeavor combining theoretical knowledge, practice, and applied skills.

While lawyers have exercised leadership in a variety of capacities for generations, law schools have traditionally devoted little attention and effort into integrating leadership education into the academic experience.

Accordingly, the program seeks to serve as a catalyst for students and others to use their legal education to serve in leadership positions in the profession, organizations, their communities, and society at large. For students who choose to focus on developing their leadership potential, the program offers courses focused on leadership development, a speaker series bringing distinguished “thought leaders” to give lectures on the theme of leadership, co-curricular workshops to help students develop and hone the skills required to succeed as leaders in organizational settings, individualized advising and counseling, and mentorship opportunities providing students with opportunities for close contact with leaders.

For more information about the Program on Law and Leadership, contact program coordinator Mary Rose Sullivan, sullivan.1009@osu.edu

THE PUBLIC SERVICE LAW CENTER (PSLC)

The Public Service Law Center (PSLC) at Moritz is an integral part of the college’s mission to educate outstanding legal professionals while improving the delivery of legal services and the administration of justice. The PSLC works to achieve these goals by: educating students and the broader legal community about access-to-justice issues; developing a wide range of legal service opportunities for students; promoting research and scholarship concerning improvements to the administration of justice; fostering greater coordination and synergy among the college’s various public service initiatives; and supporting students, faculty, and alumni engaged in all forms of public service. The PSLC’s physical home, centrally located on the first floor of the college of law near the main entrance to Drinko Hall, includes space for students and student groups to meet and collaborate, and a conference room for private meetings and client interviews. There is information about the college’s public service oriented student groups on the Center’s website and in the physical space. Information and support for the Grassbaugh Veterans Project are also part of the PSLC.

There are many opportunities for our students to participate in pro bono activities. In addition to the opportunities available through the college, our director of PSLC and the career services office maintains a list of pro bono opportunities and is committed to helping students find those opportunities. On average, each graduating class performs about 10,000 pro bono service hours before graduation. Public Service Fellows are those students who volunteer at least 50 hours of legal services to a governmental agency or to a 501(c) (3) organization. Public Service Fellows are recognized at the college’s Honors Convocation and a notation is put on the transcript of students who fulfill the fellowship requirements.

Cybele Smith is the director of public service and public interest

programs at Moritz. In addition to directing the PSLC, Smith also provides career counseling on public interest, government, and fellowship positions, as well as coordinates the annual Government and Public Interest Opportunity Forum and Career Fair and the Grassbaugh Veterans Project.

For more information, contact director Cybele Smith, smith.302@osu.edu.

PRO BONO RESEARCH GROUP (PBRG)

More than 80 percent of legal needs go unmet because people cannot afford an attorney. To reduce this percentage, the Pro Bono Research Group (PBRG) provides research assistance to Legal Services and Legal Aid attorneys throughout Ohio. Second- and third-year Research Fellows conduct quality research and gain practical legal experience. In addition, PBRG sponsors events that promote public interest law.

BOARD FELLOWS PROGRAM

The Moritz Board Fellows Program is designed to help students develop essential leadership skills to succeed in these roles. The program provides law students the opportunity to join the community in a professional capacity.

Students serve as non-voting members on the boards of local nonprofit organizations for the academic year. In addition to being required to attend regularly scheduled board meetings, students have actively participated on subcommittees, worked on special projects, assisted in fundraising events, and engaged in community outreach activities. Board Fellows are assigned to mentors on the boards who are responsible for the students’ orientation with the goal of providing information to help understand the organization’s operation and mission.

For more information, contact director Lori Serpico, serpico.8@osu.edu.

MENTORING AND MORE @ MORITZ

The Mentoring and More @ Moritz program is supported by the Baker Hostetler Endowment for Professional Development.

The Mentoring and More @ Moritz program serves as a bridge between the theory and the practice of law. Students learn by example from mentors who care deeply about improving law and its administration, have high expectations for themselves and their colleagues in the profession, and are willing to help guide those who follow them into the profession.

Program participants are placed in mentoring groups comprised of four to six students with at least two mentors. Mentoring assignments are generally made over the summer and each mentoring group is based on student interest and mentor background/practice area.

Throughout the academic year, mentoring groups are invited to luncheons held at the Moritz Barrister Club.

Mentoring and More @ Moritz luncheons serve as a springboard for encouraging continued, informal contact between students and mentors. Mentors and students are encouraged to meet more frequently outside of Moritz mentoring events to build upon and deepen the mentoring relationship.

Mentoring and More @ Moritz is open to all Moritz students. Incoming and current students interested in participating in the program must complete the Mentoring and More @ Moritz application detailing their mentoring interest.

For more information about the Mentoring and More @ Moritz program, contact the program coordinator, Angela Henderson at MoritzMentoring@osu.edu.

BEYOND DRINKO HALL

Students likely will want to take advantage of the many athletic, cultural, and recreational events at the university.

CHILD CARE

University Child Care Center

The Ohio State University has a child care center for the children of employees and students.

For more information about any of the Child Care Center services, visit hr.osu.edu/child-care-program.

COUNSELING SERVICES

Academic Counseling

Associate Dean for Academic Affairs, Paul Rose, is available to counsel students regarding academic matters. Students should feel free to make an appointment to see him.

Personal Counseling

The Assistant Dean of Students is available to counsel students on personal matters. In addition, the university's Counseling and Consultation Services, located in the Younkin Success Center on Neil Avenue, offers professional psychological counseling. Counseling is by appointment only and can be scheduled by calling (614) 292-5766. Personal and family counseling is sometimes covered by your student health insurance.

Students with Disabilities

Students with temporary or permanent disabilities should contact the Assistant Dean of Students to discuss examination accommodation requirements and other necessary accommodations. Students with disabilities must be evaluated by the university's Office for Disability Services.

HEALTH CARE SERVICES

The Ohio State University provides many health services to its students. Most student health needs can be taken care of at the Student Health Center at 1875 Milliken Road.

For more information about costs and/or coverage, contact the Student Health Insurance Business office at (614) 292-0113 or shs.osu.edu.

ATHLETICS

Intramurals

For information on intramurals, call the Department of University Recreation and Intramural Sports at (614) 292-7671.

For more information, go to www.rpac.osu.edu.

Recreational Sports

The university's Department of Recreational Sports features more than 90 acres of outdoor space and five indoor facilities across campus. Services and programs include a variety of group fitness classes and intramural sports, cardio and weight equipment, a state-of-the-art aquatics center, indoor climbing walls, personal training, and more.

For more information, go to <https://recsports.osu.edu/>.

Ticketing

Ohio State students are able to purchase tickets to athletic events at The Ohio State University. Availability depends on the sport. For the most up-to-date information, contact the Athletic Ticket Office. The ticket office is located in the southeast rotunda of the Jerome Schottenstein Center, 555 Borror Drive.

For more information or questions, contact the Athletic Ticket Office, (614) 292-2624.

MORITZ COLLEGE OF LAW

HONOR CODE

As adopted by the faculty May 17, 1972 and amended December 6, 1972, June 6, 1973, April 26, 1978, April 18, 1990, August 29, 1990, May 7, 2003, and May 2, 2007.

Preamble: In the interest of promoting adherence to the high standards of both the legal profession and the academic community of the Moritz College of Law, this Honor Code has been adopted.

ARTICLE I: ORGANIZATION

Section A. There is hereby created a council known as the Honor Council (Council). The Council shall be composed of a Chief Justice from the third-year class, one designate and one alternate from the third-year class, two designates and one alternate from the second-year class, and one designate and one alternate from the first-year class, plus a Presiding Officer (non-voting), who shall be a member of the full-time faculty appointed by the Dean. The Honor Council shall sit in a panel consisting of the Presiding Officer, the Chief Justice, and four council members. In addition, there shall be two student prosecutors and two student defense counsel, preferably from the third-year class, and one assistant student prosecutor and one student assistant defense counsel, both preferably from the second-year class. Additionally, the Dean shall each year appoint a faculty advisor to the prosecution and a faculty advisor to the defense. The faculty advisor may be either a clinical-track or tenure-track faculty member.

Section B. The second and third year members of the Honor Council, the student prosecutors and defense counsel, and the Chief Justice, shall be appointed by the Student Bar Association President and confirmed by the Student Bar Association Senate and shall serve for a full year, beginning on July 1. The first-year member and alternate shall be chosen the following Autumn Semester by the Student Bar Association Senate; such appointment shall be made no later than one month after the beginning of the Autumn Semester. The first year appointee shall serve until the following Autumn Semester. The Presiding Officer, the defense faculty advisor, and the prosecution faculty advisor shall be appointed by the Dean and shall serve a full year beginning with the first day of the Autumn Semester.

Section C. If for any reason the full panel required by Section A cannot be convened, the Student Bar Association President shall appoint a sufficient number of students to fill any positions among the student members of the Council, who shall serve as temporary members for the duration of the proceeding for which they were appointed. Such temporary appointee(s) must be chosen from the academic class represented by the member(s) whose position(s) are being temporarily occupied. The Student Bar Association President shall also have the authority to appoint a temporary prosecutor or defense counsel in the event of disqualification, unavailability, or disability of such person. The Dean may similarly appoint one full-time faculty member to replace the Presiding Officer who, for similar reasons, cannot participate.

Section D. The Honor Council and the Student Bar Association are two separate entities, one in the legislative branch and one in the judicial branch of the school government. As detailed above, the President and Senate of the Student Bar Association do have some appointment powers. Also, under the Student Bar Association Constitution, the Chief Justice must preside over Student Bar Association Senate meetings if a vote to remove the Student Bar Association President is being considered. Aside from these two specific points of intersection, the two entities are not interrelated. The Honor Council does not report to the Student Bar Association.

ARTICLE II: FUNCTIONS

The Council shall:

1. Provide all first-year students (and all students enrolled in summer program at the Moritz College of Law or enrolled in one of the College's summer programs) with a copy of the Honor Code and acquaint them with its operations. If possible, this is to be done as a part of the first-year orientation process.
2. Maintain at least one current copy of the Honor Code on closed reserve in the Law Library.
3. As hereinafter provided, hear and adjudicate cases of alleged violations of the Honor Code, and recommend sanctions in appropriate cases.
4. Assist the Associate Dean for Academic Affairs in preparing the annual report referred to in Article V, Section T.
5. Assist in educating the student body on typical violations and accompanying sanctions.

ARTICLE III: JURISDICTION

Section A. The Honor Council shall have jurisdiction over any student in the Moritz College of Law.

Student means any person who has enrolled in classes of the College of Law and has not permanently withdrawn, been expelled or completed that person's intended course of study in the College. "Classes of the College of Law" include courses in any programs offered by the College. Nothing in this provision restricts the College of Law or the University from taking appropriate action if misconduct comes to light after the student has permanently withdrawn, been expelled or completed that person's intended course of study in the College.

The Honor Council has jurisdiction over acts committed outside the physical confines of the Law Building, as well as within.

Section B. The Presiding Officer shall resolve all issues of law that arise in Honor Council proceedings and shall prepare a written opinion on all such decisions for eventual review by the Administration Committee. The Presiding Officer shall also rule on the admissibility of evidence and other procedural questions.

ARTICLE IV: VIOLATIONS

Section A. General The student Honor Code is limited to academic misconduct as defined in the substantive provisions below. Allegations of misconduct not involving academic misconduct shall be handled administratively within the College, or in accordance with University procedures outlined in the University Code of Student Conduct.

Section B. Substantive Provisions

1. No student shall cheat in the taking of an examination; cheating includes knowingly receiving or giving any information to others except as authorized by the instructor, or knowingly taking any advantage not available to the class as a whole which has not been authorized by the instructor or the Associate Dean for Academic Affairs.
2. When the relevant instructor or competition rules prohibit aid or assistance, no student who knows or should know of the prohibition shall knowingly give or receive aid or assistance in any work in:

- a. Any course, seminar, or other offering of the Moritz College of Law.
 - b. Any application, competition, or other process to gain a position on a journal, a moot court team, or any other team or group sponsored by, reporting to, or representing the College, whether or not for credit or financial compensation, or
 - c. Any intramural or extramural competition of a law-related nature.
3. No student shall plagiarize.
 - a. In any written work assigned for any course or seminar,
 - b. In any work for any intramural or extramural competition of a law-related nature.
 - c. In any journal sponsored by the College, or
 - d. In any written work by the student as part of an application, competition, or other process to gain a position on a journal, a moot court team or any other team or group sponsored by, reporting to, or representing the College, whether or not for credit or financial competition.

Plagiarism means knowingly copying or imitating the ideas or expressions of another and representing them as one's own. Failure to acknowledge or cite a source which is copied or imitated constitutes the representation that the idea of expression is one's own.

4. No student shall knowingly steal, destroy or impede another student's academic work. Impeding another student's work includes, but is not limited to, the theft, concealment, defacement, or mutilation of common academic resources so that access and use by others is impeded.
5. No student shall knowingly influence or attempt to influence any member of the Honor Council as to any matter before the Honor Council, except through official Honor Council proceedings.
6. No Honor Council member shall fail to maintain the confidentiality of all adjudicatory proceedings before the Honor Council or shall discuss any pending case with any person except as necessary to carry out his or her duties as a Council member.
7. No student having knowledge of a violation by another shall fail to report such violation by another as required by Article V., Section C.

Section C. Requirements for Conviction

1. A single act or course of action may violate multiple sections of this Code. In such case, multiple violations may be concurrently charged. Each charged violation must be voted on separately by the Council.
2. Concurrence of a majority of the student members of the Honor Council sitting at any hearing shall be necessary to find an accused guilty of any specific violation or to recommend a sanction or sanctions. The Presiding Officer shall not be entitled to vote.

ARTICLE V: PROCEDURE FOR HANDLING VIOLATIONS

Section A. All persons shall keep anonymous the name of any person reporting a violation of the Honor Code, unless a hearing is deemed necessary.

Section B. All time limits mentioned herein, for good cause shown in writing, may be extended for a reasonable period by the Presiding Officer. All time periods are meant to expedite the hearing, and are not to be construed as a defense for the accused. Saturdays and Sundays, and holidays recognized by the Moritz College of Law, shall be excluded in determining time limits.

Section C. A student who believes that a violation of the Honor Code has occurred shall promptly report his or her belief and the underlying information to the Associate Dean for Academic Affairs, or, in his/her absence, any member of the full-time faculty of the Moritz College of Law.

Section D. Upon receipt of information regarding an alleged violation by a student, the Associate Dean may informally gather such additional evidence as will facilitate a preliminary determination of how to proceed. If the Associate Dean determines that there is any evidence that a possible violation has occurred, he shall notify a prosecutor and the Presiding Officer of that determination within three days. The Associate Dean, Presiding Officer and an Honor Council Prosecutor shall then consult and determine (by majority vote if necessary) whether the case is appropriate for Administrative Disposition. If the charged offense appears sufficiently serious that suspension or expulsion would be appropriate sanctions in the event of a finding of guilt, the case shall be referred to the Honor Council for hearing.

Section E. Administrative Disposition

1. If it is determined by the Associate Dean, Presiding Officer and Honor Council Prosecutor that the case is appropriate for Administrative Disposition, the Associate Dean shall notify the accused of the accusation and advise the accused of his/her right to representation as provided in this Code. He/she shall further notify the accused of the option of having his/her case heard by the Dean in lieu of Honor Council proceedings. Within five days of such notification, the accused shall decide whether he or she wants the case heard by the Dean or the Honor Council. If the accused fails, without good cause, to make a decision within the five-day period, the case shall be heard by the Honor Council.
2. If the accused chooses to have the case heard by the Dean, and the Dean agrees to accept jurisdiction, the Dean shall, using such reasonable procedure as he/she shall in his/her discretion decide, determine if there has been a violation of the Honor Code, and in the case of a violation, determine an appropriate sanction, as listed in Appendix B, except for suspension or dismissal. Within seven days following his/her decision in the case, the Dean shall submit a report to the Administration Committee, but the Dean's decision is otherwise final.

Section F. Honor Council Proceedings

If it is determined that the case is not appropriate for Administrative Disposition, or if the accused chooses to have his or her case considered by the Honor Council, the Honor Council prosecutor shall conduct a thorough investigation to determine if a prima facie case exists against the accused.

1. If the prosecutor determines that there is no prima facie case that a violation has occurred, the prosecutor shall, within seven days after receiving notice of the alleged violation, file written findings with the Associate Dean. Said findings must include a summary of all the material evidence discovered during the investigation and a statement of the reasons for deciding not to prosecute.
2. If the prosecutor determines that there is a prima facie case that a violation has occurred, the prosecutor shall request the Presiding Officer to set a time and place for hearing and to convene the Honor Council. The prosecutor shall notify the accused in writing of the specific charge(s) being brought, of the facts underlying the charge(s), and of the request for a hearing. The prosecutors shall at the same time also file a copy of the charges with the Chief Justice.
3. The Presiding Officer shall, within five days of receiving the request from the prosecutor, notify the accused of the time and place of the hearing on the charges, the right to representation, and the other rights stated in Section G below. A copy of this notice shall also be provided by the Presiding Officer to the Chief Justice. The Presiding Officer shall also notify the accused of the names of the student defense counsel who will represent the accused. The defense counsel so named will be served with a copy of the notice, and shall represent the accused, unless a written objection to the representation by one or both of the defense counsel is filed by, or on behalf of, the accused. If the accused declines representation by student defense counsel, the accused may be represented by another person of his/her choice. If the accused elects to be represented by someone who is not a law student, the Dean shall be authorized to make reasonable efforts to obtain counsel of comparable experience and expertise to assist the student prosecutor.
4. The hearing date shall be set not earlier than 10 days nor later than 30 days after the date on which the Presiding Officer receives the charges from the prosecutor. The Presiding Officer may postpone the hearing date beyond the 30 day period, but only if:
 - a. Both parties agree in writing that they accept a specific, limited postponement; or
 - b. Upon motion, the accused shows good cause for granting a postponement; or
 - c. Upon motion, the prosecutor shows good cause for granting a postponement, which shall include (but is not limited to) the temporary unavailability of a witness or prosecutor due to an unavoidable conflict.
5. After receiving notification from the Presiding Officer that a hearing date has been set (per 3. above), the Chief Justice will inform the entire Honor Council (including all alternates) of the date, time, and location of the hearing and the offenses charged. All other information, including the identity of the accused, shall be withheld until a determination has been made whether a closed or open hearing will occur per Section I of this Article.

Section G. Rights of the Accused. Unless waived in accordance with Section E above, the accused shall have the following rights upon receipt of the written charge and during the course of the Honor Council hearing:

1. To representation as outlined in Section F above.
2. To present evidence and subpoena witnesses.
3. To confront and cross-examine witnesses.
4. To decline to testify, and such declination shall not be considered as evidence in support of the charge.
5. To an open or closed hearing.

Section H. Except for information protected by the attorney-client privilege and the privilege against self-incrimination (as defined by Ohio law), the prosecutors and the accused shall make available for examination by one another all information and evidence pertaining to the alleged violation, including the names of witnesses who are expected to testify at the hearing and copies of any written statements made by them, and all other statements and documents which are expected to be introduced at the hearing.

Section I. At least three days prior to any hearing, the accused shall notify the Presiding Officer whether the hearing is to be open or closed. Said notice must be in writing and is binding upon the Presiding Officer. Absent a timely request, the hearing will be closed. Once this notice has been received by the Presiding Officer, or the time to notify the Presiding Officer has passed, the Presiding Officer shall notify the Chief Justice. If an open hearing is requested, all Honor Council members shall be notified by the Chief Justice of the identity of the accused. If a closed hearing is requested, only the council members who will compose the hearing panel will be notified of the accused's identity.

Section J. All hearings shall be recorded on a tape recorder, and, if possible, two separate tape recorders should be obtained. When tape recording equipment can be secured without unreasonable delay, the requirement that hearings be recorded cannot be waived by either party.

Section K. The Presiding Officer may excuse a member from participating in a proceeding if the member desiring excuse files with the Presiding Officer a written request to be excused and states therein good reason for not participating in the proceeding. The request shall be filed by the member with the Presiding Officer and Chief Justice as soon as possible after receiving notification of identity of the accused under section I.

Section L. A challenge for cause against any Honor Council member may be made by any counsel appearing in a proceeding and must allege grounds that the challenged member cannot act on the case in an impartial manner, or has committed a significant impropriety in regard to the case. Challenge against a student member will be heard and decided by the Presiding Officer.

Challenges against the Presiding Officer will be decided by a majority vote of the student members of the Council. Challenges for cause should be made at the earliest time that the cause becomes known to the counsel making the challenge.

Section M. The burden of proof as to all elements necessary to establish guilt in Honor Council proceedings shall be on the prosecution. The standard of proof shall be clear and convincing evidence.

Section N. Any written document submitted to the Presiding Officer, the Honor Council, the Administration Committee, or the faculty by either the prosecutor or the defense shall also be served upon opposing counsel, who shall be entitled to reply to it in a prompt written response.

Section O. The prosecutor and defense counsel shall be required to seek advice concerning the proper discharge of their functions from their respective faculty advisors.

Section P. At any stage in the proceedings, the Honor Council may approve a voluntary settlement of the case, to include a plea and sanctions or a dismissal of the charges. Prior to approving a settlement, the Honor Council shall receive from the prosecution an explanation of the reasons for the settlement and shall make a determination that the agreement is understood by the accused and is freely and voluntarily made by the accused. If the Honor Council finds by a majority vote of the student members that the accused understands the agreement and it has been voluntarily entered into by the accused, it shall approve the settlement unless it finds by majority vote of the student members that the settlement is unreasonable or manifestly contrary to the dictates of justice. Upon approval by the Administration Committee in accordance with Faculty Rule 8-04, the settlement shall become final.

Section Q. The Chief Justice shall assign the writing of an opinion to a member of the panel who voted in favor of the decision. The opinion should include a proposed posting where applicable. An opinion shall be written concerning each hearing. All findings, recommendations, and opinions by the Honor Council shall be forwarded via the Presiding Officer to the Administration Committee of the Moritz College of Law which shall then proceed in accordance with Chapter 8 of the Faculty Rules. The Honor Council shall recommend in each opinion it issues whether the opinion should be publicly posted and included in the reporter of Honor Code decisions and whether, if posted and reported, it should reveal the names or identifying characteristics of the accused or witnesses. Where an individual has been found to have committed no Honor Code violation, no opinion permitting public identification of that person shall be posted or reported without the permission of the individual. Where an individual has been found guilty of an Honor Code violation, the opinion may be reported and posted for two weeks. The Honor Council shall decide whether the identity of the accused will be included in the opinion as reported and posted. All postings must be reviewed by the Associate Dean for Academic Affairs for compliance with state and federal law, including but not limited to the Family Educational Rights and Privacy Act [FERPA]. 20 USCA § 1232g.

Section R. All material regarding a charged violation will be preserved in the Honor Council files until one year after the accused has left the Moritz College of Law. Said materials shall then be removed to the permanent Moritz College of Law files.

Section S. As to any matter before the Honor Council, all members of the Honor Council shall act only upon the records specified in this Code.

Section T. Each year, the Associate Dean for Academic Affairs will create an annual report containing an aggregate accounting of all reported violations occurring in the preceding three academic years and distribute it to all student and faculty mailboxes. The report shall include, but is not limited to, the total number of violations reported, the number dismissed after initial investigation, the number referred to the Associate Dean for Academic Affairs in which no violation was found, the number referred to the Honor Council but dismissed because no prima facie case was found to exist, the number heard by the Honor Council in which no violation was found, the total number of cases in which a violation was found either by the Dean or the Honor Council, and a quick description of the sanction range. No identifying information will be given on any student.

ARTICLE VI: CHARGES BROUGHT AFTER THE ACADEMIC YEAR

In the event that a charge of a violation of the Honor Code is reported (Article V, Section C) after the final day of classes of the Spring Semester and prior to the first day of classes of the Fall Semester, and it is determined by the Presiding Officer that assembling the Honor Council within the period provided in Article V, Section F4, is impracticable, the accused may, at his/her option:

1. Wait until the first day of class of the Fall Semester and proceed under the jurisdiction of the Honor Council at that time; or
2. Elect to have the Dean resolve the matter. The Dean shall then determine if there has been a violation, and in the case of a violation determine an appropriate sanction.

ARTICLE VII: CONFIDENTIALITY

The confidentiality of all adjudicatory proceedings before the Honor Council shall be maintained at all times by its members. Pending cases shall not be discussed by any Honor Council member, prosecutor, or defense counsel except as necessary to carry out their duties.

ARTICLE VIII: COURSE GRADE

In any proceeding in which there is a finding of guilt of an Honor Code violation by the Dean (Article V, Section E), or the Honor Council, a faculty member in whose course the violation occurred may award any grade which the faculty member deems justified. In any proceeding in which there is a finding of not guilty, the student's grade may not be lowered unless facts provided or uncovered subsequent to the awarding of the grade, while not determined to be an Honor Code violation, indicate that the original grade awarded was inappropriate.

ARTICLE IX: HONOR PLEDGE

Section A. There shall be an Honor Code pledge printed on each examination blue book and each objective examination given, which shall read as follows: I have not been guilty of cheating, or assisting others to cheat, nor have I seen any cheating during the course of this examination.

Section B. Unless other arrangements are made by the Professor beforehand, on all graded written assignments, the student shall sign and date the following Honor Pledge: I have not been guilty of cheating, plagiarism or assisting others to cheat or plagiarize, nor have I seen any cheating or plagiarism during the course of this writing assignment.

Section C. Each student shall sign the pledge only if the student has not participated in or witnessed any act prohibited by the pledge. The signing of the Honor Pledge by one who has participated in or witnessed such misconduct shall itself be a violation of the Honor Code.

HONOR CODE APPENDIX A

PROCEDURE OF HEARING

1. Convening the Hearing

- a. Type hearing (open or closed)
- b. Who is present
- c. Purpose of hearing (general)
- d. Rules of Evidence
- e. Motions permitted (to be by majority vote of HC)
- f. Challenge for cause

2. P (Prosecutor) state charge and necessary vote

3. A (accused) plea

4. P opening statement

5. A opening statement (can waive at this time)

6. P present case

7. A opening statement if previously waived

8. A present case

9. P closing argument

10. A closing argument

11. Adjourn for deliberation

12. Present verdict

13. Precommend sanctions

14. A recommend sanctions and present mitigation

15. Adjourn

16. Present sanctions

RULES OF EVIDENCE

The Honor Council shall not be bound by the rules of evidence prevailing in the courts of law and equity, but, while excluding irrelevant, immaterial, or unduly repetitious evidence, it shall in finding the facts take into account all reliable, probative and substantial evidence produced at the hearing.

QUESTIONING OF WITNESS

To protect against undue confusion resulting from the testimony of witnesses, the members of the Honor Council sitting in any hearing may ask questions of each witness after counsel may then re-examine the witness. All parties will endeavor to avoid undue repetition, and members of the Honor Council will restrict their questions to the subject matter previously introduced. The order of questioning therefor is:

1. Direct
2. Cross
3. Re-direct
4. Re-cross
5. Honor Council

6. Re-direct

7. Re-cross

HONOR CODE APPENDIX B

SANCTIONS

The following is a list of possible sanctions. These are not exclusive or mandatory, and the Honor Council is not limited to these sanctions. The Honor Council, however, may not make any recommendation with respect to the manner of grading or the individual grade to be given in a specific course, such matters being within the authority of the faculty instructor. If, however, the defendant raises the grade received in a course as relevant to the issue of appropriate Honor Council sanction, this shall constitute a waiver of privacy rights and the Honor Council must inquire into the grade received and the reason therefor.

1. Written or oral warning.
2. Restitution or reimbursement for damages to, or theft or knowing conversion of property.
3. Restriction of privileges and deprivation for eligibility for office.
4. Probation to the Dean's office for a definite period of time. Probation makes the student named ineligible to participate in any major extra-curricular activity or to receive any scholarship, loan, grant in aid, or employment obtained through Student Financial Aids office or the Moritz College of Law. However, any or all of such ineligibilities may be specifically waived when the sanction is imposed or approved.
5. Disciplinary suspension for one or more semesters.
6. Disciplinary dismissal must be for a period of not less than two full semesters.
7. If the sanction of disciplinary probation, suspension, or dismissal is approved, a notation of the Honor Council proceedings will be placed in the file of the student concerned. The same may be true of written warnings. Unless specifically provided that the notation be retained in the student's file after his graduation, said notation would be removed from the student's file and destroyed upon his graduation. Retention in the student's file after graduation necessitates mention of said notation in the reply to any letter received thereafter asking for recommendation or other information concerning the former student.
8. None, or one, or more sanctions may be imposed for findings of guilt for any one charge. Four Honor Council members must agree on the sanction.
9. The sentencing process must be individualized. Nevertheless, where serious cheating offenses or serious offenses which cause or threaten to cause injury to other individuals or to the College as an institution are charged and proven, normally disciplinary suspension for at least one semester should be the penalty. Pressures from work, either in school or outside, and family obligations as such normally do not constitute extenuating circumstances for violations of the Honor Code.

THE OHIO STATE UNIVERSITY CODE OF CONDUCT (AS OF SEPTEMBER 2, 2016)

3335-23-01 INTRODUCTION AND PURPOSE.

The code of student conduct is established to foster and protect the core missions of the university; to foster the scholarly and civic development of the university's students in a safe and secure learning environment, and to protect the people, properties and processes that support the university and its missions. The core missions of the university are research, teaching and learning, and service. Preservation of academic freedom and free and open exchange of ideas and opinions for all members of the university are central to these missions.

(Board approval date: 4/6/2012)

3335-23-02 JURISDICTION.

The code applies to the on-campus conduct of all students and registered student organizations, including conduct using university computing or network resources. The code also applies to the off-campus conduct of students and registered student organizations in direct connection with:

- A. Academic course requirements or any credit bearing experiences, such as internships, field trips, study abroad or student teaching;
- B. Any activity supporting pursuit of a degree, such as research at another institution or a professional practice assignment;
- C. Any activity sponsored, conducted, or authorized by the university or by registered student organizations;
- D. Any activity that causes substantial destruction of property belonging to the university or members of the university community, or causes or threatens serious harm to the safety or security of members of the university community, or creates or could reasonably create a hostile environment on campus as defined in the sexual misconduct policy; or
- E. Any activity in which a police report has been filed, a summons or indictment has been issued, or an arrest has occurred for a crime of violence.

The code governs all campuses of the university. However, students attending regional campuses, centers, or institutes are advised to consult their local resources for additional information or rules pertaining to those locations, which may create hearing bodies or processes for the locations, consistent with these rules.

The university reserves the right to administer the code and proceed with the hearing process even if the student withdraws from the university, is no longer enrolled in classes, or subsequently fails to meet the definition of a student while a disciplinary matter is pending.

Students continue to be subject to federal, state, and local laws while at the university, and violations of those laws may also constitute violations of the code. In such instances, the university may proceed with university disciplinary action under the code independently of any criminal proceeding involving the same conduct and may impose sanctions for violation of the code even if such criminal proceeding is not yet resolved or is resolved in the student's favor.

3335-23-03 DEFINITIONS.

As used in the code:

- A. "University premises" includes all lands, buildings, facilities, and resources owned, leased, managed, or operated by the university.
- B. "Student" includes an individual who has been admitted to the university, paid an acceptance fee, registered for classes, or otherwise entered into any other contractual relationship with the university to take instruction.
 1. It further includes persons who are eligible to receive any of the rights and privileges afforded a person who is enrolled at the university;
 2. Student status lasts until an individual graduates, is dismissed, or is not in attendance for two complete, consecutive terms;
 3. "Student" also includes registered student organizations.
- C. "Members of the university community" includes, but are not limited to, students, faculty, staff, and visitors to the campus.
- D. "Complaint" includes information alleging a violation of the code of student conduct or other published rule, policy, standard, or guideline applicable to students at the university, provided to an authorized university official, per paragraph (A) of rule 3335-23-05 of the Administrative Code.
- E. "Crime of violence" includes the offenses stated in section 2901.01 of the Revised Code.

(Board approval dates: 3/2/2001, 12/7/2007, 4/6/2012, 4/8/2016, 9/2/2016)

3335-23-04 PROHIBITED CONDUCT.

Any student found to have engaged, or attempted to engage, in any of the following conduct while within the university's jurisdiction, as set forth in rule 3335-23-02 of the Administrative Code, will be subject to disciplinary action by the university. For the purposes of this section, attempt shall be defined as conduct that, if successful, would constitute or result in the prohibited conduct.

- A. Academic misconduct.

Any activity that tends to compromise the academic integrity of the university, or subvert the educational process. Examples of academic misconduct include, but are not limited to:

1. Violation of course rules as contained in the course syllabus or other information provided to the student;
2. Knowingly providing or receiving information during examinations such as course examinations and candidacy examinations; or the possession and/or use of unauthorized materials during those examinations;
3. Knowingly providing or using unauthorized assistance in the laboratory, on field work, in scholarship or on a course assignment;
4. Submitting plagiarized work for an academic requirement. Plagiarism is the representation of another's work or ideas as one's own; it includes the unacknowledged word-for-word use and/or paraphrasing of another person's work,

- and/or the inappropriate unacknowledged use of another person's ideas;
5. Submitting substantially the same work to satisfy requirements for one course or academic requirement that has been submitted in satisfaction of requirements for another course or academic requirement, without permission of the instructor of the course for which the work is being submitted or supervising authority for the academic requirement;
 6. Falsification, fabrication, or dishonesty in creating or reporting laboratory results, research results, and/or any other assignments;
 7. Serving as, or enlisting the assistance of a substitute for a student in any graded assignments;
 8. Alteration of grades or marks by the student in an effort to change the earned grade or credit;
 9. Alteration of academically-related university forms or records, or unauthorized use of those forms or records;
 10. Engaging in activities that unfairly place other students at a disadvantage, such as taking, hiding or altering resource material, or manipulating a grading system; and
 11. Violation of program regulations as established by departmental committees and made available to students.
- B. Endangering health or safety.
1. Endangering behavior: Taking or threatening action that endangers the safety, physical or mental health, or life of any person, or creates a reasonable fear of such action.
 2. Stalking: Engaging in a pattern of unwanted conduct directed at another person that threatens or endangers the safety, physical or mental health, or life or property of that person, or creates a reasonable fear of such a threat or action. When stalking is sex- or gender-based, it falls under sexual misconduct.
- C. Sexual misconduct.
- Sexual misconduct in any form is never acceptable. Students are responsible to know and adhere to the sexual misconduct policy which can be found at <http://hr.osu.edu/public/documents/policy/policy115.pdf>.
- D. Destruction of property.
- Actual or threatened damage to or destruction of university property or property of others, whether done intentionally or with reckless disregard.
- E. Dangerous weapons or devices.
- Storage, or possession of dangerous weapons, devices, or substances including, but not limited to, firearms, ammunition or fireworks, unless authorized by an appropriate university official or permitted by a university policy, even if otherwise permitted by law. Use or misuse of weapons, devices, or substances in a manner that causes or threatens serious harm to the safety or security of others.
- F. Dishonest conduct.
- Dishonest conduct, including, but not limited to, knowingly reporting a false emergency; knowingly making false accusation of misconduct; misuse or falsification of university or related documents by actions such as forgery, alteration, or improper transfer; submission of information known by the submitter to be false to a university official.
- G. Theft or unauthorized use of property.
- Theft or the unauthorized use or possession of university property, services, resources, or the property of others.
- H. Failure to comply with university or civil authority.
- Failure to comply with legitimate directives of authorized university officials, law enforcement or emergency personnel, identified as such, in the performance of their duties, including failure to identify oneself when so requested; or violation of the terms of a disciplinary sanction.
- I. Drugs.
- Use, production, distribution, sale, or possession of drugs in a manner prohibited under law or applicable university policy or facility policy. This includes, but is not limited to, the misuse of prescription drugs.
- J. Alcohol.
- Use, production, distribution, sale, or possession of alcohol in a manner prohibited under law or applicable university policy or facility policy.
- K. Unauthorized presence.
- Unauthorized entrance to or presence in or on university premises.
- L. Disorderly or disruptive conduct.
- Disorderly or disruptive conduct that unreasonably interferes with university activities or with the legitimate activities of any member of the university community.
- M. Hazing.
- Doing, requiring or encouraging any act, whether or not the act is voluntarily agreed upon, in conjunction with initiation or continued membership or participation in any group, that causes or creates a substantial risk of causing mental or physical harm or humiliation. Such acts may include, but are not limited to, use of alcohol, creation of excessive fatigue, and paddling, punching or kicking in any form.
- N. Student conduct system abuse.
- Abuse of any university student conduct system, including but not limited to:
1. Failure to obey the summons or directives of a student conduct body or university official;
 2. Falsification, distortion, or misrepresentation of information before a student conduct body;
 3. Disruption or interference with the orderly conduct of a student conduct proceeding;
 4. Knowingly instituting a student conduct proceeding without cause;

5. Discouraging an individual's proper participation in, or use of, a university student conduct system;
6. Influencing the impartiality of a member of a student conduct body prior to, and/or during the course of a student conduct proceeding;
7. Harassment and/or intimidation of a member of a student conduct body prior to, during, and/or after a student conduct proceeding;
8. Failure to comply with one or more sanctions imposed under the code of student conduct; and
9. Influencing another person to commit an abuse of a university student conduct system.

O. Violation of university rules or federal, state, and local laws.

Violation of other published university rules, policies, standards, guidelines, or violations of federal, state, or local law. University rules, policies, standards, or guidelines include, but are not limited to, those which prohibit the misuse of computing resources, rules for student groups or organizations, and residence hall rules and regulations.

P. Riotous behavior.

1. Participation in a disturbance with the purpose to commit or incite any action that presents a clear and present danger to others, causes physical harm to others, or damages property.
2. Proscribed behavior in the context of a riot includes, but is not limited to:
 - a. Knowingly engaging in conduct designed to incite another to engage in riotous behavior; and
 - b. Actual or threatened damage to or destruction of university property or property of others, whether done intentionally or with reckless disregard; and
 - c. Failing to comply with a directive to disperse by university officials, law enforcement or emergency personnel; and
 - d. Intimidating, impeding, hindering or obstructing a university official, law enforcement or emergency personnel in the performance of their duties.
3. This rule shall not be interpreted as proscribing peaceful demonstrations, peaceful picketing, a call for a peaceful boycott, or other forms of peaceful dissent.

Q. Recording without knowledge.

Using electronic or other means to make a video, audio, or photographic record of any person in a location where there is a reasonable expectation of privacy without the person's prior knowledge, when such a recording is likely to cause injury, distress, or damage to reputation. This includes, but is not limited to, taking video, audio, or photographic records in shower/locker rooms, residence hall rooms, and restrooms. The storing, sharing, and/or distributing of such unauthorized records by any means is also prohibited.

R. Public urination or defecation.

Urination or defecation in a place such as a sidewalk, street,

park, alley or yard, residence hall space, or on any other place or physical property that is not intended for use as a restroom.

(Board approval dates: 3/2/2001, 7/11/2003, 7/7/2006, 12/7/2007, 4/6/2012, 4/8/2016, 9/2/2016)

STUDENT CONDUCT PROCEDURES

3335-23-05 INITIATION AND INVESTIGATION OF CODE VIOLATIONS.

A. Initiation.

Person(s) witnessing or experiencing what they believe to be a possible code violation should provide an authorized university official with the information.

1. Complaints about possible code violations occurring in residence halls should be provided to the residence hall director;
2. Complaints about possible non-residence hall related code violations should be provided to the director of student conduct, or chief student conduct officer for the regional campuses;
3. Complaints regarding academic misconduct should be referred to the coordinator of the committee on academic misconduct; and
4. In cases when the alleged activity may involve a violation of criminal law in addition to a violation of the code, complaints should be provided to the Ohio state university police or other appropriate law enforcement agency. The university will review all complaints received and may conduct a preliminary investigation of the alleged violation.

B. Investigation.

1. Role of the university.

- a. The Ohio state university police or other appropriate law enforcement agency shall have primary responsibility for the investigation of acts that involve suspected criminal violation of federal, state, or local laws;
- b. Residence hall directors, assistant hall directors, the director of student conduct, the chief conduct officer for the regional campuses, and other designated university personnel are authorized to investigate alleged violations other than those involving paragraphs (B)(1)(c) and (B)(1)(d) of this rule;
- c. The coordinator of the committee on academic misconduct is authorized to investigate allegations involving academic misconduct;
- d. Only those personnel designated by the sexual misconduct policy shall investigate charges involving sexual misconduct.

2. Role of other participants.

- a. During the investigation, the student allegedly involved in misconduct may be:
 - i. Notified of the alleged violation;

- ii. Requested to make an appointment to discuss the matter; and
 - iii. Provided a date by which the appointment must be made.
- b. Any person believed to have information relevant to an investigation may also be contacted and requested to make an appointment to discuss the matter.
3. Failure to comply with a request to make and keep an appointment relevant to an investigation may result in a disciplinary hold being placed on a respondent's registration and records and/or the initiation of charges for student conduct system abuse.
4. Upon completion of an investigation, the investigator will decide upon an appropriate course of action, which may include, but is not limited to:
- a. Taking no further action,
 - b. Deferring further action with or without conditions, or
 - c. Initiating charges with the appropriate university student conduct body.

(Board approval dates: 3/2/2001, 12/7/2007, 4/6/2012, 4/8/2016, 9/2/2016)

3335-23-06 FILING OF COMPLAINT AND INITIATION OF CHARGES.

A complaint alleging a violation of the code of student conduct should be filed with the university as soon as practicable following the discovery of the alleged violation. Absent extraordinary circumstances, the complaint must be filed within six months for cases of non-academic misconduct (paragraphs (B) to (R) of rule 3335-23-04 of the Administrative Code), and one month for academic misconduct (paragraph (A) of rule 3335-23-04 of the Administrative Code), from the date upon which a university official becomes aware of the alleged violation and identifies the student(s) who allegedly committed the violation. Absent extraordinary circumstances, the university must initiate charges, if any, within one year of the filing of the complaint. This time limitation does not apply to complaints of sexual misconduct. In all cases, a student charged with one or more violations of the code of student conduct has the right to be heard, subject to the student conduct procedures.

(Board approval dates: 3/2/2001, 12/7/2007, 4/6/2012, 4/8/2016)

3335-23-07 NOTICE OF CHARGES.

A. Notification.

Students shall be notified of university charges in writing, unless a more effective form of notification is deemed appropriate. Charges may be presented in person, by placement in the respondent's residence hall mailbox, by email to the respondent's official university email address (which may direct the student to view the notice on a secure website), or by mail to the respondent's local or permanent address on file in the office of the university registrar.

B. Current address.

All students are required to maintain an accurate and current

local and permanent address with the university registrar.

C. Meeting with university official.

Following notification of charges, respondents are strongly encouraged to and shall be afforded the opportunity to meet with a university official for the purpose of explaining the university student conduct process and discussion of the charges.

D. Failure to respond.

Failure of the respondent to respond to the initiation of charges or schedule a preliminary meeting shall in no way prevent the university from scheduling and conducting a hearing in the absence of the respondent.

(Board approval dates: 3/2/2001, 12/7/2007, 4/6/2012, 4/8/2016)

3335-23-08 ADMINISTRATIVE DECISION.

In a case where a respondent admits to a violation(s) in writing, the student may request in writing to have a decision as to appropriate sanction made administratively by a hearing officer rather than have the charges referred to a hearing body. In such situations, the student waives the right to a hearing and the related procedural guarantees provided by a hearing body. Administrative decisions in academic misconduct cases involving graduate students are to be made in consultation with the graduate school. Following an administrative decision, the student retains the right to request an appeal of the original decision, but may do so only upon the ground that the sanction is grossly disproportionate to the violation committed.

(Board approval dates: 3/2/2001, 7/7/2006, 12/7/2007, 4/6/2012, 4/8/2016)

3335-23-09 NOTICE OF HEARING AND REQUEST FOR POSTPONEMENT.

A. Notice.

If a hearing is to be held, written notification will be provided to the respondent, and in charges involving sexual misconduct to the complainant. The notice may be hand delivered, placed into a student's residence hall mailbox, sent by email to the student's official university email address, which may direct the student to view the notice on a secure website, or mailed to the last known address of the student, by first class mail, no fewer than ten calendar days prior to the hearing. Unless already provided to the student, the notification will include the charge(s), date, time, and location of the hearing, the designated hearing body, a statement of the student's rights, and information on the hearing procedures.

B. Postponement.

The respondent and the complainant may request a postponement for reasonable cause or a separate hearing from other respondents. A request for a postponement for reasonable cause must be made in writing, include supporting rationale and be received by the person sending the hearing notification at least two business days before the scheduled hearing.

(Board approval dates: 3/2/2001, 12/7/2007, 4/6/2012, 4/8/2016)

3335-23-10 HEARING PROCEDURES.

Although the procedural requirements are not as formal as those

existing in criminal or civil courts of law, to ensure fairness, the following procedures will apply and, unless already provided to the student, be included within the hearing notice:

A. Attendance.

Attendance at hearings is limited to those directly involved or those requested by the hearing body to attend. The hearing body will take reasonable measures to assure an orderly hearing, including removal of persons who impede or disrupt proceedings.

B. Advisor.

The respondent and the complainant may have an advisor throughout the disciplinary process. The advisor may only counsel the student and may not actively participate in the disciplinary process, unless clarification is needed as determined by the hearing body.

C. Written statements and witnesses.

The respondent and the complainant, in charges involving sexual misconduct, may submit a written statement, invite relevant factual witnesses to attend, invite character witnesses to submit written statements, ask questions of witnesses called by others, and will be notified of potential witnesses to be called. The respondent and the complainant must submit a list of potential witnesses to the hearing body at least two business days prior to the hearing. The university may present witnesses as well as question those presented by the respondent and the complainant.

D. Witness absence.

The hearing body may allow written statements if, for good reason, a fact witness cannot attend the hearing.

E. Consultants.

In cases requiring special expertise, the hearing body may appoint individuals with appropriate expertise to serve as consultants to the hearing body. The consultants may be present and provide information as called upon during the hearing but will not vote.

F. Standard of evidence.

A student will only be found in violation if a preponderance of evidence supports the charges. In the event of a tie, the board will continue to deliberate. If after the board determines that exhaustive deliberations have occurred and a majority decision is not reached the student will be found not in violation.

G. In cases where prompt review is essential (e.g., when graduation or the end of the academic year is imminent) the accused may be offered the option of an expedited administrative review consisting of an administrative decision or administrative hearing. The accused student may decline such expedited review without the expectation that the process can be completed on an expedited timeline.

(Board approval dates: 3/2/2001, 7/11/2003, 12/7/2007, 4/6/2012, 4/8/2016, 9/2/2016)

3335-23-11 ATTENDANCE.

Because the most accurate and fair review of the facts can best be accomplished when all parties are present, the respondent and

complainant are strongly encouraged to attend and participate. If an individual does not choose to attend a hearing, the charges will be reviewed as scheduled on the basis of the information available, and a decision will be made. Although no inference may be drawn against a student for failing to attend a hearing or remaining silent, the hearing will proceed and the conclusion will be based on the evidence presented. No decision shall be based solely on the failure of the respondent or the complainant to attend the hearing or answer the charges.

(Board approval dates: 3/2/2001, 4/8/2016)

3335-23-12 RECORD OF PROCEEDINGS.

A single record consisting of written notes, tape recording, or other method selected by the hearing body, will be made of all hearings. Such record will remain the property of the university but will be made available to the respondent, and the complainant in charges involving sexual misconduct, for review during the appeal period. A written notice of the decision will be provided to the respondent and the complainant, where privacy laws allow. If the respondent is found in violation, information regarding appeal procedures will be provided to the respondent and complainant in cases involving sexual misconduct.

(Board approval dates: 3/2/2001, 4/6/2012, 4/8/2016)

3335-23-13 HEARING BODIES.

A. In addition to the committee on academic misconduct, the university conduct board, the director of student conduct, hearing officers within the student conduct system, the coordinator of the committee on academic misconduct, university housing professional staff are to be considered as official university hearing bodies, and may hear cases of alleged violations of the code affording the respondent the same procedural guarantees as provided in hearings by a committee, or board.

B. The respondent has the right to accept responsibility for the charges, which will result in an administrative decision, or choose to have a hearing.

C. Students will generally be afforded the right to choose an administrative or board hearing, except under special circumstances when, in order to ensure a fair and just process, the hearing officer may determine the appropriate hearing venue.

(Board approval dates: 3/2/2001, 12/7/2007, 4/6/2012, 4/8/2016, 9/2/2016)

3335-23-14 COMMITTEE ON ACADEMIC MISCONDUCT.

A. On behalf of the committee, the coordinator may investigate and resolve all reported cases of student academic misconduct that fall under the committee's jurisdiction. The coordinator and chair shall establish procedure for the investigation and resolution of cases. The committee does not hear cases involving academic misconduct in professional colleges having a published honor code. These colleges shall follow their own codes and procedures which can be obtained in their respective central offices. Some allegations against graduate students that fall under the committee's jurisdiction may also implicate the university policy and procedures concerning research misconduct and/or graduate school policy on the investigation of allegations of research misconduct by a graduate student. Upon receipt of

such an allegation, the coordinator shall meet with the dean of the graduate school or designee, and/or the senior vice president for research or designee, and these parties shall mutually agree on the appropriate procedure for adjudicating the case. Notice of this decision and a description of the procedure to be used shall promptly be given to the student who has been charged. The coordinator or chair may refer complaints to the student conduct system if it is determined that the academic misconduct allegation is incidental to some other misconduct.

- B. The committee on academic misconduct is constituted according to rule 3335-5-48.7 of the Administrative Code.
- C. All complaints of academic misconduct shall be reported to the coordinator of the committee.
- D. Students have an obligation to report suspected misconduct.
- E. A quorum for a hearing shall be no fewer than four voting members of the committee which shall include no fewer than one student member and two faculty members.

For cases involving graduate students, reasonable efforts will be made to have graduate students serve as the student members of the hearing committee.

(Board approval dates: 3/2/2001, 7/7/2006, 4/6/2012, 4/8/2016)

3335-23-16 UNIVERSITY CONDUCT BOARD.

A. Membership.

The respondent may elect for the university conduct board to adjudicate charges involving prohibited behaviors listed in rule 3335-23-04 of the Administrative Code, except paragraphs (A) (academic misconduct) and (C) (sexual misconduct). For charges involving sexual misconduct to be heard by the board, there shall be no student membership. For charges involving prohibited behaviors listed in rule 3335-23-04 of the Administrative Code, except paragraphs (A) (academic misconduct) and (C) (sexual misconduct), the board consists of:

1. Fifteen faculty and/or administrative members recommended by the director of student conduct to the vice president for student life for three-year terms which begin with the autumn term;
2. Twelve undergraduate student members, appointed by undergraduate student government;
3. Six graduate student members, appointed by the council of graduate students;
4. Two professional student members, appointed by the inter-professional council; and
5. The director of student conduct or designee shall serve as board coordinator ex-officio without vote.

B. Quorum.

A quorum for a hearing shall be no fewer than four voting members of the board which shall include no fewer than two student members, except for charges involving sexual misconduct when there shall be no student members. A hearing board shall consist of no more than eight voting members.

C. Appointment.

All student appointments shall be for staggered two-year terms beginning in the autumn term. Six of the undergraduate student members, three of the graduate student members, and one of the professional student members shall be appointed in odd-numbered years, with the remainder appointed in even-numbered years.

1. To be eligible for appointment or service, a student must possess a minimum 2.5 cumulative grade point average and not be under current disciplinary sanction from the university
2. Additional alternate members may be appointed as needed.

D. Removal.

The director of student conduct may remove university conduct board members for cause, including but not limited to, not attending training, falling below the minimum grade point average, repeated absences, violating the code of student conduct or other applicable laws or rules, policies, standards, or guidelines, or not responding to repeated attempts at communication. Notification shall be made in writing to the university conduct board member prior to removal, whenever possible.

(Board approval dates: 3/2/2001, 12/7/2007, 4/6/2012, 4/8/2016, 9/2/2016)

UNIVERSITY SANCTIONS

3335-23-17 GENERAL GUIDELINES FOR SANCTIONS.

Sanctions should be commensurate with the violations found to have occurred. In determining the sanction(s) to be imposed, the hearing body should take into account any mitigating circumstances and any aggravating factors including, but not limited to, any provocation by the subject of the conduct that constituted the violation, any past misconduct by the student, any failure of the student to comply fully with previous sanctions, the actual and potential harm caused by the violation, the degree of intent and motivation of the student in committing the violation, and the severity and pervasiveness of the conduct that constituted the violation. Misconduct, other than constitutionally protected expression, motivated by bias based on age, ancestry, color, disability, gender identity or expression, genetic information, HIV/AIDS status, military status, national origin, race, religion, sex, sexual orientation, or veteran status may be considered an aggravating factor for sanctioning. Impairment resulting from voluntary use of alcohol or drugs (i.e., other than medically necessary) will also be considered an aggravating, and not a mitigating, factor. One or more of the following courses of action may be taken when a student has been found to have violated the code of student conduct.

A. Informal admonition.

An oral or written admonition issued by a hearing officer or residence hall advisor resulting from the student's misconduct. No formal charges are required before the issuance of an informal admonition. However, following issuance of an informal admonition, the student shall be entitled to a hearing upon written request, under the procedures provided in the code of student conduct. A written request for such a hearing must be filed with the university official who administered the informal admonition, within five working days of the student's receipt of the informal admonition. An informal admonition shall not be considered a disciplinary sanction, but may be considered in any

subsequent hearings.

B. Disciplinary sanctions.

1. Formal reprimand.

A written letter of reprimand resulting from a student's misconduct.

2. Disciplinary probation.

This probationary condition is in effect for a specified period of time and may involve the loss of specified privileges. Further violation of university rules, policies, standards, or guidelines during the probationary period will additionally be viewed as a violation of the probation, which shall result in further action up to and including suspension or dismissal.

3. Suspension.

Suspension is a sanction that terminates the student's enrollment at the university for a specified period of time. Satisfactory completion of specified stipulations may be required for readmission at the end of the suspension period.

4. Dismissal.

Dismissal is a sanction which permanently separates a student from the university without opportunity to re-enroll in the future.

C. Conditions of suspension and dismissal.

A student who has been dismissed or suspended from the university shall be denied all privileges afforded a student and shall be required to vacate campus at a time determined by the hearing body. In addition, after vacating campus property, a suspended or dismissed student may not enter upon campus and/or other university property at any time, for any purpose, in the absence of expressed written permission from the vice president for student life or designee. To seek such permission, a suspended or dismissed student must file a written petition to the vice president for student life for entrance to the campus for a limited, specified purpose or to have the terms of this condition modified or reduced.

D. Failing or lowered grades.

In cases of academic misconduct, a hearing body may authorize the instructor to award a failing or lowered grade in the course, a loss of credit on the graded coursework, and impose any of the above-listed sanctions including suspension or dismissal from the university.

E. Other sanctions.

Other appropriate sanctions may be imposed by a hearing body singularly or in combination with any of the above-listed sanctions. Examples include, but are not limited to, making restitution for property damage or misappropriation of university property or services, or the property of any person, residence hall contract termination or reassignment to another room, restriction of access to specified campus facilities and/or property, research assignments, community service projects, special workshop participation, and/or referral to medical resources or counseling personnel.

(Board approval dates: 3/2/2001, 7/7/2006, 12/7/2007, 5/14/2010, 4/6/2012, 4/8/2016)

APPEAL PROCESS

3335-23-18 APPELLATE PROCESS.

A. Right to appeal.

1. A student found to have violated the code of student conduct has the right to appeal the original decision. The appeal is not intended to re-hear or re-argue the same case and is limited to the specific grounds outlined in this rule. The appeal must state the specific grounds for the appeal and should include all supporting documentation. The appeal must be postmarked or hand delivered to the appropriate appeal officer, or sent via email, as provided below, within five working days after the date on which notice of the decision is sent to the student. Each student shall be limited to one appeal. The decision of the appeal officer is final.
2. In cases involving charges involving sexual misconduct as defined by applicable university policy, the complainant may appeal the original decision in accordance with the appeals procedures provided in this rule.
3. A student who has accepted responsibility for violating the code of student conduct waives the right to appeal, except on the basis that the disciplinary sanction is grossly disproportionate to the violation(s) committed.
4. Each party shall be limited to one appeal. The decision of the appeal officer is final.

B. Grounds for appeal.

An appeal may be based only upon one or more of the following grounds:

1. Procedural error that resulted in material harm or prejudice to the student (i.e. by preventing a fair, impartial, or proper hearing). Deviations from the designated procedures will not be a basis for sustaining an appeal unless material harm or prejudice results;
2. Discovery of substantial new evidence that was unavailable at the time of the hearing and which reasonably could have affected the decision of the hearing body; or
3. Disciplinary sanction imposed is grossly disproportionate to the violation(s) committed, considering the relevant aggravating and/or mitigating factors.

Non-attendance by the respondent or the complainant may not be the sole grounds for an appeal.

C. Appropriate appeal officers.

1. Appeals from residence hall hearings:
 - a. All appeals from residence hall hearings other than contract terminations, shall be submitted to the director of residence life or designee;
 - b. All appeals, when the sanction imposed by the residence hall hearing is contract termination, shall be submitted to the director of student conduct or designee.
2. Appeals of a decision of a hearing body will be submitted for decision to the vice president for student life or designee.

3. Appeals of decisions of the committee on academic misconduct or its coordinator will be submitted for decision to the executive vice president and provost or designee.
- D. Appeal proceedings.
1. The appeal officer will dismiss the appeal if the appeal is not based upon one or more of the grounds set forth in paragraph (B) of this rule.
 2. The appeal officer will decide the appeal based upon a review of the record and supporting documents (e.g. prior disciplinary history).
 3. The appeal officer may consider additional relevant information from any party to the proceeding and then decide the appeal based upon the enhanced record.
- E. Possible dispositions by the appeal officer.

The appeal officer may, after a review of the record:

1. Uphold the original decision and/or sanction(s);
2. Dismiss the case or individual charge(s) against the student and vacate any portion or all of the sanction(s);
3. Modify or reduce the sanction(s); or in cases involving charges relating to sexual misconduct as defined by applicable university policy, enhance the sanction; or
4. Remand the case to the original hearing body or refer the case to a new hearing body to be reheard. If possible, a new hearing body should be different from the one that originally decided the case. If a case is reheard by a hearing body, the sanction imposed can be greater than that imposed at the original hearing.

(Board approval dates: 3/2/2001, 12/7/2007, 5/14/2010, 4/6/2012, 4/8/2016, 9/2/2016)

3335-23-19 MINOR DEVIATIONS FROM PROCEDURE.

A student and hearing officer may agree in advance to minor deviations from procedure. Such deviations are not then subject to appeal. Other minor deviations are acceptable as long as such deviations are not found upon appeal to be materially harmful to the respondent or the complainant.

(Board approval dates: 3/2/2001, 4/6/2012, 4/8/2016)

3335-23-20 INTERIM SUSPENSION.

When the vice president for student life or designee has reasonable cause to believe that the student's presence on university premises or at a university-related or registered student organization activity poses a significant risk of substantial harm to the safety or security of themselves, others, or to property, the student may be immediately suspended from all or any portion of university premises, university-related activities or registered student organization activities. This temporary suspension will be confirmed by a written statement and shall remain in effect until the conclusion of a full hearing or administrative decision, without undue delay, in accordance with the rules of the Ohio state university. The student may, within three working days of the imposition of the suspension, petition the vice president for student life for reinstatement. The petition must be in

writing, and must include supporting documentation or evidence that the student does not pose, or no longer poses, a significant risk of substantial harm to the safety or security of themselves, others or to property. A decision on such petition will be made without undue delay by the vice president for student life or designee.

(Board approval dates: 3/2/2001, 7/11/2003, 5/14/2010, 4/6/2012, 9/2/2016)

3335-23-21 ADMINISTRATIVE DISENROLLMENT AND OTHER RESTRICTIONS.

- A. A student may be disenrolled from the university; prohibited from all or any portion of university premises, university-related activities or registered student organization activities; and/or permitted to remain only under specified conditions when the vice president for student life or designee finds that there is clear and convincing evidence that the student's continued presence poses a significant risk of substantial harm to the health or safety of themselves, others, or to property.
- B. In those cases under paragraph (A) of this rule in which it appears that the risk posed by the student is a result of a health condition or a disability as defined by the Americans with Disabilities Act, the vice president for student life or designee shall also determine whether the risk or disruption can be eliminated or sufficiently reduced through reasonable accommodation and, if so, shall take appropriate steps to ensure that accommodation is made. The vice president for student life or designee may request the student to undergo an appropriate examination, as specified by the vice president for student life or designee, to determine whether any such condition exists and whether any such accommodation is possible. If the student fails to undergo such an examination, and if the other available evidence supports a finding under paragraph (A) of this rule, the vice president for student life or designee shall, to the extent reasonably possible, take the least restrictive measure or combination of measures necessary to resolve the risk or disruption.
- C. A student who has been disenrolled; prohibited from university premises, university-related activities or registered student organization activities; or permitted to remain only under specified conditions may petition the vice president for student life for revision of that status. The petition must include supporting documentation or evidence that:
 1. The conditions found to have existed under paragraph (A) of this rule no longer exist and will not recur, and
 2. The student meets all normal and appropriate standards for admission and enrollment in any academic unit in which the student seeks to re-enroll. Upon receipt of such a petition, the vice president for student life or designee shall evaluate the evidence and may consult with the student, any appropriate university personnel, and any other persons whom the vice president for student life or designee deems appropriate. The vice president for student life or designee may deny the petition, grant the petition in whole or in part under specified conditions, or grant the petition in whole or in part without condition.

(Board approval dates: 3/2/2001, 12/6/2001, 5/14/2010, 4/6/2012)

3335-23-22 AUTHORITY.

The bylaws of the university board of trustees and rules of the

university faculty provide that the university president shall have the final responsibility and authority for the discipline of all students of the university (see paragraph (A) of rule 3335-11-01 of the Administrative Code). This responsibility and authority has been delegated by the president to the vice president for student life, whose office is also charged with responsibility for promulgation of rules governing student conduct (see paragraph (H) of rule 3335-1-03 of the Administrative Code).

The deans of colleges and of the graduate school, the directors of schools, and the chairpersons of departments, respectively, are responsible to the president through regular disciplinary channels for the discipline of all students in the activities of their respective colleges, schools, and departments (see paragraph (B) of rule 3335-11-01 of the Administrative Code). Likewise, the deans and directors of the regional campuses are responsible to the president through the executive vice president and provost for the discipline of all students in the activities of their respective campuses.

The Ohio state university code of student conduct is an official publication of the university board of trustees. All petitions for revision and amendment of this code of student conduct should be submitted through the office of the vice president for student life. The code shall remain consistent with the sexual misconduct policy; any code of student conduct changes related to that policy shall be done in consultation with the Title IX coordinator. Proposed revisions to the code shall be reviewed, in draft form, by the office of the president, the office of academic affairs, and the steering committee of the university senate before being presented for approval to the university senate by the council on student affairs. No revision shall become effective unless approved by the university board of trustees and until printed notice of such revisions is made available to students.

(Board approval dates: 3/2/2001, 5/14/2010, 4/6/2012, 4/8/2016, 9/2/2016)

FACULTY RULES OF THE COLLEGE OF LAW

THE OHIO STATE UNIVERSITY

(Updated August 14, 2018)

These Faculty Rules constitute the basic rules for the governance of the College of Law. While some pertain solely to matters affecting the faculty, most concern student conduct. Chapters 5, 6, 7, and 9 concerning academic standing, examinations, graduation requirements, and the instructional program, respectively, are of particular relevance. A more thorough overview of the Faculty Rules may be obtained by reviewing the table of contents to the Rules.

Faculty Rules of the College of Law are revised periodically pursuant to procedures set out in these Rules and the By-Laws of the University Board of Trustees and in the Rules of the University Faculty. College of Law Committees, composed of faculty members, students, and staff, provide the normal channel for persons to request deliberation on proposed rule changes.

TABLE OF CONTENTS	PAGE
Chapter 1 – College Governance	2
Chapter 2 – Admissions	12
Chapter 3 – Degrees, Dual Degrees, and Honors (including Coif)	16
Chapter 4 – Certificates	26
Chapter 5 – Graduation Requirements	30
Chapter 6 – Academic Standing, Dismissal, Probation, and Readmission	34
Chapter 7 – Examinations	39
Chapter 8 – Honor System	43
Chapter 9 – Instructional Programs	47
Chapter 10 – Lawyering Skills Competition Program	64
Chapter 11 – Law Journal, Journal on Dispute Resolution, Ohio State Journal of Criminal Law, I/S: A Journal of Law and Policy for the Information Society, and the Ohio State Business Law Journal	66
Chapter 12 – Placement	67
Chapter 13 – Faculty	70
Chapter 14 – Tenure-Track, Joint, Auxiliary, and Courtesy Faculty Appointments, Reappointment and Nonreappointment, and Promotion	73
Chapter 14a – Regular Clinical-Track Faculty Appointments, Reappointment and Nonreappointment, and Promotion	91
Chapter 15 – Professional Leave	96

CHAPTER 1 – COLLEGE GOVERNANCE

1.01. Powers of the Faculty and of College of Law Committees.

All formal actions of the College of Law, including any amendment to the Rules of the College of Law, shall be made in faculty meetings called and conducted pursuant to the rules of the College of Law.

Source: Faculty minutes, April 14, 1976.

1.02. College of Law Committees.

A. Committees and Functions. There shall be seven committees with the following major functions:

Admissions: To consider and pass on applications for admission and readmission, and to be concerned with student financial aid.

Administration: To be concerned with budgetary matters, alumni affairs, the law library, overseeing the Honor Code, student activities of a noncurricular nature, and such other matters, as assigned by the Dean, that are not regularly assigned to one of the other College committees.

Academic Affairs: To be concerned with consideration of new courses and curricular planning (including clinical offerings); and student petitions on such matters as load-lightening, transient status, scheduling, and student probation.

Appointments: To be concerned with initial faculty appointments of all types other than regular clinical-track appointments.

Promotion and Tenure: To be concerned with tenure-track faculty promotion and tenure questions and recommendations for amendments to the rules on promotion and tenure.

Diversity and Inclusion: To be concerned with all matters relating to diversity and minority affairs of the College community, but not to the exclusion of similar concerns by other committees within their areas of activity.

Long-Range Planning: To be concerned with long-range planning (including the future of legal education, the physical facility, new programs, cooperation with University planning activities, and coordination with various constituencies and with other College committees concerning action recommended to or undertaken by the faculty).

B. Chairpersons; restrictions. No one shall be required to serve as a committee chairperson in two consecutive years.

C. Faculty Membership. The Dean shall appoint faculty members to committees, except that no faculty member shall be required to serve on the Appointments Committee, the Promotion and Tenure Committee, or the Academic Affairs Committee more than three years out of five. The faculty must comprise a majority of the membership of any committee.

D. Staff Membership. The Dean may appoint staff of the College of Law who is not members of the College of Law faculty to serve on College committees.

E. Student Membership. Students shall serve on all standing and ad hoc committees of the College, other than the College Investigation Committee. Of the faculty and students serving on any committee, the students shall comprise approximately one-third.

F. Ex Officio Membership. The Dean may appoint any person to serve as an ex officio member of any committee. Ex officio members have no vote and are not to be counted toward quorum requirements or the committee composition requirements set forth in divisions C through E of this Rule.

G. Student Selection. The President of the Student Bar Association shall be one of the student members of the Administration Committee. All other student members of College committees shall be selected in a manner determined by the Student Bar Association.

H. Voting Faculty are entitled to vote on all committee matters. Staff and students shall be entitled to vote within their respective committees on all questions, with three exceptions. Staff and student members may not vote on any matter coming before the Promotion and Tenure Committee, and may not consider or vote on individual cases coming before the Academic Affairs Committee or the Admissions Committee. However, the prohibition on staff voting on individual cases coming before the Admissions Committee does not apply to the Associate or Assistant Deans of Admissions should those positions be held by persons who are not members of the faculty.

I. The Academic Affairs Committee may designate a subcommittee to handle any student petition filed under these Faculty Rules. The subcommittee shall consist of the Chair, at least two voting faculty members, and ex officio, the Associate Dean for Academic Affairs. The decision of the subcommittee shall have the same force and effect as a decision of the Committee.

Source: Faculty minutes, April 14, 1976, May 19, 1976, April 12, 1978, April 18, 1979, November 28, 1979, February 22, 1984, October 2, 1985, November 10, 1988, March 4, 1998, September 23, 1998, March 17, 1999, February 12, 2003, May 2, 2007, and May 5, 2011.

1.03. Faculty Meetings: Attendance and Voting Rights.

A. Faculty. Except as otherwise specified by these rules, all members of the College faculty, as defined in Rule 3335-5-19(A) and (B) of the Rules of the University Faculty, shall be entitled to attend, participate in, and vote at College faculty meetings. Except as otherwise specified by these rules, all adjunct professors, visiting faculty members, faculty members with joint appointments whose tenuring unit is not the College of Law who have not been granted a right to vote by the faculty, and staff attorneys shall be entitled to attend and to participate in such meetings, but shall not be entitled to vote.

B. Staff and Students. The President of the Student Bar Association shall be permitted to attend and participate, without vote, in faculty meetings. When a matter reported by a committee, or a matter placed on the agenda and within the jurisdiction of a specific committee, is before the faculty, staff and student members of the committee may attend the meeting during, and participate in, the discussion of the reported matter and have a full vote on that matter, except that they shall not be entitled to vote on individual student petitions or admission applications, on individual cases involving faculty appointments, or on any matter coming from the Promotion and Tenure Committee. Notwithstanding the foregoing, the faculty may decide by majority vote to exclude staff

and students from attendance during deliberation on matters authorized for executive session under Rule 1.06(B).

Source: Faculty minutes, April 14, 1976, May 19, 1976, February 22, 1984, April 1, 1998, March 17, 1999, February 12, 2003, and April 5, 2012.

1.04. Faculty and Committee Meetings; When and By Whom Called.

A. Regular Faculty Meetings. Regular meetings of the faculty shall be held on Thursday afternoons at least once each month in accordance with a schedule established by the Dean at the beginning of each semester.

B. Special Faculty Meetings. A special faculty meeting may be called by the Dean for any Thursday afternoon on which no regular faculty meeting has previously been scheduled. The Dean shall call a special faculty meeting upon the signed request of any seven faculty members. Special faculty meetings should not be utilized for business that can reasonably be conducted within the schedule of regular faculty meetings.

C. Emergency Special Faculty Meetings. Where action is required that cannot reasonably be postponed until the following Thursday, the Dean may call an emergency special faculty meeting for any reasonable time.

D. Committee Meetings. Committee meetings shall be called by the chairperson of the committee in question. Thursday afternoons from 12:10 to 2:15 p.m., when there is no regular or special faculty meeting, may be reserved by faculty members and utilized by committee chairpersons for committee meetings. Committee meetings may be called for other times, where required.

Source: Faculty minutes, April 14, 1976, March 17, 1999, and January 13, 2011.

1.05. Notice of Faculty Meetings.

A. Authority. This rule is adopted in compliance with, and under the authority of Ohio Revised Code section 121.22(f), as amended, effective November 28, 1975.

B. Regular Meeting Schedule. At the beginning of each semester, the Dean shall distribute to the College faculty, post on the College main floor closed bulletin board, and mail to all persons who have supplied self-addressed stamped envelopes for that purpose, a schedule of regular meetings of the faculty.

C. Special Faculty Meetings. At least four calendar days prior to any special faculty meeting, the Dean shall distribute to the full-time faculty, post on the College main floor closed bulletin board, and mail to all persons who have provided self-addressed stamped envelopes for that purpose notice of the date, time, and place of such meeting.

D. Emergency Special Faculty Meetings. As early as possible, prior to any emergency special faculty meeting, the Dean shall distribute to the full-time faculty, post on the College main floor closed bulletin board, and mail to all persons who have provided self-addressed stamped envelopes for that purpose notice of the date, time, and place of such meeting. The Dean shall also notify the clerk of the State House Press Room of the time and place of the meeting.

E. Agendas of Faculty Meetings. At least 48 hours prior to any faculty meeting, except an emergency special faculty meeting, the Dean shall distribute to the full-time faculty, post on the College main floor closed bulletin board, and mail to all persons who have provided self-addressed stamped envelopes for that purpose the agenda for such meeting.

F. Public Information. Any person may determine the time, place, and agenda of all faculty meetings by:

1. Writing to the Dean, College of Law, The Ohio State University, 55 West 12th Avenue, Columbus, Ohio 43210;
2. Calling the Office of the Dean, College of Law, The Ohio State University;
3. Consulting the closed bulletin board located in the main floor corridor of The Ohio State University College of Law.

G. Delegation. In giving the notices required by this rule, the Dean may rely on assistance provided by a member of his or her staff and any such notice is complete if given by such member in the manner provided in this rule.

Source: Faculty minutes, April 14, 1976, and March 17, 1999.

1.06. Faculty Meetings; Required to Be Open; Executive Sessions.

A. Open Meetings. All meetings of the faculty shall be open to the public for observation (but not for participation), subject to adjournment to executive session for deliberations on such matters as are authorized by Ohio Revised Code section 121.22(G). All resolutions, rules, or formal action by the College faculty shall be adopted in open session.

B. Executive Sessions. The Dean shall be empowered to adjourn any faculty meeting to executive session for purposes of deliberating upon such matters as are authorized for executive session by Ohio Revised Code section 121.22(G).

Source: Faculty minutes, April 14, 1976.

1.07. Distribution of Materials for Faculty Consideration.

Committee Reports and recommendations and other matters for consideration by the faculty shall be distributed to the faculty and to students entitled to attend and participate at least five days preceding the meeting at which it is to be considered. In appointments matters, a forty-eight hour notice shall suffice with regard to specific individuals being recommended if a five-day notice has been given that such recommendations may be made. Such distribution shall be made by the chairperson of the committee or the faculty proponent of the matter for consideration.

Source: Faculty minutes, April 14, 1976, and September 3, 1987.

1.08. Changes or Amendments.

To facilitate expeditious disposition of matters for consideration at faculty meetings, faculty members or students who propose amendments to or substitutes for committee recommendations shall, wherever possible, circulate their proposals to the faculty and to students entitled to attend and participate in faculty meeting consideration of the matter, in advance of the meeting at which the committee report is scheduled for consideration.

Source: Faculty minutes, April 14, 1976.

1.09. Quorum.

For the transaction of ordinary faculty business, a quorum shall consist of a majority of the members of the College faculty, as defined in Rule 3335-5-19(A) and (B) of the Rules of the University Faculty, who are not on leave, or if on leave are present at the meeting, as defined in Rule 1.11.

Source: Faculty minutes, April 14, 1976, March 17, 1999, May 7, 2003, and April 5, 2012.

1.10. College Investigation Committee.

A. The College shall establish a College Investigation Committee to carry out the duties described in University Faculty Rule 3335-5-04(E). The committee shall consist of six tenured faculty members from the College of Law and one tenured faculty member from outside of the College of Law. The outside member may not be a person eligible to vote on appointment matters at the College of Law. Four of the College of Law faculty members shall serve as regular members of the committee and two as alternates. The Dean, Associate Deans, and Assistant Deans of the College of Law shall not be eligible to serve as members of the committee, nor shall any faculty member serving in an administrative capacity in the University on a full-time basis.

B. Each member of the College Investigation Committee shall serve for a term of two years, commencing on June 1 of the year such member is elected. Two regular and one alternative members of the committee from the College of Law shall be selected each year. The outside member shall be elected every other year.

C. Each year, all members of the College faculty who hold the rank of assistant professor, associate professor, professor, assistant clinical professor, associate clinical professor, or clinical professor, shall be given a ballot consisting of the names of all College faculty eligible to serve on the Committee, as provided in section A, above. Persons who are completing a two-year term as a regular member of the committee may have their name excluded from this ballot upon request. To be valid, a ballot must contain one vote for each position being voted on in that year. When these votes are tallied, a second ballot shall be circulated to the faculty containing the names of those five persons receiving the highest number of votes in the first ballot. If there is a tie for the fifth place, any faculty members tied for fifth place shall be included in the second ballot. The members of the faculty eligible to vote in the first ballot may also vote on this second ballot. To be valid in the run-off election, a ballot must again contain one vote for each position being voted upon. The two faculty members receiving the highest number of votes shall be regular members of the committee. The faculty member receiving the third highest number of votes shall be the alternate. If there are ties, they shall be broken by a coin toss.

D. In years in which a committee member from outside the college must be selected, the Dean shall solicit from the College faculty the names of eligible faculty members from outside the College of Law. The Dean shall contact these persons and ask them if they are willing to serve on the College Committee. The names of those persons willing to serve will be entered onto a ballot and all members of the College faculty eligible to vote on appointments matters shall be entitled to vote for one of the names on the ballot. If no single name receives a vote of the majority of the faculty casting ballots, a run-off shall be held between the two persons who received the most votes.

E. At the first election of the members of the College Investigation committee, six faculty members of the College of Law and one faculty member from outside of the College shall be selected as members of the Committee. The run off shall be among the ten members of the College and two outside members receiving the highest number of votes. The two members of the College receiving the highest number of votes shall be elected for two year regular terms, the next two for one year regular terms, the fifth for a two year alternate term, and the sixth for a one year alternate term.

F. An alternate member shall serve in the determination of a matter that comes before the committee in the event of a regular member's unavailability, incapacity, or recusal, whether voluntarily or upon the majority vote of the committee based on conflict of interest in the circumstances surrounding the complaint.

Source: Faculty minutes, June 1, 1994, and February 12, 2003.

1.11. Voting; Proxies.

Subject to the limitations on use of proxies in Rules 14.03 and 14.06, all actions of the College faculty shall be decided by a majority of those voting either in person or by proxy. All proxies must be in writing and filed with the Dean or Associate Dean for Academic Affairs before the proxy is used. For the purposes of this Rule, Rule 1.09, Rule 14.03(F) (3), and Rule 14.06(C)(6) only, "in person" or "present" means physical presence or, in compelling circumstances when authorized by the Dean, presence by other means which allow for participation in the meeting.

Source: Faculty minutes, April 14, 1976, March 17, 1999, and May 7, 2003.

1.12. Notice to Students of Faculty Action.

Unless otherwise specified by vote of the faculty, all actions and decisions taken by the faculty shall promptly be brought to the attention of the student body; provided, however, that the Associate Dean for Academic Affairs shall have discretion not to post some action or decision until the matter has been brought before the faculty's next meeting for its decision as to posting.

Source: Faculty minutes, April 14, 1976, and March 17, 1999.

1.13. Petition for Open Hearing.

On petition of 10% of the student body, a committee shall hold an open hearing for the purpose of hearing student opinion on legislative or policy issues within the jurisdiction of the committee.

Source: Faculty minutes, April 14, 1976, and January 19, 1977.

1.14. Publication of Committee Reports.

Unless otherwise specified by vote of a committee, all committee reports submitted for faculty consideration shall promptly be brought to the attention of the student body.

Source: Faculty minutes, April 14, 1976.

1.15. Grievance Procedure.

Grievances of a student or a class of students against a faculty member which are based on arbitrary and/or discriminatory treatment shall be handled in the following manner:

A. The Dean of the College or his or her designated representative shall hear all such grievances.

B. If the Dean or the representative determines that the grievance is of a substantial nature, he or she shall inform the faculty member of the grievance and attempt to resolve the grievance.

C. If the grievance remains unresolved, the Dean or the representative shall conduct a meeting at which the students and faculty member, if they wish to attend, may fully express their views.

D. The purpose and policy of the procedure specified in paragraphs A through C is to provide an opportunity for voluntary conciliation of grievances.

E. If conciliation does not result from the procedure specified in paragraphs A through C, the Dean or the representative may take whatever action is necessary, reasonable, and within his or her power.

F. The Office of the Dean shall publish and make available this procedure to students of the College.

Source: Faculty minutes, November 14, 1973, and March 17, 1999.

1.16. University Senate.

Any regular tenure track faculty and regular clinical faculty are eligible for election to the University Senate. The following rules apply:

a. For purposes of election of senators, the electorate shall be composed of all regular tenure track and regular clinical track faculty.

b. No more than one senator or not more than 45% of the senators representing the College of Law, whichever is greater, may be regular clinical track faculty.

Source: Faculty minutes, August 20, 2008.

1.17. Complaints Regarding Significant Problems as to Compliance with the ABA Standards.

As an ABA-accredited law school, the Moritz College of Law at The Ohio State University is subject to the American Bar Association's Standards for Approval of Law Schools. The Standards may be found at http://www.americanbar.org/groups/legal_education/resources/standards.html. This rule governs the filing of and response to complaints regarding the College of Law's compliance with standards governing the program of legal education.

A. Any student at the College of Law who wishes to bring a formal complaint to the Administration of the College of Law regarding a significant problem that directly implicates the College's program of legal education and its compliance with the ABA Standards should take the following steps:

1. The student should submit the complaint in writing (via hard copy or e-mail) to the Assistant Dean for Academic Affairs or to the person designated by the Dean for that purpose. If the complaint concerns the person designated to receive complaints, the student should consult the Dean, who will designate an alternate person to receive the complaint.

2. The writing should (a) identify the ABA Standard implicated, (b) describe in appropriate detail the behavior, program, or process

complained of, and (c) explain how the College of Law's program of legal education does not comply with the identified Standard as a result of the problem.

3. The writing must provide the name of the student submitting the complaint. It should also include the student's preferred contact information for written or electronic communication. Upon request, the person receiving the complaint may, at his or her discretion, maintain the student's anonymity for all or part of the process.

B. The person who receives the written complaint (or his or her designee) should acknowledge the complaint within five business days of receipt of the written complaint. Acknowledgment may be made by e-mail, U.S. mail, or by personal delivery.

C. Within ten business days of acknowledgment of the complaint, the person who receives the complaint (or his or her designee) shall communicate the College of Law's progress in regard to the complaint either in writing or in a meeting with the complaining student. The communication should include either a substantive response to the complaint or information about what steps are being taken by the College of Law to address or further investigate the complaint. If further investigation is needed, the complaining student shall, within two weeks of the completion of the investigation, be provided with either (i) a substantive response to the complaint or (ii) information about what steps are being taken by the College of Law to address the complaint.

D. Appeals may be taken to the Dean of the College of Law. Any decision made on appeal is final.

E. A copy of the complaint and a summary of the process and resolution of the complaint shall be kept in the office of the Dean of the College of Law as required by University retention rules or until the end of the academic year in which the complaint is reported to the ABA as part of the College of Law's sabbatical accreditation process, whichever is later.

F. The College of Law will not retaliate against any individual who makes a complaint under this rule, nor authorize any faculty member, administrator, employee, or student to do so.

G. This rule addresses only complaints that implicate compliance of the College's program of legal education with the American Bar Association's Standards for Approval of Law Schools. Students may always articulate in a professional manner the concerns and complaints they may have about other issues by addressing the appropriate persons, or by using other procedures described in the Rules and Regulations of the American Bar Association, the College of Law, or The Ohio State University.

Source: Faculty minutes, October 13, 2011.

CHAPTER 2 – ADMISSIONS

2.01. Report of Admissions Committee.

The Admissions Committee shall annually recommend for faculty adoption Criteria and Procedures relating to admissions of candidates for the J.D. degree.

Source: Faculty minutes, December 16, 1995 and September 3, 2003.

2.02. Admission Application Requirements for the J.D. Program.

A. Traditional Process. Except for applicants admitted under Rule 2.02 (B) or (C), an applicant for admission to the College of Law to pursue the J.D. degree must complete the College's application form, take the Law School Admission Test (LSAT), submit a transcript from each college or university the applicant attended, have completed or will complete a B.A. or its equivalent prior to law school matriculation and meet any other requirements the Admissions Committee may impose. If it is impossible for the applicant to take the LSAT, the Admissions Committee may waive the LSAT requirement. Applications for residents and nonresidents shall be identical.

B. Alternate Standardized Test Admissions Option. Each year, a limited number of applicants who are currently enrolled at The Ohio State University – Columbus campus, or who are or will be enrolled in an OSU graduate degree program, may be eligible for admission pursuant to an Alternate Standardized Test Admissions Option. Under this option, an applicant for admission to the College of Law to pursue the J.D. degree must complete the College's application form, submit a transcript from each college or university the applicant attended, submit a copy of the appropriate alternative standardized test score (ACT, SAT, GRE, GMAT), and meet any other requirements the Admissions Committee may impose. An applicant who is applying to the J.D. Program as a transfer from the LL.M. Program does not need to have taken the LSAT.

C. Pathway to Law: 3 + 3 B.A./J.D. Program. Each year, applicants who are enrolled in the University's Pathway to Law 3 + 3 B.A./J.D. program may be eligible for admission to the College of Law to pursue a J.D. degree. Under the Pathway to Law option, the applicant must complete the College's application form, take the Law School Admission Test, submit a transcript from each college or university the applicant attended, submit appropriate documentation of participation in the Pathway to Law Program, and meet any other requirements the Admission Committee may impose.

Source: Faculty minutes, December 16, 1995, September 3, 2003, November 13, 2014, April 2, 2015, and May 7, 2015.

2.03. Criteria for Selection of Applicants to the J.D. Program.

In evaluating an application of a candidate for the J.D. degree, the most important factors are the applicant's academic potential for law school work, which is usually best evidenced by the applicant's transcript and LSAT score, and the applicant's potential to contribute to the profession and to the intellectual life of the College. In assessing an applicant's potential for success in law school and for contributing to the profession and intellectual life of the College, consideration will also be given to other indicators of academic or professional potential such as trend in undergraduate grades, letters of recommendation, extracurricular activities, leadership abilities, significant outside time demands, public service activities, work experience, life experience, and similar factors. Believing that a diverse student body is important to the educational life and mission of the College and to the profession as a whole, the College of Law shall provide full opportunities for admission by qualified members of groups (including racial and ethnic minorities) which bring diverse backgrounds to the study of law and its role in our society. To this end, racial and ethnic minority status will be considered among those factors weighed in the admissions process.

Source: Faculty minutes, December 16, 1995, November 6, 1996,

October 22, 1997, and September 3, 2003.

2.04. Bar Admission Requirements.

Each applicant for the J.D. program shall be advised to secure information regarding character and other qualifications for admission to the Bar of the state in which the applicant intends to practice.

Source: Faculty minutes, December 16, 1995, March 17, 1999, and September 3, 2003.

2.05. Beginning Students Must Commence in First Semester.

Students who wish to pursue the J. D. degree must begin their study of law in the first semester.

Source: Faculty minutes, December 16, 1995 and September 3, 2003.

2.06. Applicants Who Have Attended Another Law School, Admission to the First-Year Class of the J.D. Program.

An applicant to the J.D. program who has attended another law school may apply for admission to the first-year class. Such applicants will be evaluated in accordance with the Criteria and Procedures adopted for the entering class for which admittance is sought. In applying those criteria, the applicant's previous law school experience will be considered. An applicant admitted under this Rule enters the College as a first-year student, but, with the approval of the Associate Dean for Academic Affairs, may be given credit for and need not repeat previously completed law school courses in which the applicant received a grade of C or better.

Source: Faculty minutes, December 16, 1995 and September 3, 2003.

2.07. Admission of Students With Advanced Standing to the J.D. Program.

An applicant for admission with advanced standing to the J.D. program shall be admitted only on the basis of successful performance for at least one academic year at a law school approved or provisionally approved by the American Bar Association or at a law school outside the United States if the quality of the educational program at the foreign law school is at least equal to that required for an American Bar Association approved school. The admission standards for beginning students in this College shall be considered together with the academic record achieved by the applicant at the law school from which transfer is requested. Students presenting credit earned at another law school may be admitted at the beginning of any semester in which it is possible for them to fit into the curricular pattern for this College.

Source: Faculty minutes, December 16, 1995 and September 3, 2003.

2.08. Credit Allowed Students With Advanced Standing.

In all cases in which the student is admitted with advanced standing to this College, the law school work or foreign legal education which has been completed will be evaluated in light of the curricular offerings of this College. The decision concerning the extent to which credits previously earned may be transferred and applied toward a degree from this College lies in the discretion of the Associate Dean for Academic Affairs or his or her designee, with the following restrictions:

- (1) for transfer students from non-ABA approved law schools or from foreign law schools, the number of credits transferred may

not exceed one-third of the total required for graduation, as set forth in Faculty Rules 3.07 and 5.04; and

(2) for transfer students from ABA-approved law schools, the number of credits transferred may not exceed the number of credits awarded to a full-time first-year student at the College.

(3) all transfer credits must comply with the standard articulated in Faculty Rule 9.52.

Source: Faculty minutes, December 16, 1995, November 12, 1997, March 17, 1999, September 3, 2003, December 9, 2008, and October 5, 2017.

2.09. Admission of Transient Students.

Students who are earning their law degrees from another institution may be admitted as transient students at the College of Law for one or two semesters, with the approval of the Admissions Committee.

Source: Faculty minutes, March 17, 1999.

2.10. Admission of Special Students.

Graduates with law degrees may be admitted to the College of Law for the purpose of taking selected courses with the permission of the instructors of such courses and approval of the Dean or the Dean's designee. Students enrolled in the Graduate School of The Ohio State University may register in courses offered by the College of Law, provided that registration is approved by the Dean of the Graduate School and Dean of the College of Law or their designees.

Source: College of Law Bulletins, 1967-68 through 1973-74. Faculty minutes, December 16, 1995, February 16, 1996, and March 17, 1999.

CHAPTER 3 – DEGREES, DUAL DEGREES, AND HONORS (INCLUDING COIF)

3.01. Juris Doctor Degree.

The degree Juris Doctor (J.D. or Doctor of Jurisprudence) shall be awarded to those students who complete the study of law in the J.D. program at The Ohio State University and in accordance with University policy, those students who attain a superior level of academic achievement, shall receive the additional academic distinction as indicated by the terms "summa cum laude," "magna cum laude" or "cum laude" in accordance with Faculty Rules 3.02, 3.03, and 3.04.

Source: Action of the Board of Trustees at regular meeting on March 9, 1967, faculty minutes, February 4, 1976, March 17, 1999, September 3, 2003, and March 15, 2006.

3.02. Requirements for Summa Cum Laude Honors for the J.D. Degree.

The top 3% of persons in the J.D. program who are graduated from the College of Law of The Ohio State University during each year, beginning with the Summer Session and extending through the following Second Semester, shall be awarded the degree Juris Doctor summa cum laude.

Source: Faculty minutes, February 4, 1976 and September 3, 2003.

3.03. Requirements for Magna Cum Laude Honors for the J.D. Degree.

The top 4-10% of persons in the J.D. program who are graduated from the College of Law of The Ohio State University during each year, beginning with the Summer Session and extending through the following Second Semester, shall be awarded the degree Juris Doctor magna cum laude

Source: Faculty minutes, March 15, 2006.

3.04. Requirements for Cum Laude Honors for the J.D. Degree.

The top 11-25% of persons in the J.D. program who are graduated from the College of Law of The Ohio State University during each year, beginning with the Summer Session and extending through the following Second Semester, shall be awarded the degree Juris Doctor cum laude.

Source: Faculty minutes, February 4, 1976, October 6, 1976, March 17, 1999, September 3, 2003, and March 15, 2006.

3.05. Eligibility of Transfer Students for Honors for the J.D. Degree.

Transfer students receiving their J.D. degree from the College of Law shall be eligible for honors if they have completed at least fifty-four semester hours of their course work while in residence at the College. They shall be ranked on the basis of all work undertaken at this College. They shall be disqualified for eligibility if in the opinion of the faculty their level of performance while not in residence at this College was significantly below their level of performance while in residence.

Source: Faculty minutes, April 26, 1978, March 17, 1999, and September 3, 2003.

3.06. Eligibility For Coif of Transfer Students into the J.D. Program.

Transfer students receiving their J.D. degree from the College of Law shall be eligible for election to the Order of the Coif, if they have completed at least fifty-four semester hours of their course work while in residence at the College. They shall be ranked on the basis of all work undertaken at this College. They shall be disqualified for eligibility if, in the opinion of the faculty, their level of performance while not in residence at this College was significantly below their level of performance while in residence.

Source: Faculty minutes, July 12, 1966, April 26, 1978, March 17, 1999, and September 3, 2003.

3.07. Dual Degrees.

To provide opportunities for the earning of dual degrees:

A. Students enrolled concurrently in the J.D. program of the College of Law and in a post-baccalaureate degree program outside of the College of Law shall be entitled to receive twelve semester hours credit toward their J.D. degrees, providing they are in good standing in the post-baccalaureate degree program and have satisfactorily completed twelve semester hours of non-law credit toward their graduate degree, or have already received such degree, at the time of graduation from the College of Law.

B. To qualify for the credits afforded in 3.07(A) above, the following requirements must be met:

(1) The post-baccalaureate degree program must be approved by the Associate Dean for Academic Affairs of the College of Law. The Associate Dean for Academic Affairs, after consultation with a faculty member who has reviewed the proposed program, shall approve programs which are offered by a fully accredited college or university, are deemed relevant and useful to the training of law students for the professions, award credits in a manner consistent with Faculty Rule 9.52, and appear to contain substantial intellectual content. Law students and applicants to the College of Law intending to enroll in degree programs not yet approved may initiate requests for approval prior to enrollments.

(2) A significant part of the requirements for the post-baccalaureate degree must be fulfilled while the dual degree candidate is enrolled in the College of Law. What constitutes a “significant part” may be determined in general or on a case-by-case basis by the Academic Affairs Committee.

(3) The participation of each student enrolled in a dual degree program under this rule shall be periodically reviewed by a faculty member designated by the Associate Dean for Academic Affairs to insure that in its actual operation the program is achieving its educational objectives and that the credit allowed is consistent with Rule 9.52.

C. Students enrolled in an approved dual degree program under this rule may, if reasonably necessary or useful in fulfilling the requirements for both degrees, extend the period for matriculation from the College of Law to four academic years. However, enrollment in such programs shall not per se entitle any student to drop or defer any required first-year course. Students seeking to drop any required first-year course to enroll in courses under a dual degree program must obtain the permission of the Academic Affairs Committee.

D. The Associate Dean for Academic Affairs shall maintain records of: (1) post-baccalaureate degree programs which have been granted or denied approval or for which approval has been withdrawn under this rule; (2) individual students who have been admitted or denied admission to dual degree programs, the nature of the programs to which they have sought admission, and the number and percentage of students who have successfully completed dual degree programs; and (3) faculty reviews conducted under Subsection B(3). This data shall be summarized for the faculty by the Associate Dean for Academic Affairs at least once each year.

Source: Faculty minutes, June 6, 1973, January 19, 1977, March 17, 1999, September 3, 2003, and October 5, 2017.

3.08 Master in the Study of Law.

A. The Master in the Study of Law (M.S.L.) degree is a non-professional degree intended to provide a legal background for scholars in other disciplines who do not have a J.D. or other law degree. Completion of the M.S.L. degree will not qualify students to sit for a bar examination or to engage in the practice of law. The degree Master in the Study of Law (M.S.L.) shall be awarded to those students who complete the requirements listed below for this degree.

B. Program Administrator and Graduate Studies Committee.

1. The Dean of the College of Law shall select an Administrator for the Master in the Study of Law program. The Dean shall also appoint a Graduate Studies Committee, which shall serve in an advisory capacity and which shall constitute an admission committee for the M.S.L. Program.

2. The Administrator and the Graduate Studies Committee shall have the responsibility for acting as liaison between the Graduate School and the faculty members of the College of Law for reviewing the admissions files of applicants for the M.S.L. program and making recommendations on admission of applicants for the program, for making recommendations to the Curriculum Committee of the Council on Research and Graduate Studies for approval of new courses designed specifically for students enrolled in the M.S.L. program, and for any other duties assigned to the Graduate Studies Committee by the Rules of the Graduate Faculty of The Ohio State University or by the Faculty Rules of the College of Law.

C. Admissions Requirements for Master in the Study of Law.

1. Applicants for admission to the M.S.L. program shall complete the appropriate admission form, submit a transcript from each college or university the applicant attended, submit two letters of recommendation, and meet any other requirements that the Graduate Studies Committee may impose. Applicants for admission to the M.S.L. program shall be required to take, or submit information, including test results, indicating that they have previously taken, one of the following tests: the Law School Admissions Test (LSAT), the Graduate Record Examination (GRE), the Graduate Management Admissions Test (GMAT), the Medical College Admissions Test (MCAT), or other similar test. The Graduate Studies Committee shall consult, as needed, with appropriate offices at the University when presented with information or test results concerning a standardized test other than the LSAT. This test result requirement may be waived with the approval of both the Administrator of the M.S.L. program and the Graduate Studies Committee.

2. In order to be considered for admission to the Master in the Study of Law program, applicants shall have received a graduate degree in a discipline other than law by the time of matriculation into the M.S.L. program. Applicants who do not meet this requirement at the time of application may be admitted to the M.S.L. program on the condition that they satisfactorily complete a program of study amounting to 45 quarter hours or 30 semester hours toward their graduate degree prior to beginning their M.S.L. degree. Applicants may also apply simultaneously to the M.S.L. program and another graduate program at the University and be admitted with the same condition. In exceptional circumstances, such as extensive relevant work or other experience, applications for waiver of this graduate degree requirement may be granted with the approval of both the Administrator of the M.S.L. program and the Graduate Studies Committee. In these cases, the requirement of taking and submitting one of the standardized tests described in 3.8(C)(1) shall not be waived.

D. Graduation Requirements for Master in the Study of Law.

1. In order to fulfill the requirements for the Master in the Study of Law, students must have earned passing grades in not fewer than 30 semester credit hours of law school courses, including all

courses required for completion of the degree.

2. Candidates for the M.S.L. degree shall be required to complete the first-year course in Legal Analysis and Writing I or Legal Analysis, Research and Writing for International Students and two of the following courses: Civil Procedure I, Constitutional Law, Contracts I, Criminal Law, Legislation and Regulation, Property, or Torts.

3. In order to ensure that candidates for the M.S.L. degree who seek to enroll in upper-class courses have the necessary preparation for upper-class courses, they must obtain prior approval of their program of courses, and any deviation from that approved program of courses, from the Administrator of the M.S.L. program.

4. The M.S.L. program may be pursued on either a part-time or full-time basis, over no fewer than two semesters of residency at the College of Law. Students enrolled in the program on a full-time basis will generally be expected to complete the requirements for the M.S.L. degree in one academic year. Students enrolled in the program on a part-time basis will generally be expected to complete the requirements for the M.S.L. degree within four academic years. Except when special exception has been provided by the Academic Affairs Committee for good cause shown, the requirements for completion of the M.S.L. degree shall be completed within a maximum of five calendar years from the date of first matriculation in the College of Law.

E. Grading Standards and Academic Standing Requirements for M.S.L. Students.

1. Grading Standards. Because students enrolled in the M.S.L. program will be graduate students rather than professional students, without as extensive a background in legal issues as students enrolled in the J.D. program, students who are enrolled in the M.S.L. program shall be graded by “graduate schools standards,” as described in Faculty Rule 9.46(A), rather than by “law school standards.” “Graduate school standards” shall be determined by the concerned faculty member, in accordance with guidelines issued by the Administrator and the Graduate Studies Committee after consultation with the appropriate individuals at the Graduate School at the University.

2. Academic Standing Requirements. Students enrolled in the M.S.L. program shall be required to maintain a cumulative grade point average of at least 3.0 in order to remain in good academic standing. A student enrolled in the M.S.L. program whose cumulative grade point average falls below 3.0 at any time will be placed on probation, subject to the conditions of probation imposed by the Graduate Studies Committee including a requirement that the student raise his or her cumulative grade point average to at least 3.0 within two semesters of being placed on probation. A student who fails to meet the conditions of probation, including raising his or her cumulative grade point average to at least 3.0 within two semesters of being placed on probation, shall be dismissed from the College of Law.

3. Authority to Reinstate Students to the M.S.L. Program Dismissed Because of Academic Deficiency. The Graduate Studies Committee may, in cases in which it is persuaded that achievement of academic good standing is a realistic probability, reinstate, on a probationary status, a student who has been dismissed from the M.S.L. program for academic deficiency. The

terms of probation shall be determined by the Graduate Studies Committee and shall include a requirement that the student raise his or her cumulative grade point average to at least 3.0 within two semesters of being placed on probation.

F. Coordination Between J.D. Program and M.S.L. Program.

3. Assignment Preferences for Students in Oversubscribed Courses. In addition to the assignment preferences applicable to J.D. students set forth in Faculty Rule 9.06, J.D. students shall have preference over M.S.L. students for all classes that are part of the regular J.D. program. This preference shall not apply to special classes, if any, that are offered primarily for M.S.L. students.

4. Enrollment in First-Year Courses with Small Sections. M.S.L. students may only enroll in a small section of a first-year course in the J.D. program with the permission of the Associate Dean for Academic Affairs.

5. Grade Distribution and Class Rank Information. M.S.L. students shall not be considered in creating the grading profile for any course in which they are enrolled, nor shall their scores be considered by instructors applying the grading profile to determine the final course grades for J.D. students. M.S.L. students shall not be included in the grade distribution statement or in the class rank for J.D. students described in Faculty Rule 9.11.

G. Transfers Between the M.S.L. and J.D. Programs.

1. No Transfers Allowed from M.S.L. Program to the J.D. Program. Because of the different requirements of the J.D. and the M.S.L. programs, including the different grading standards and requirements for academic standing applied to students in those programs, students shall be prohibited from transferring from the M.S.L. program to the J.D. program. Accordingly, a student enrolled in the M.S.L. program who desires to enroll in the J.D. program would be required to apply to the J.D. program as an entering student and to meet all of the requirements for admission to the J.D. program. If a student formerly enrolled in the M.S.L. program were admitted to the J.D. program, that student would receive no credit toward the total credit hours required for the J.D. degree, as set forth in Rule 5.04, for law courses completed while enrolled in the M.S.L. program. Grades obtained by students for law classes completed while the student was enrolled in the M.S.L. program also would not count toward the student’s cumulative grade point average as a J.D. student, nor toward the accumulated credit points required for the J.D. degree, as set forth in Rule 5.09. At the discretion of the Associate Dean for Academic Affairs, the student could receive credit toward the curriculum requirements for the J.D. program, as set forth in Rules 5.04 and 5.05, for courses taken while the student was enrolled in the M.S.L. program.

2. Transfers Between J.D. Program and M.S.L. Program. A student presently enrolled, or formerly enrolled, in the J.D. program at the College of Law, who desires to apply to the M.S.L. program, would be required to meet all of the requirements for admission to the M.S.L. program or to obtain a waiver of those requirements from the Administrator of the M.S.L. program and the Associate Dean for Academic Affairs. If a student formerly enrolled in the J.D. program were admitted to the M.S.L. program, the credit, if any, that the student would receive toward the M.S.L. degree for law courses completed while enrolled in the J.D.

program would be determined by the Administrator of the M.S.L. program and the Associate Dean for Academic Affairs.

Source: Faculty Minutes, September 3, 2003, October 1, 2003, May 5, 2011, March 3, 2016, May 5, 2011 and May 3, 2018.

3.09. Master of Laws.

A. Degree. The degree Legum Magister (LL.M. or Master of Laws) shall be awarded to those students who complete the study of law in the LL.M. program at the Ohio State University in accordance with the requirements set forth in this rule.

B. Administration. The Dean of the College of Law shall select an Assistant Dean to administer the LL.M. program. The Dean shall also appoint a Graduate Studies Committee, which shall serve in an advisory capacity and which shall constitute an admissions committee for the LL.M. program.

C. Admissions.

1. Admission to the College of Law to pursue the LL.M. degree shall be limited to applicants who have:

- a) obtained an LL.B. or J.D. degree from a university in a foreign country;
- b) completed in a foreign country the university based legal education required to take the equivalent of the bar examination in that foreign country;
- c) qualified to practice law in a foreign country;
- d) the equivalent of any of the three conditions above as determined by the Graduate Studies Committee; or
- e) students currently enrolled in an LL.B. or J.D. degree program from a university in a foreign country that has entered into a consortium agreement with Moritz to jointly offer a combined program or the equivalent.

2. The applicant must complete the College's application form, take and submit the results of the Test of English as a Foreign Language test (TOEFL) or the International English Language Testing System test (IELTS) unless the test is waived, submit a transcript from each college or university the applicant attended, and meet any other requirements that the Graduate Studies Committee may impose.

In evaluating an application for the LL.M. degree, the most important factors shall be the applicant's academic record, record of demonstrated leadership and experience in the practice of law, and potential to contribute to the intellectual life of the College. The minimum score on the TOEFL shall be 80 internet-based; 550 paper-based; and 213 computer based. The minimum score on the IELTS shall be 6.5. In exceptional cases, the Graduate Studies Committee may authorize the Assistant Dean to admit an otherwise strong applicant with a TOEFL/IELTS score below the minimum if the applicant demonstrates acceptable proficiency in English.

3. The Graduate Studies Committee may authorize the Assistant Dean to offer conditional admission to an otherwise strong applicant with deficient English proficiency. In order to be

considered for conditional admission, an applicant must have a minimum TOEFL score of 69 or IELTS section scores of reading 6, listening 6, speaking 5.5, and writing 5.5. Students who are accepted conditionally must attend an English language program in the United States and achieve the required minimum score for admission by June of the year of their matriculation.

D. Graduation Requirements.

1. In order to fulfill the requirements for the Master of Laws, students must earn passing grades in not fewer than 24 semester hours of credit, including the courses required for completion of the degree, with accumulated credit points which aggregate to not less than 2.3 times the total number of credit hours.

2. Candidates for the LL.M. degree shall be required to complete the courses in (1) the

U.S. Legal System and Legal Traditions; and (2) Legal Analysis, Research, and Writing for International Students. The Graduate Studies Committee may permit a student to substitute another course/s if the Assistant Dean finds that the student has satisfactorily completed equivalent course/s.

3. LL.M. Students must obtain prior approval of their programs of courses from the Assistant Dean.

4. The LL.M. program may be pursued on a full-time or part-time basis, over no fewer than two semesters of residency at the College of Law. Students enrolled in the program on a full-time basis will generally be expected to complete the requirements of the degree in one academic year. Students enrolled in the program on a part-time basis will generally be expected to complete the requirements for the LL.M. degree within two academic years. Except when a special exception has been provided by the Academic Affairs Committee for good cause shown, the requirements for completion of the LL.M. degree shall be completed within a maximum of three calendar years from the date of first matriculation in the College of Law.

E. Grading Standards for LL.M. Students. Students who are enrolled in the LL.M. program shall be graded on a separate scale from J.D. students and shall not be awarded numerical grades. Except in a satisfactory/unsatisfactory course, where students receive a grade of "S" or "U," the LL.M. grading scale and credit points per credit hour will be:

Grade	Credit Points
A	4.0
A-	3.7
B+	3.3
B	3.0
B-	2.7
C+	2.3
C	2.0
D	1.0
E	0

For LL.M. students, a grade of C or lower indicates unacceptable work.

If an LL.M. student has indicated an intention to apply for a transfer into the J.D. program pursuant to Rule 3.09 (I), then in addition to calculating grades according to the LL.M. scale, instructors teaching joint LL.M./J.D. classes will also determine whether that LL.M. student would have scored an 80 or higher if the grade were calculated on the J.D. scale. If so, the instructor will calculate the grade for that LL.M. student according to the J.D. scale, as described in Rule 9.10. (This calculation is not to affect the distribution of grades for the J.D. students in the class). These J.D. scaled grades shall not become part of the LL.M. student's record if the student stays in the LL.M. program. However, if the LL.M. student transfers into the J.D. program, these J.D. scaled grades will replace the LL.M. scaled grades on the student's transcript, and the LL.M. scaled grades will be discarded.

F. Relationship of LL.M. Grading to J.D. Grading. The performance of LL.M. students shall not be considered in determining grades for J.D. Students. LL.M. students shall not be included in creating the grading profile or curve for any J.D. course in which they are enrolled. LL.M. students' grades shall not be included in J.D. honors calculations or rankings.

G. Examination. LL.M. students shall be assigned examination numbers that are distinct from J.D. student examination numbers. The registrar shall inform professors which examination numbers have been assigned to LL.M. students in order to separate LL.M. examinations from the grading process for J.D. students. LL.M. students for whom English is not the primary language shall receive an additional 30 minutes for each hour of an examination and may take a printed language dictionary into in-class examinations.

H. Academic Standing Requirements and Dismissal for Academic Deficiency for LL.M. Students.

1. Students enrolled in the LL.M. program shall be required to maintain a cumulative point hour ratio of at least 2.3 in order to remain in good academic standing. A student shall be dismissed from the College of Law for academic deficiency if he or she does not maintain a cumulative point hour ratio of at least 2.0.
2. A student whose cumulative point hour ratio falls below 2.3 at any time shall be placed on probation, subject to the conditions of probation imposed by the Graduate Studies Committee, including a requirement that the student raise his or her cumulative point hour ratio to at least 2.3 within one semester of being placed on probation. A student who fails to meet the conditions of probation shall be dismissed from the College of Law.
3. The Graduate Studies Committee may, in cases in which it is persuaded that achievement of academic good standing is a realistic probability, reinstate, on a probationary status, a student who has been dismissed from the LL.M. program for academic deficiency. The terms of probation shall be determined by the Graduate Studies Committee and shall include a requirement that the student raise his or her cumulative point hour ratio to at least 2.3 within one semester of being placed on probation.

I. Transfer from the LL.M. Program Into the J.D. Program. A student enrolled in the LL.M. program may apply to transfer into the J.D. program after the student has completed the regular coursework in the LL.M. program. If the student is accepted into the J.D. program, the student shall receive credit towards a J.D. degree for every class the student completed in the LL.M. program for which the student received a J.D. scale grade pursuant to Rule 3.09(E), except for (1) U.S. Legal

System and Legal Traditions, and (2) Legal Analysis, Research, and Writing for International Students.

If the student transfers into the J.D. program, the student's official grades for the classes completed as an LL.M. student will be replaced with the grades that were calculated according to the J.D. scale, as described in Rule 3.09(E).

A student who has transferred from the LL.M. program into the J.D. program will receive a J.D. degree and not an LL.M. degree upon successful completion of the J.D. program graduation requirements. At any time before the completion of the J.D. program graduation requirements, the transferred student may petition the Academic Affairs Committee to be removed from the J.D. program and awarded an LL.M. degree. Upon approval of the Academic Affairs Committee, the student will receive an LL.M. degree and become ineligible for a J.D. degree. The grades on the student's transcript will remain the grades calculated according to the J.D. scale, as described in Rule 3.09(E).

J. Three-Semester Option. To enhance their educational experience, LL.M. students may apply to add a third semester of work to their LL.M. degree. Students may apply for this three-semester option either before matriculating at the College of Law or during the first semester of their LL.M. program. Students accepted for the three-semester option will satisfy all of the degree requirements specified in this rule and will maintain full-time status (as defined by Faculty Rule 5.01)1 during each of their three semesters. This option does not preclude full-time students from transitioning to a part-time schedule and spreading their work over more than two semesters, as allowed by Section D.4.

Source: Faculty minutes, June 20, 2007, May 20, 2009, October 2, 2014, November 13, 2014, January 8, 2015, March 3, 2016 and December 13, 2017.

CHAPTER 4 – CERTIFICATES

4.01. Certificate in Legal Issues in International Trade and Development.

The Certificate Program in Legal Issues in International Trade and Development at the College of Law offers specialized legal and interdisciplinary training to law students interested in international trade and development. Upon graduation, students who have successfully completed the Certificate Program requirements will receive, in addition to the J.D. degree, a Certificate from the College of Law certifying that they have completed a course of study in international trade and development.

The Certificate Program shall be open to all students in good academic standing at the College of Law. Students may apply to the Certificate Program in the second semester of their first year by submitting an application to the faculty member or members administering the program. The faculty administrator also shall have the discretion to accept applications from law students who have already completed their first year of study. The Dean of the College of Law is authorized to select the faculty member or members who will administer the Program. The Dean may also appoint an advisory committee that will provide consultation on matters relating to the Certificate Program.

In order to fulfill the requirements of the Program, students must complete the equivalent of 30 semester hours of course work. Fifteen of these semester hours must be completed within the College of Law

and the equivalent of 15 semester hours (22 quarter hours) shall be completed in other departments and colleges at Ohio State University. All of such course work shall be completed with the consultation and approval of the faculty member administering the program.

Students must complete 15 semester hours of College of Law course work, which must include a core course on International Trade and Development. Each student's additional law school courses shall be chosen from among a selection of courses relating to international trade and development approved by the faculty administrator in conjunction with the College of Law's Academic Affairs Committee. The 15 semester hours of course work completed by students within the College of Law will concomitantly satisfy the requirements toward the J.D. degree.

Students must also complete the equivalent of an additional 15 semester hours (22 quarter hours) beyond what is required for the J.D. degree by completing course work outside the College of Law. With the prior consent of the faculty administrator and the Associate Dean for Academic Affairs, students may receive up to 5 semester hours of credit toward the J.D. degree for courses completed outside the College of Law. Otherwise, the 22 quarter hours completed outside the College of Law shall not be used to concomitantly satisfy the requirements for the J.D. degree and except for satisfying the Certificate Program requirements, no additional law school credit shall be given to any of these hours outside the College of Law. Ordinarily, 7 semester hours (10 quarter hours) shall be devoted to the study of a foreign language. With the consent of the faculty administrator, students may complete as many as 10 semester hours (15 quarter hours) of language study in satisfying the course work requirement outside the College of Law. In order to receive credit toward the certificate program for a non-law course completed outside the College of Law, the student must receive a grade of B- or above.

The Certificate in Legal Issues in International Trade and Development shall be a separate document from the J.D. diploma and shall also be entered on the transcript of grades for the J.D. degree in the same manner as the notation for Honors is printed.

Source: Faculty minutes, April 5, 1995, April 10, 1996, and March 17, 1999.

4.02. Certificate in Dispute Resolution.

The Certificate in Dispute Resolution will be awarded to those students who have successfully completed the requirements for a J.D. degree or an LL.M. degree and also the special requirements listed below for the certificate. The Dean of the College of Law is authorized to select a faculty member or members who will administer the certificate program. The Dean may also appoint an advisory committee to provide consultation to the faculty administrator on matters relating to the certificate program.

The Certificate Program will be open to all students in good academic standing at the College of Law. Students may apply to the Certificate Program at any time by submitting an application together with a list of planned courses for the Certificate to the faculty administrator.

In order to fulfill the requirements to receive the Certificate, students must: 1) earn 15 semester hours of courses in the College of Law that have been approved as part of the Certificate Program by the faculty administrator and the Associate Dean for Academic Affairs; 2) earn credit for one of the two clinical courses in mediation; 3) earn credit in

an approved dispute resolution seminar in which the student completes a substantial and high quality scholarly paper in the dispute resolution field; and 4) successfully complete an approved non-credit externship. The following may be counted toward the 15 semester hours required for the certificate: courses listed in 1), 2), and 3) above; and up to 3 credit hours earned as a staff member or editor of the Ohio State Journal on Dispute Resolution.

The externship required for the certificate must be approved by the dispute resolution faculty member who will supervise the externship, by the faculty administrator, and by the Associate Dean for Academic Affairs and must involve a total of 112 hours of work mediating, teaching about dispute resolution, or conducting research and consultation on dispute resolution. The 112 hours of the externship may be done through a single short-term placement or through a series of placements during the summers and/or the student's second and third years at the College of Law. For LL.M. students, the externship requirement may be satisfied by completing the 112 externship hours as described above or, with the approval of the Director of the Dispute Resolution Program, coursework that includes at least 112 hours of academic work in courses approved for credit toward the Certificate in Dispute Resolution but for which the student does not earn academic credit.

The Certificate in Dispute Resolution shall be a separate document from the J.D. or LL.M. diploma and a notation regarding the Certificate should be made on the transcript of grades for the J.D. or LL.M. degree in the same manner as the notation for honors is printed.

Source: Faculty minutes, February 11, 1998, June 18, 2003, January 13, 2010, and March 1, 2018.

4.03. Certificate in Children Studies.

The Certificate in Children Studies will be awarded to those students who have successfully completed the requirements for a J.D. degree and also the special requirements listed below for the certificate. The Dean of the College of Law is authorized to select a faculty member or members who will administer the certificate program. The Dean also may appoint an advisory committee to provide consultation to the faculty administrator on matters relating to the certificate program.

The Certificate Program will be open to all students in good academic standing at the Moritz College of Law. Students may apply to the Certificate Program at any time by submitting an application together with a list of planned courses for the Certificate to the faculty administrator.

In order to fulfill the requirements of the Certificate Program, students must successfully complete the equivalent of twenty semester hours of course work. Fifteen of these semester hours must be completed within the College of Law and the equivalent of five semester hours in graduate-level courses in other departments and colleges at The Ohio State University. All of such course work shall be completed with the consultation and approval of the faculty member administering the program.

Students must complete fifteen semester hours of Moritz College of Law course work, which must include ten semester hours in three core Children Studies courses: Children and the Law (three semester hours), Family Law (three credit hours), and the Justice for Children Practicum (four credit hours). Each student's additional law school courses shall be chosen from among a selection of courses relating to children

studies approved by the faculty administrator and the Associate Dean for Faculty. The fifteen semester hours of course work completed by students within the Moritz College of Law will concomitantly satisfy the requirements toward the J.D. degree.

Students also must successfully complete the equivalent of an additional five semester hours (the equivalent of eight quarter hours) by completing graduate-level course work outside the Moritz College of Law. Each student must obtain approval for the graduate-level courses from the faculty administrator and comply with all other University rules governing enrollment in courses outside the student's department or college. Courses cross-listed at the law school and another college or department may count toward the required 5 semester hours of graduate-level courses.

The Certificate in Children Studies shall be a separate document from the J.D. diploma and a notation regarding the Certificate shall be made on the transcript of grades for the J.D. degree in the same manner as the notation for honors is printed.

The Certificate requirements may be amended by a vote of the Moritz College of Law's Academic Affairs Committee in consultation with the faculty administrator upon good cause shown.

Source: Faculty minutes, January 22, 2003, January 9, 2008, and November 4, 2009.

CHAPTER 5 – GRADUATION REQUIREMENTS

5.01. Residence Requirement for the J.D. Degree.

A. In order to graduate with a J.D. degree, a student must complete six semesters or the equivalent in full-time residence in the College of Law, extending over a period of not less than ninety weeks.

B. A student in the J.D. program taking ten semester hours or more of work in courses scheduled in the College of Law in any one semester, excluding a summer session, shall be considered to have been in residence for one full semester. A single summer session cannot be considered the equivalent of a full-time semester, regardless of the number of hours taken during that session. Study abroad may count for the residence requirement if the student receives permission from the Academic Affairs Committee.

C. If a student takes fewer than ten semester hours of work in courses scheduled in the College of Law during any semester or summer session, each hour shall count as one tenth of a full semester for purposes of determining whether the full semester requirements for graduation are met. However, no more than three sessions (semester or summer session) may be aggregated during a student's law school career for purposes of meeting the full semester requirements for graduation, and students seeking to aggregate semesters or sessions of fewer than 10 hours to more than one full semester must secure the approval of the Academic Affairs Committee.

Source: Faculty minutes, March 27, 1974, November 3, 1993, March 17, 1999, and September 3, 2003.

5.02. Residence Requirement, Transfer Students into the J.D. Program.

For transfer students admitted with advanced standing to the J.D. program, the residence requirement will be reduced proportionately. However, a student must complete their last four semesters in residence at the College, unless the student receives permission from the Academic Affairs Committee to waive this requirement.

Source: Rules contained in College of Law catalog since 1958-59, amended faculty minutes, March 17, 1999 and September 3, 2003.

5.03. Curriculum Requirements for the J.D. Program.

A. In order to graduate with a J.D. degree, a student must obtain a passing grade in not fewer than 88 credit hours of courses, including all required courses. 70 of these credits must be awarded in courses which qualify for credit under Rule 304(b) of the ABA Standards and Rules of Procedure for Approval of Law Schools. For students in dual degree programs, only 67 of these credits must be earned in such courses.

B. Students may apply up to eight non-graded externship credits toward the minimum number of credits required for graduation.

Source: Faculty minutes, November 2, 1966, May 31, 1972, December 6, 1978, March 13, 1992, December 6, 1996, March 17, 1999, September 3, 2003, February 2, 2012, and March 1, 2012.

5.04. Required Courses for the J.D. Program.

The following courses are required for the J.D. degree:

- A. LAW I and LAW II
- B. Torts
- C. Civil Procedure I
- D. Criminal Law
- E. Property
- F. Contracts I
- G. Legislation and Regulation
- H. Constitutional Law;
- I. Either Appellate Advocacy or Transactional Practice, and
- J. A course that the Associate Dean for Academic Affairs has designated as meeting the professional responsibility requirement.

In addition, in order to graduate with a J.D. degree, a student must fulfill the experiential and simulation courses requirement described in Rule 5.05 and the seminar requirement described in Rule 5.06. Students who begin their first JD year at the Moritz College of Law after July 2018 must complete two credits of work in the Legal Practice and Perspectives Program.

Source: Faculty minutes, January 24, 1963, April 10, 1974, November 10, 1974, September 3, 2003, March 1, 2012, and November 2, 2017.

5.05 Experiential and Simulation Courses Requirement.

In order to graduate with a J.D. degree, a student must earn a total of six credits from designated experiential and simulation course work.

- A. The required first year course of Legal Analysis and Writing II

counts towards this requirement.

B. The required second year course of Appellate Advocacy or Transactional Practice counts towards this requirement.

C. A student must earn the remainder of the required experiential or simulation course credits from a list of courses designated by the Associate Dean for Academic Affairs. The Associate Dean for Academic Affairs shall designate a course as an experiential or simulation course if it meets the experiential or simulation course definition under applicable ABA requirements. The Associate Dean for Academic Affairs or any faculty member may refer questions concerning whether a course should be designated as an experiential course to the Academic Affairs Committee.

D. If a J.D. candidate completed their first year of law school at another institution, the Associate Dean for Academic Affairs or their designee shall review the courses taken by the student and determine how many credits from those courses satisfy the requirements of this rule.

Source: Faculty minutes, March 1, 1995, March 17, 1999, September 3, 2003, March 7, 2013, and January 14, 2016.

5.06. Seminar and Writing/Skills Requirements.

A. In order to graduate with a J.D. degree, a student must obtain a passing grade in a seminar for at least two hours of credit.

B. The Associate Dean for Academic Affairs will designate a course a seminar only if the course involves a rigorous writing experience with formative feedback and substantial small-group discussion. The Associate Dean for Academic Affairs or any faculty member may refer questions concerning whether a course may qualify as a seminar to the Academic Affairs Committee.

C. A student may not use the same course to satisfy both the Seminar requirement of this rule and the Experiential and Simulated Courses requirement under Rule 5.05 or the Professional Responsibility Instruction requirement under Rule 5.04.

Source: Faculty minutes, May 14, 1969, December 16, 1970, May 31, 1972, June 1, 1983, February 27, 1985, April 17, 1985, March 17, 1999, April 18, 2001, September 3, 2003, and January 14, 2016. See also Rule 9.27.

5.07. Minimum Cumulative Average for the J.D. Degree.

A student is eligible to graduate with a J.D. degree only if the student has completed their first and second year course work with a cumulative average of not less than 2.0, and, in addition, has completed their third-year course work with cumulative average of not less than 2.0 in the third year.

Source: Faculty minutes, November 2, 1966, March 17, 1999, and September 3, 2003.

5.08. Ineligibility Upon Failing Courses.

A student may not graduate with a J.D. degree if they have failed more than two courses in any one year or if they have failed more than three courses during the student's entire work in the College of Law. For purposes of this rule, a failure is a "E" in a graded course or a "U" in an ungraded course, independent study, or co-curricular activity.

Source: Faculty minutes, November 2, 1966, March 17, 1999, and

September 3, 2003.

5.09. Graduation only in June and December.

The College of Law shall graduate students only in June and December of each year.

Source: Faculty minutes, January 8, 1953.

5.10. Ranking of Students Completing Requirements in Summer Session.

All students completing the requirements for graduation during summer of any year shall, for ranking purposes, be considered a member of the class to be graduated the ensuing December and June.

Source: Faculty minutes, April 21, 1939, May 26, 1971, and March 17, 1999.

5.11. Maximum Period of Enrollment for J.D. Degree.

A. A student must complete the requirements for the J.D. degree within a maximum of seven semesters of enrollment. This requirement does not apply to a student enrolled in a dual degree program.

B. A student must complete the requirements for the J.D. program within a maximum of five calendar years from the date of first matriculation in the College of Law.

C. The Academic Affairs Committee can grant an exception to (A) or (B) if good cause is shown.

Source: Faculty minutes, April 12, 1978, March 17, 1999, and September 3, 2003.

CHAPTER 6 – ACADEMIC STANDING, DISMISSAL, PROBATION, AND READMISSION

6.01. Student Standing in University.

A student who is admitted to the College of Law is resident in the University only as a law student. The student's standing in the University is dependent upon his or her standing in the College of Law.

Source: Faculty minutes, October 1, 1959, and March 17, 1999.

6.02. Requirements for Good Standing in the J.D. Program.

Good standing in the J. D. program of the College of Law depends upon maintaining an average of C (2.00) or better. For purposes of this rule, averages shall be computed at the end of the second, fourth, and sixth semesters.

Source: Faculty minutes, November 16, 1966, March 17, 1999, and September 3, 2003.

6.03. Requirements to Continue in the J.D. Program of the College.

A student shall be permitted to continue in the J.D. program of the

College of Law in good standing under the following rules:

A. A student is eligible to continue his or her studies beyond the first year in good standing if the student has completed the required first-year curriculum of the J.D. program of the College of Law with accumulated credit points which aggregate not less than 2.00 times the total number of credit hours taken during the year.

B. A student is eligible to continue his or her studies beyond the second year in good standing if the student has completed his or her second-year course work in the J.D. program with accumulated credit points which aggregate not less than 2.00 times the total number of credit hours taken during the second year.

Even though a student meets the requirements of the above paragraphs, the student will not be eligible to continue in the J.D. program of the College of Law if he or she has failed more than two courses in any one year or if he or she has failed more than three courses during the student's entire work in the College of Law. For purposes of this rule, a failure is an "E" in a graded course or an "U" in an ungraded course, independent study project, or co-curricular activity.

Source: Faculty minutes, November 2, 1966, March 17, 1999, and September 3, 2003.

6.04. Dismissal of First Year Students in the J.D. Program; Withdrawal.

No dismissals of first-year students in the J.D. program will be made before the end of the first two semesters. However, if a student withdraws prior to the end of his or her first two semesters and has not maintained a minimum point-hour average of 1.85, the student shall be dismissed.

Source: Faculty minutes, October 1, 1959, March 17, 1999, and September 3, 2003.

6.05. Dismissal from the J.D. Program for Low Grades.

A student in the J.D. program shall be dismissed from the College at the end of the second semester, if he or she shall not have maintained a cumulative point hour ratio of at least 1.75. A student in the J.D. program shall be dismissed from the College at any time after his or her third semester that the student's cumulative point hour ratio is less than that which, pursuant to Rule 6.06, entitled a student to a probationary status.

Source: Faculty minutes, December 12, 1973, March 17, 1999, and September 3, 2003.

6.06. Academic Probation of Students in the J.D. Program; Academic Watch.

A. Circumstances and Terms of Academic Probation. A student in the J.D. program shall be placed on academic probation in the following circumstances and the terms of the academic probation shall be as follows:

1. End of Second Semester. A student who fails to attain a cumulative point hour ratio of 2.00 at the end of the student's second semester, but who has earned an average of at least 1.75, shall be eligible to continue in the College, but shall be on academic probation. The terms of this probation and the terms of probation for a student readmitted by the Academic Affairs Committee after

dismissal for low grades at the end of the second semester shall be:

a) Attainment of at least a 2.00 average on all work undertaken in each semester, excluding work undertaken in a summer session, during which the probation continues;

b) Attainment of a cumulative point hour ratio of at least 2.00 at the conclusion of that semester during which the probationer will have completed 60 hours of course work.

c) Approval by the Dean or Associate Dean for Academic Affairs of the probationer's schedule. A probationer may appeal the decision of the Dean or Associate Dean to the Academic Affairs Committee.

d) Such other terms as the Academic Affairs Committee deems advisable.

The probation shall continue until dismissal or until the probationer satisfies the terms of probation.

2. End of fourth semester. A student who fails to attain a 2.00 in the student's third and fourth semesters combined but who has a cumulative average on all work undertaken of 2.00 or better will be entitled to continue into a fifth semester as a probationer on condition that the probationer's average for the fifth semester, during which the student must enroll for at least twelve credits in courses to be graded at the completion of that semester, shall be at least 2.25.

3. End of sixth semester. A student who fails to attain a 2.00 for the student's fifth and sixth semesters combined but who has an average on all work undertaken of 2.00 will be permitted to continue for an additional semester as a probationer on condition that the probationer's average for the seventh semester, during which the student must enroll for at least twelve credits in courses to be graded at the completion of that semester, shall be at least 2.25.

B. Failure to Meet Terms of Probation.

1. First Failure. When a probationer who has not been either previously dismissed or continued on probation after petitioning the Committee fails to meet the conditions of probation, the probationer shall be notified of that fact and shall have one week to petition the Academic Affairs Committee to continue on probation. If the probationer does not petition the Committee, the probationer shall be dismissed from the College. If the probationer petitions the Committee, the Committee shall decide whether the probationer should continue on probation under the same or different conditions or should be dismissed.

2. Subsequent Failure. When a probationer who has been either previously dismissed or continued on probation after petitioning the Committee fails to meet the conditions of probation, the probationer shall be dismissed.

C. Criterion for Academic Watch. A student in the J.D. program shall be on academic watch whenever that student's cumulative point hour ratio falls below 2.40. The student shall remain on academic watch until that student attains a point hour ratio of at least 2.40.

D. Terms of Academic Watch. A student who is on academic watch shall be required (1) to meet with the Associate Dean for Academic Affairs, or the Associate Dean's designee, at least once per semester to review the student's academic schedule and other matters relating

to the student's academic performance and (2) to participate in a program of academic assistance as directed by the Associate Dean for Academic Affairs or the Associate Dean's designee. The academic watch designation shall not appear on the student's transcript.

Source: Faculty minutes, December 12, 1973, October 18, 1978, April 1, 1998, March 17, 1999, September 3, 2003, and April 7, 2011.

6.07. Readmission After Withdrawal From J.D. Program While in Good Standing.

A. Students in the J.D. program who withdraw from the first year while in good standing but without completing all course requirements may be permitted to return the following first semester at the discretion of the Admissions Committee. Such a student will be permitted to take only courses he or she did not complete during the preceding year or to take a full course load by taking selected second-year courses in addition to first-year courses he or she had not completed at the discretion of the Associate Dean for Academic Affairs.

B. Students in the J.D. program who withdraw from the College after the first year while in good standing may be permitted to return to the College at that student's class level at the time of withdrawal, if readmission is sought within two years of withdrawal. At any later date, applications for readmission must be made to the Academic Affairs Committee of the College of Law.

Source: Faculty minutes, May 4, 1967, March 17, 1999, and September 3, 2003.

6.08. Return of Student Leaving as Probationer.

A student who withdraws from the J.D. program of the College, who would have been a probationer if that student had continued, shall be permitted to return as a probationer and the terms of the probation shall be the same as though the student had not withdrawn.

Source: Faculty minutes, December 12, 1973 and September 3, 2003.

6.09. Readmission After Withdrawal From the J.D. Program Not in Good Standing.

A student not in good standing who withdraws from the J.D. program of the College of Law, or a student who withdraws or fails to reregister during the first year of the J. D. program and whose average is less than that required for admission to the second year, may be readmitted only with the consent of the Academic Affairs and the Admissions Committees of the College.

Source: Faculty minutes, April 25, 1970, March 2, 1977, March 17, 1999, and September 3, 2003.

6.10. Authority of Academic Affairs Committee to Reinstate Students to the J.D. Program Dismissed Because of Academic Deficiency.

The Academic Affairs Committee of the College may, in those cases where it is persuaded that achievement of academic good standing is a realistic probability, reinstate, on a probationary status, a student who has been dismissed from the J.D. program for academic deficiency. The terms of the probation shall be as determined by the Academic Affairs Committee, but shall not be more lenient than those required of students who are on probation as a matter of right.

Source: Faculty minutes, December 12, 1973 and September 3, 2003.

6.11. Readmission to the J.D. Program Retake the First Year's Work.

Applications or petitions for readmission to retake the first year's work submitted by students who have been dismissed from the J.D. program of the College of Law of The Ohio State University for academic deficiencies during or at the end of their first year of attendance shall be treated as initial applications for admission and shall be considered by the Admissions Committee under then current criteria applicable to first admissions generally.

Source: Faculty minutes, January 14, 1970, February 16, 1972, March 17, 1999, and September 3, 2003.

6.12. Minimum Scholastic Standards for Transfer Students to the J.D. Program.

For the purpose of the rules on the minimum scholastic requirements, a transfer student from another college of law or foreign institution who is admitted to advanced standing in the J.D. program of this College of Law shall be treated as though his or her entire College of Law residence had been at this University, but his or her cumulative point hour shall be computed only on work done at this University. The application of this rule shall be limited to consideration of dismissals only.

Source: Executive Committee, January 5, 1960, and Faculty minutes, April 14, 1993 and September 3, 2003.

CHAPTER 7 – EXAMINATIONS

7.01. Examinations Under Honor System.

Examinations in the College of Law are administered to students under the regulations and standards of the Honor Code established by the Student Bar Association.

Source: Faculty minutes, October 1, 1959.

7.02. Proctored Examinations.

Notwithstanding the provisions of Rule 7.01, any student may elect to take an examination under the Supervision System in which event, the examination shall be proctored. The Honor Council of the Student Bar Association shall have no authority to investigate charges of violations arising in the course of any such proctored examination.

Source: Faculty minutes, April 26, 1967.

7.03. Examinations in Courses Covering More Than One Semester.

Where a course is continuous for two semesters, an examination will be given at the end of the course. An interim examination may be given at the end of the first semester while the course is in progress at the discretion of the instructor. The instructor may give additional interim examinations during the progress of the course.

Source: Faculty minutes, May 4, 1961, and March 17, 1999.

7.04. Withdrawal from Multiple Semester Course After First Examination.

If a student registered in a two semester course seeks permission to withdraw from the course after the examination in the first semester, permission to withdraw may be conditioned upon the student accepting a failing grade for the first semester's work if, in the opinion of the instructor, the student has a failing grade on the first semester's work and if the reasons for withdrawing are not compelling. Otherwise, the student shall receive neither a grade nor partial credit for the course.

Source: Faculty minutes, March 5, 1964, and March 17, 1999.

7.05. Examinations, When Taken.

Except as otherwise provided in the rules of the College, students shall take their examinations on the dates and at the times scheduled. Any extension of time beyond the scheduled closing time of an examination requires the consent of one of the Deans.

Source: Faculty minutes, April 5, 1967, May 3, 1970, and March 7, 1973.

7.06. Postponement of Examination for Emergency.

A student may, with prior consent of the Associate Dean for Academic Affairs or his or her designee, postpone an examination because of emergency circumstances (such as illness or a death in the family) deemed sufficient by that Dean.

Source: Faculty minutes, March 7, 1973, and March 17, 1999.

7.07 Variances Which May Be Authorized by the Dean; Examination Before Scheduled Date Restricted.

There can be no variance from Rules 7.05 and 7.06 without the consent of the Associate Dean for Academic Affairs or his or her designee. When the Associate Dean for Academic Affairs or his or her designee believes there is good cause for so doing, he or she may permit or require an examination to be taken at a time other than one of those provided for in Rules 7.05 and 7.06. In no event, however, shall the Associate Dean for Academic Affairs or his or her designee permit or require any student to take an examination in advance of the scheduled date without the consent of the student and the examining instructor. Further, in cases where permitting a student to take an examination in advance of the scheduled date will result in the same examination's administration to one or a small group of students in advance of its administration to a significantly larger group, the Associate Dean for Academic Affairs or his or her designees shall withhold their consent unless there are extraordinary circumstances which provide strong reason for an early examination.

Source: Faculty minutes, March 7, 1973, and March 17, 1999.

7.08. Examination May Be Typewritten.

Students may use typewriters without memory in writing examinations. These examinations shall be taken in a separate room or rooms than students handwriting their examinations.

Source: Faculty minutes, May 14, 1937, and March 17, 1999.

7.09. Use of Computers for Writing Examinations.

A. Students may use computers or similar devices to write examinations unless such use is prohibited by the instructor giving the examination.

B. Except in the case of take-home examinations or examinations that are not located within Drinko Hall, all computers or similar devices used to write examinations must be equipped with examination software selected by the Moritz College of Law. The Dean, or her designee, may modify or waive this requirement as necessitated by individual student or class circumstances.

C. An individual instructor may establish his or her policy governing examination procedures and may refuse to allow the use of computers or similar devices during examinations. An individual instructor may not, however, waive or modify the requirements of 7.09(B).

D. If the requirement under 7.09(B) is waived by the Dean or his designee, then the following procedures for student computer use in writing examinations shall apply:

1. Computer users may not put into their examination answers any materials or statements written prior to the exam and stored in the computer's memory or elsewhere. Computer users are not permitted to access any network during the exam, except for purposes of printing their answers to the examination. The exam answer must consist only of material written during the time provided for the taking of the examination. Copy & paste (within or between documents), cut & paste between documents, find (within or between documents), and any other function that adds prewritten text may not be used during the exam period. Spell check, and cut & paste within a document may be used.

2. At the end of the examination, each computer user must submit the printed examination answer or a floppy disk containing the examination answers. The floppy disk must be marked with the student examination number. The instructor is under no obligation to return the disk.

3. Within one hour of the end of the examination, a student must submit a printed copy of the student's examination answer to the person designated by the instructor to receive the document, with due regard to maintaining anonymity.

4. Any printed version of examination answers tendered after the examination has ended must be placed inside a bluebook, with the Honor Code pledge signed according to instructions on the bluebook. The examination answers submitted must be an exact duplicate of the examination answers contained on the floppy disk.

E. If the requirement under 7.09(B) is waived by the Dean or his designee for a particular exam, an instructor may modify the default rules contained in 7.09(D). If the instructor chooses to modify the examination procedures, the instructor must file a written copy of his or her policy with the Associate Dean for Academic Affairs and must provide students enrolled in the each course taught by the instructor with a written notice of his or her policy within two weeks of the beginning of any regularly scheduled course in order for the policy to be operative. If a faculty member establishes a policy as provided for in this section, each provision of the default rule set forth in 7.09(D) will remain in effect unless the faculty member specifically establishes a contrary policy.

F. If the student taking the exam uses exam software, subsections D and E will not apply and the rules regarding printing and submission of the exam will be set by the Dean or his designee in accordance with the requirements of the exam software.

Source: Faculty minutes, March 13, 1992, March 29, 2000, February 21, 2001, and May 7, 2003, and November 16, 2005.

7.10. Instructions on Examination Books.

There shall be no uniform instructions concerning examinations printed on the blue books. The Honor Pledge shall be printed on the cover of the blue book.

Source: Faculty minutes, November 17, 1965.

7.11. Anonymous Grading.

All examinations shall be graded anonymously. Papers and other assignments will be graded according to the guidelines announced by the instructors. Anonymous grading means that the instructor will not learn the identity of the student submitting work until after having first turned in the grade for that work to the College Office. That grade will be retained for one year, and will be available, upon request, to the student.

Source: Faculty minutes, May 14, 1980, and March 17, 1999.

CHAPTER 8 – HONOR SYSTEM

8.01. Honor Code, How Administered.

There shall be in the College of Law an Honor Code administered by the Dean's Office. The Honor Code presently in effect, an official copy of which is on file in the Office of the Dean of the College, is approved as the Honor Code for the College and the procedures set out in such code shall be utilized in the administration of the same.

Source: Faculty minutes, December 12, 1929, and August 29, 1990.

8.02. Amendment of Honor Code.

Amendments to the Honor Code may be proposed by the Student Bar Association or by members of the faculty from time to time but no amendment will be effective until the proposed amendment has been approved by the faculty of the College of Law.

Source: Faculty minutes, November 20, 1952.

8.03. Honor Pledge.

A. There shall be printed on each examination blue book and each objective examination the following "HONOR PLEDGE: I have not been guilty of cheating, or assisting others to cheat, nor have I seen any cheating during the course of this examination." A student taking an examination under the Honor System shall sign such pledge with the examination number assigned to him or her or report to the Associate Dean for Academic Affairs or his or her designate any reason why the student cannot conscientiously so sign such pledge. A faculty member receiving an unsigned honor pledge shall report the exam number for that student to the Associate Dean for Academic Affairs, or his or her designate, for further inquiry.

B. Unless other arrangements are made by the Professor before hand, on all graded written assignments, the student shall sign and date, or report to the Associate Dean for Academic Affairs or his or her designate any reason why the student cannot conscientiously do so, the following Honor Pledge: "I have not been guilty of cheating, plagiarism

or assisting others to cheat or plagiarize, nor have I seen any cheating or plagiarism during the course of this writing assignment."

C. Prior to the examination, the Professor or his or her designate should explain the Honor Pledge to the class and should reiterate what can or cannot be done or used during the exam.

Source: Faculty minutes, November 17, 1965, April 26, 1978, August 29, 1990, March 17, 1999, and May 7, 2003.

8.04. Administration Committee to Act on Honor Council Reports.

A. Jurisdiction. All Honor Council reports and all reports of "no prima facie case" from a prosecutor shall be considered by the Administration Committee, which shall make its decisions by majority vote.

B. Student Participation. Student members of the Administration Committee shall participate fully in committee deliberations on Honor Code cases and shall have a right to vote on such matters in the Committee and in faculty meetings under Rule 8.05. The defendant in Honor Code proceedings shall have no right to preclude such participation and voting.

C. Excuse and Challenge for Cause. The Dean may excuse a member of the Administration Committee from participation in a proceeding upon request of the member. A challenge for cause may be made by any counsel appearing in the proceeding and shall be sustained and the challenged member excused from further participation in the proceeding, unless a majority of the remaining members vote to override such challenge. Challenge for cause shall be made at the earliest time that the cause is known to, or through the exercise of reasonable diligence would be known to, the counsel making the challenge.

D. Powers Where Prosecutor Reports No Prima Facie Case. Where the Honor Code prosecutor reports that he or she has received an allegation of an Honor Code violation, but has found that there is no prima facie case under the Honor Code, the Administration Committee may direct the prosecutor to prosecute if the Administration Committee finds material error in the legal analysis or otherwise finds the decision inappropriate. It may also ask the prosecutor for additional assistance in reaching this decision.

E. Powers where Honor Council Reports. In acting upon an Honor Council report, the Administration Committee shall utilize the following standards:

- (1) The Administration Committee may reverse a finding of no violation if the Administration Committee finds gross error in the proceeding below;
- (2) The Administration Committee may increase the sanction recommended by the Honor Council if the Administration Committee finds a gross abuse of discretion;
- (3) The Administration Committee may reverse a finding of a violation if the Administration Committee finds material error in the proceeding below;
- (4) The Administration Committee may decrease the sanction recommended by the Honor Council if the Administration Committee finds the sanction is inappropriate.

In any case where the Administration Committee could alter (in any

way) or reverse the findings or recommendations of the Honor Council, the Committee may order a new hearing (in whole or on limited issues) before the Honor Council or it may order the Honor Council to reconsider its recommendations.

F. Finality of Action. The decision of the Administration Committee shall be final in all cases, except as provided in Rule 8.05.

G. A written opinion shall be prepared by the Presiding Officer for the Administration Committee, describing and explaining any decision made on Honor Code matters.

H. The Administration Committee shall consider the recommendation of the Honor Council concerning the public posting and reporting of Honor Council findings, recommendations, and opinions in the case. It shall determine whether the Honor Council recommendation shall be followed or overruled and whether the Administration Committee's opinion should or should not be publicly posted or reported. In making these determinations, the Administration Committee shall not be bound in any way by the Honor Council recommendation. The Administration Committee may decide that the material should be posted and reported, but that names and identifying characteristics should first be deleted. Where an individual has been found to have committed no Honor Code violation, no opinion permitting public identification of that person shall be posted or reported without the permission of the individual. All postings must be reviewed by the Associate Dean for Academic Affairs for compliance with state and federal law, including but not limited to the Family Educational Rights and Privacy Act [FERPA]. 20 USCA § 1232g.

I. Appearance by Defendant and Prosecutor. The defendant shall have a right to appear before the Administration Committee, with counsel if represented, to make an argument on a question of law or a statement in mitigation, but may not introduce new evidence going to the issue of guilt. If the defendant chooses to appear before the Committee, the prosecutor shall be extended the same right.

J. The Administration Committee shall maintain the confidentiality of all information that may lead to the identification of any person involved in Honor Code matters except as permitted by Subsection H.

Source: Faculty minutes, February 9, 1966, April 26, 1978, August 29, 1990, March 17, 1999, November 15, 2000, and May 7, 2003.

8.05. Faculty Review of Administration Committee Decision.

A. **Jurisdiction.** Where the Administration Committee imposes or confirms a sanction of suspension or expulsion, the defendant may within ten days of notification of Administration Committee action, request faculty review of the sanction.

B. **Form.** The request shall be by written petition, to which shall be appended all documents before the Administration Committee and any written decision of the Committee. A copy of the petition shall be served upon the prosecutor, who may respond in writing.

C. **Publication.** Any decisions by the faculty pursuant to this rule shall be posted on an official College bulletin board, unless the faculty determines that such publication is inappropriate.

D. **Review Discretionary.** The faculty shall, by majority vote, decide whether or not to review the case.

E. **Power.** If review is granted the faculty may either affirm or reduce the sanction. It may not increase the sanction, review the finding of guilt, or receive evidence.

F. **Participation; Vote.** Student, staff, and faculty members of the Administration Committee may participate fully, and vote, in deliberations on Honor Council matters. Reduction of sanction shall require a decision by simple majority vote.

G. **Appearance by Defendant and Prosecutor.** The defendant shall not have the right to appear before the faculty, but the faculty may, by majority vote, permit the defendant to appear. In this case, the prosecutor shall be given the same privilege.

Source: Faculty minutes, April 26, 1978, and March 17, 1999.

8.06. Reporter of Decisions.

The Dean shall be responsible for the maintenance of two copies of a Reporter of Decisions in Honor Code cases, which shall contain a copy of all opinions of the Honor Council and the Administration Committee that the Administration Committee has decided should be published pursuant to Rule 8.04(H). One copy of this Reporter shall be kept on closed reserve in the Library, and one in the Dean's Office.

Source: Faculty minutes, April 26, 1978, August 29, 1990 and March 17, 1999.

8.07. Faculty Advisors to Prosecution and Defense Counsel; Presiding Officer.

The Dean shall appoint one or more members of the faculty to serve as Honor Code prosecution faculty advisors and one or more faculty members to serve as Honor Code defense counsel advisors, and one faculty member to serve as Presiding Officer. Prosecutors and defense counsel appointed pursuant to the Honor Code, Article I, Section B, shall be informed of the names of such persons. No faculty advisor shall sit on Administration Committee or faculty deliberations of a case on which they provided advice.

Source: Faculty minutes, April 26, 1978, and August 29, 1990.

8.08. Faculty members shall not act as prosecutors or defense counsel before the Honor Council.

Source: Faculty minutes, April 26, 1978.

CHAPTER 9 – INSTRUCTIONAL PROGRAMS

9.01. Two Programs of Instruction for the J.D. Program.

There shall be in the J.D. program of the College of Law only two programs of instruction: (1) the regular program of three academic years with graduation in June; (2) the accelerated program - six consecutive semesters which include two summer half-semester sessions - with graduation in December.

Source: Faculty minutes, May 22, 1952 and September 3, 2003.

9.02. Calendar and Class Schedules; Procedure for Adoption.

At an appropriate time each year, the Dean or the Dean's designee

shall promulgate a proposed calendar, class schedule, and examination schedule for the next academic year. Copies of these items shall be distributed to members of the faculty, members of the Student Bar Association, Administration Committee, student class officers, and student members of faculty committees. Copies shall also be posted on the College of Law main floor closed bulletin board for general perusal by students. The Dean or the Dean's designee shall receive comments and suggestions for at least two weeks, and shall then promulgate a revised version of the calendar and class schedule. The Dean or the Dean's designee shall have the authority to then promulgate final class schedules. The calendar shall be submitted for approval of the Administration Committee or an ad hoc committee appointed by the Dean.

Source: Faculty minutes, April 5, 1967, minutes, November 1, 1972, May 22, 1974, June 11, 1975, and November 28, 1984.

9.03. Class Scheduling.

A. 8:00 a.m. Classes. There shall be no classes scheduled during the 8:00 to 8:50 a.m. hour except when a faculty member agrees that his or her class be scheduled during that time. Generally, the 8:00 to 8:50 a.m. hour will be utilized by adjunct professors.

B. Saturday Classes. There shall be no classes scheduled on Saturdays except when a faculty member requests that his or her class or seminar be scheduled on such day.

C. Open Hours. The time 12:10-2:15 p.m. on Thursdays will be kept open for regular and special faculty meetings and for faculty committee meetings. To the extent practicable, an effort should be made to keep one or two noon hours free from regular classes, in order to allow the scheduling of make-up classes and special events.

Source: Faculty minutes, April 28, 1971, March 17, 1999, and January 13, 2011.

9.04. Principles Concerning Courses and Course Requirements, Number in Classes.

In general, no section of a second- or third-year course in the J.D. program should have an enrollment exceeding 75; no section of a first-year course should have an enrollment exceeding 100.

Source: Faculty minutes, May 25, 1967, March 17, 1999, and September 3, 2003.

9.05. Small Section Program in the J.D. Program.

A. Consistent with faculty availability and other needs, the College of Law will endeavor to offer a sufficient number of sections of first-year courses in the J.D. program so that each first-year student will be enrolled in one small section during the fall semester, in addition to the courses in Legal Analysis and Writing.

B. The small section course offered in addition to those in Legal Analysis and Writing shall include significant enriching experiences, at least one of which shall be a midterm examination that contributes to the student's final grade and offers some type of feedback before the semester ends. The choice of examination and feedback format remains in the discretion of the instructor.

Source: Faculty minutes, March 15, 1989, January 27, 1999, March 17, 1999, September 3, 2003, and February 3, 2011.

9.06. Assignment Preference for J. D. Students in Over-subscribed Courses.

Where more students than can be accommodated have registered, at the pre-announced registration time, for a particular course or section of a course, third-year students in the J.D. program shall have preference over second-year students in the J.D. program and accelerators shall have preference over non-accelerators, except that in Evidence, Business Associations, and Federal Income Taxation second-year students shall have preference over third-year students who have had a previous opportunity to enroll in the course. Subject to faculty approval, the Academic Affairs Committee may adopt further rules governing assignment preferences. Those rules shall be announced to the students before preregistration begins.

Source: Faculty minutes, March 2, 1977, December 6, 1996, February 12, 1997, and September 3, 2003.

9.07. Student Employment.

The Associate Dean for Academic Affairs shall be responsible for maintaining records of student employment. Students shall identify where and to what extent they expect to be employed during the academic year.

Source: Faculty minutes, May 25, 1977, and March 17, 1999.

9.08. Class Attendance.

A faculty member may establish a rule of attendance by announcement no later than the first week of the semester. Continued enrollment may be conditioned upon compliance with the rule of the faculty member and the final grade adjusted for noncompliance with the rule. Whether or not a faculty member has established a rule of attendance, continued enrollment is conditioned upon and the final grade may be adjusted for failure to comply with the rules and regulations of the University and of bar-admitting authorities or with the standards of accrediting organizations.

Source: Faculty minutes, March 11, 1981.

9.09. Grading of Students' Work.

Grading of student work shall be by the use of both letter grades and numerical grades. Letter grades are assigned credit points and are used in calculating standing in the University for purposes of graduation and dismissal. Numerical grades shall be used in calculating standing in class for making awards and granting honors.

Source: Faculty minutes, October 1, 1959.

9.10. Letter and Numerical Grades.

Letter grades, numerical grade ranges for letter grades, and credit points earned shall be as follows:

A	93-100	4.0 credit points per credit hour.
A-	90-92	3.7 credit points per credit hour.
B+	87-89	3.3 credit points per credit hour.
B	83-86	3.0 credit points per credit hour.
B-	80-82	2.7 credit points per credit hour.

C+	77-79	2.3 credit points per credit hour.
C	70-76	2.0 credit points per credit hour.
D	65-69	1.0 credit points per credit hour.
E	60-64	no credit points.
I		Incomplete work.
P		Progress in multiple semester courses.
R		Audit.
S		Satisfactory.
U		Unsatisfactory.
K		Transfer credit from other law schools for which the student received a C or higher grade.

Source: Faculty minutes, October 1, 1959, March 11, 1970, May 3, 1995, and February 15, 2006.

9.11. Disclosure of Class Rank Information for the J.D. Program.

After the conclusion of each academic year, the Dean or his or her designee shall issue a grade distribution statement for each class in the J.D. program (first-year, second-year cumulative, and third-year cumulative). These statements shall be similar in form to the model for grade distribution for the Class of 1989, which was as follows:

CLASS OF 1989 GRADE DISTRIBUTION

APPROXIMATE AVERAGE	PERCENT OF CLASS
95-96	5%*
93-94	10%
92-93	20%
91	35%
89-90	50%
77	MINIMUM AVERAGE NEEDED FOR GOOD STANDING

* THOSE PERSONS IN THE TOP 5% OF THE CLASS ARE RANKED INDIVIDUALLY.

THIS DISTRIBUTION IS MADE AVAILABLE PRIMARILY TO ENABLE STUDENTS TO DETERMINE THEIR APPROXIMATE CLASS STANDING. EMPLOYERS ARE CAUTIONED TO USE THIS INFORMATION JUDICIOUSLY. AS THE CHART SHOWS, MINOR DIFFERENCES IN ACADEMIC AVERAGES CAN HAVE VERY SIGNIFICANT EFFECTS UPON CLASS STANDING. ALL OF OUR STUDENTS HAVE SURVIVED A COMPETITIVE AND CAREFUL ADMISSIONS PROCESS AND GENERALLY ARE SUPERBLY QUALIFIED FOR THE PRACTICE OF LAW.

The appropriate third-year cumulative grade distribution statement shall be made a part of a student's transcript.

The precise class ranks of students who rank in the upper five percent of their classes shall be communicated to the students in question. The precise class ranks of students who rank in the upper five percent of their class cumulatively for their three years of law school shall be recorded on their transcripts. Class rank information shall not otherwise be disclosed to students except insofar as is necessary in connection with Law Journal selection, election to Coif, and the awarding of other honors based on class rank.

Source: Faculty minutes, October 26, 1988, March 17, 1999, and September 3, 2003.

9.12. Class Ranking of Students in J.D. Program, Limitation.

A. Except as provided in subsection B, class ranking, if calculated, shall not be recorded in students' records and shall not be communicated to anyone, including the students so ranked. Rankings will be available only for determination of eligibility for election to the Order of the Coif and other special honors based on ranking. The highest numerical average may be disclosed and students shall be placed on a percentile scale prepared in a similar manner to that utilized in reporting LSAT standings. The College shall issue a statement explaining grading procedures and the grade average distribution.

B. The class rank of students in the top 5% of the class shall be reported in student records and shall be made available on the same basis as other information in the student's records.

C. In calculating class ranking, grade point average will not be computed beyond the first decimal place. In case of ties, rank will be established by rounding downward, that is, if several students are tied at the bottom of a category, all will be included in that category.

Source: Faculty minutes, March 4, 1970, October 18, 1978, November 1, 1978, and September 3, 2003.

9.13. Ranking of Irregular Students in the J.D. Program.

Class ranking of students in the J.D. program shall be computed on the basis of all grades received, regardless of interruption, except that if the grading scale is changed during the period of interruption, the grades received prior to the change of scale shall be converted to the new scale.

Source: Faculty minutes, May 26, 1971 and September 3, 2003.

9.14. What Grades Show.

An A or A- in a course indicates high distinction within the class; a B+, B, or B- indicates distinction within the class; a C+ or C indicates that the student has demonstrated professional competence; a D is sufficient for course credit. An S takes the place of and is equivalent to one of the above grades in recording passing work. An E or a U represents failing work in the course.

Source: Through 1971-72 Bulletins as amended by faculty for inclusion in 1973-74 Bulletin, and Faculty minutes February 15, 2006.

9.15. Point-hour Average, How Computed.

The point-hour ratio of a student shall be computed by dividing the sum of the applicable number of credit hours in which the marks, A, A-, B+, B, B-, C+, C, D, or E have been given into the sum of the credit points

assigned for such hours, with appropriate grade substitutions as may be provided in Rules 9.30 and 9.31. Credit hours and marks earned at a foreign institution under Faculty Rule 9.46 shall not be calculated for the purposes of this rule.

Source: Faculty minutes, October 1, 1959, April 14, 1973, April 14, 1993, March 17, 1999 and February 15, 2006.

9.16. Weighted Numerical Average, How Determined.

The weighted numerical average shall be calculated in such a way that grades in first-year courses carry fifty percent as much weight per credit hour as advanced courses. First-year courses shall be those courses taken by most students in the first year of the J.D. program even though a particular student may take the course at some time later than the first year.

Source: Faculty minutes, February 23, 1977 and September 3, 2003.

9.17. Relative Class Standing, How Determined.

All questions which depend on relative standing in the class, including the awarding of honors, shall be determined by the weighted numerical average of the students.

Source: Faculty minutes, July 16, 1953.

9.18. Incomplete E Grade in Determining Class Standing.

An E Incomplete shall be treated as 61 points for purposes of determining class standing.

Source: Executive Committee Minutes, July 26, 1961.

9.19. Late Enrollment.

A student may not enroll:

- A. In any course other than a seminar, clinical practicum, or Trial Practice after the third meeting of that course, or
- B. In any seminar, clinical practicum, or in Trial Practice after the first meeting of that seminar or course, without the permission of the instructor concerned and of the Dean or his or her designee.

Source: Faculty minutes, April 25, 1970, February 25, 1970, and March 17, 1999.

9.20. First-Year Load-Lightening; Excuse from Full-Time Attendance; Academic Affairs Committee.

A. The Academic Affairs Committee shall be empowered to except from full-time attendance, for good cause shown, a student in the J.D. program who has otherwise been accepted for full-time study. A part-time student shall be considered as one-half student for purposes of limitations on admission. For students in the J.D. program, attendance on a part-time basis shall require enrollment for a minimum of 6 hours per semester.

B. Any first-year law student in the J.D. program may petition the Academic Affairs Committee for authority to lighten his or her load during the first year in the College. Such petitions shall be acted upon by the Academic Affairs Committee.

C. Applications for relief under division B may be granted when the

Academic Affairs Committee finds that the applicant: (1) has primary personal or economic responsibility for a child or other dependent; (2) has experienced individual difficulties external to the College of Law which have materially disrupted learning opportunities; or (3) has experienced academic difficulty and indicates that his or her progress in the College will be materially improved by granting the requested relief.

D. Applications for relief will normally be denied unless made within 6 weeks after the beginning of the course or courses involved or within 10 days after the occurrence of the facts constituting the grounds for the application.

E. Applications requesting waiver of the limitations expressed in divisions C and D of this rule will be granted upon demonstration of extraordinary circumstances.

Source: Faculty minutes, December 1, 1971, December 31, 1972, November 17, 1976, April 26, 1978, March 17, 1999, and September 3, 2003.

9.21. Taking Postponed or Dropped First-Year Courses in the J.D. Program.

A course postponed under Rule 9.20 or dropped under Rule 9.22 must be taken by the student who postponed taking it or who dropped it, the next time such course is offered.

Source: Faculty minutes, December 1, 1971, December 31, 1972, November 17, 1976, March 17, 1999, and September 3, 2003.

9.22. Withdrawal From Courses and Seminars.

The following shall govern withdrawal by students from courses and seminars in the College of Law:

A. First-year Students in the J.D. Program. The faculty committee charged under Rule 9.20 with the responsibility for considering applications of first-year students in the J.D. program to lighten their loads may allow a first-year student to drop any course at any time before the final examination.

B. Seminars, Clinic, Closed Courses, and Professional Skills Courses. A student may not withdraw from any seminar, closed course, clinic, or professional skills course after the first full week of class without the permission of the instructor concerned and the Dean or his or her designee. A faculty member may further limit the time for withdrawal from a seminar, clinic, or professional skills course with the prior approval of the Academic Affairs Committee. Notice of such further limitation shall be communicated to the students in the preregistration materials.

C. Other Second-year and Third-year Courses in the J.D. Program. A student may withdraw, without prejudice, from any second- or third-year course in the J.D. program, including multiple semester courses other than those set out in sub-paragraph B above, by notifying the Associate Dean or his or her designee prior to the commencement of the seventh week of the term in which the course is commenced. After the commencement of the seventh week of the term in which the course is commenced, a student may withdraw from the course only with the permission of the instructor concerned and the Associate Dean or his or her designee. The Associate Dean or his or her designee shall not grant permission for withdrawal after the final day of regularly scheduled

classes for that term. A student who withdraws from any second- or third-year course will be given low priority for enrollment in the same course in a subsequent term.

D. Failure to Complete Course Without Withdrawal. A student who is not officially withdrawn from a course or seminar and fails to complete the same will receive a grade of E.

E. Waiver of Withdrawal Rule. Except for those cases in which faculty or Academic Affairs Committee permission is specified, the Dean or his or her designee in the College of Law, for good cause shown, may waive any or all of the provisions of this rule.

Source: Faculty minutes, February 25, 1970, December 1, 1971, April 2, 1997, March 17, 1999, September 3, 2003, and March 1, 2012.

9.23. Withdrawal from College Noted.

Withdrawal from the College of Law shall be noted on a student's official permanent record.

Source: Faculty minutes, April 2, 1997.

9.24. General Rule When Study Interrupted for Military Service.

It shall be the policy of the College of Law that every effort be made to salvage as much enrollment time as possible in cases involving study interruption for military service.

Source: Faculty minutes, November 12, 1969.

9.25. Readmission When First-Year Interrupted for Military Service.

A. A student who has successfully completed a first-year course prior to the interruption of his or her studies need not repeat it after readmission. With the approval of the Academic Affairs Committee, the student in the J.D. program may register for second-year courses in order to bring his or her schedule up to the required minimum number of hours.

B. A student who has completed one and one-half semesters of academic work in the first year of the J.D. program may, with the approval of the Academic Affairs Committee, be permitted to register for one or more of the courses which were interrupted, at the point of interruption or at some earlier point, in lieu of registering at the beginning of such course. In deciding whether to grant approval pursuant to this rule, the Academic Affairs Committee may consider any factors it deems relevant, including the student's undergraduate record and LSAT score, length of time away from law school, the student's grades in completed courses, and a change in the content of an interrupted course.

Source: Faculty minutes, February 25, 1970, March 17, 1999, and September 3, 2003.

9.26. Seminars: Requirement to Graduate from the J.D. Program.

The requirement for completion of seminar offerings shall be that at least two hours of seminar offerings shall have been completed during the second or the third year. Students are encouraged to take more than one of such offerings. Each third-year student in the J.D. program shall have priority over all second-year students in the J.D. program in enrolling in seminars. Where applications for a seminar exceed

maximum enrollment, a third-year student in the J.D. program who has had one or more seminars as a second-year student shall not, because of that fact, be discriminated against in allocating openings in the seminar. Nothing in this rule affects the prerequisites, if any, that have been or may be established for a seminar.

Source: Faculty minutes, December 16, 1970, March 17, 1999, and September 3, 2003. See Rule 5-07.

9.27. Maximum Course Load for Students in the J.D. Program.

A second- or third-year student in the J.D. program may never register in J.D. coursework in excess of 17 semester hours.

A second- or third-year student in the J.D. program may register in J.D. coursework totaling 17 semester hours in one semester if at least one of the semester hours is being awarded for work on journals or moot court pursuant to Rules 10.04 and 11.01. If none of the semester hours is being awarded for journals or moot court, however, then the student may register in J.D. coursework totaling 17 semester hours only with the consent of the Dean or his or her designee.

Source: Faculty minutes, November 20, 1974, March 17, 1999, September 3, 2003 and October 4, 2012.

9.28. Independent Study Credit.

Students may undertake independent study projects under the supervision of a faculty member with the approval of the Associate Dean for Academic Affairs. The credit assigned to that project should be appropriate for the magnitude of the project and the quality of the work. Students may earn toward their J.D. degree no more than a total of four credit hours for independent study projects unless, upon a student's petition, the Academic Affairs Committee approves a higher number of total hours for that student.

Source: Faculty minutes, November 1, 1951, March 17, 1999, and May 5, 1999.

9.29. Repetition of Courses.

A. A student who has received a mark of E or U in a required course at this University may repeat the course for credit only as provided in University Rule 3335-7-27(A). A student who has received a mark of E or U in any other course at this University may repeat the course for credit if permission to do so has been granted by the Academic Affairs Committee and the Dean.

B. An undergraduate or professional student who has received a mark of D in a course at this University may repeat the course for credit only upon recommendation of the Academic Affairs Committee and with the approval of the Dean of his or her College.

C. An undergraduate or professional student who has received a mark of A, A-, B+, B, B-, C+, C or S in a course taken at this University or elsewhere may repeat the course only as an auditor, upon receipt of permission by the Dean of the College.

D. A student who has audited a course may subsequently repeat the course for credit with the permission of the Academic Affairs Committee of the College.

E. The credit hours for a repeated course shall in no case be counted more than once in meeting graduation requirements.

Source: Rule 37.09, Rules for the University Faculty, November, 1969; Faculty minutes, April 4, 1973, March 17, 1999 and February 15, 2006.

9.30. Repetition of First-year Courses in the J.D. Program, Authorization, Grade on Repetition.

A J.D. or M.S.L. student who, at the direction of, or with the permission of, the Academic Affairs Committee and the Dean or his or her designee, repeats a first-year course in the J.D. program in which the student has received a grade of D or E shall have the grade received on repetition of the course counted toward his or her accumulative point-hour average and credit hours toward graduation. The grade received the first time the course was taken shall remain on the student's permanent record, but shall not count toward the student's accumulative point-hour average or credit hours toward graduation.

Source: Faculty minutes, April 4, 1973, March 17, 1999, and September 3, 2003.

9.31. Repetition of Second- or Third-year Courses in the J.D. Program, Authorization, Grade on Repetition.

A J.D. or M.S.L. student who, at the direction of, or with the permission of, the Academic Affairs Committee and the Dean or his or her designee, repeats a second- or third-year course in the J.D. program shall have the grade received on his or her repetition of the course and the grade received the first time the course was taken averaged for purposes of determining the student's accumulative point-hour average.

Source: Faculty minutes, April 4, 1973, March 17, 1999, and September 3, 2003.

9.32. Retention of Course Papers by Students.

Students shall not be permitted to retain the original copy of papers submitted by them to meet course requirements.

Source: Faculty minutes, March 2, 1966.

9.33. Class Recording Prohibited.

No student of the College of Law shall, in any course offered by the College of Law, record in class, by any means other than handwriting or use of the computer, the content, either verbatim or in substance, of all or any part of any lecture, discussion, or demonstration, without first obtaining the approval of the instructor concerned. A computer may not be used if the instructor so informs the student.

Source: Faculty minutes, May 17, 1962, and February 17, 1993.

9.34. Sale of Class Notes Prohibited.

No student of the College of Law shall, with reference to any course offered by the College of Law, convey, for value, to any other person, whether or not a student of the College of Law, or to any organization or association, whether or not affiliated with the College of Law, any record, whether made by handwriting or by any other method or device, of the content, either verbatim, or in substance, or in outline form, of all or any part of any lecture, discussion, or demonstration, without first obtaining the approval of the instructor concerned.

Source: Faculty minutes, May 17, 1962.

9.35. Aiding or Procuring Violation of Rules 9.33 and 9.34.

No student of the College of Law shall knowingly aid or procure any other person, whether or not a student of the College of Law, or any organization or association, whether or not affiliated with the College of Law, to engage in conduct violative of Rules 9.33 and 9-34.

Source: Faculty minutes, May 17, 1962, and March 17, 1999.

9.36. Organization Violation of Rules 9-33, 9-34, and 9-35 Prohibited.

No organization or association affiliated with the College of Law shall engage in any conduct prohibited by Rules 9-33, 9-34, and 9-35.

Source: Faculty minutes, May 17, 1962, and March 17, 1999.

9.37. All-day Scheduling.

The College of Law shall adopt as a deliberate policy a schedule which will include an all-day class curriculum, on all five weekdays.

Source: Faculty minutes, May 20, 1932, and March 17, 1999.

9.38. Classes to Meet Before and After Holidays.

Classes shall meet immediately before and after holidays at the regularly scheduled time.

Source: Faculty minutes, July 3, 1946, and March 17, 1999.

9.39. Review of First-year Grades in the J.D. Program.

The Dean or Associate Dean for Academic Affairs shall review all proposed grades to be given by first-year instructors in first-year courses in the J.D. program to ensure substantial compliance with the College's grading profile and if, in the opinion of the Dean or Associate Dean for Academic Affairs, a meeting of first-year instructors is necessary, such a meeting shall be held prior to the posting of any grades for first-year students.

Source: Faculty minutes, November 7, 1963, March 17, 1999, and September 3, 2003.

9.40. Substantial Compliance with First-Year Profile by Visiting and Adjunct Professors.

The Dean shall not assign a visiting faculty member or an adjunct faculty member to teach a course in the first-year of the J.D. curriculum unless the Dean has previously described to such faculty member the College first-year grading profile and secured the agreement of the faculty member to seek to achieve substantial compliance with that profile in the grading of the course.

Source: Faculty meeting, September 5, 1984 and September 3, 2003.

9.41. Classroom Blackboard Notices Prohibited.

Classroom blackboards will not be used to post notices, advertisements, or announcements.

Source: Faculty minutes, January 10, 1979.

9.42. Summer Sessions of College.

The College of Law shall conduct a summer session each year on as broad a basis as student demand and fiscal circumstances allow.

Source: Faculty minutes, November 7, 1919, and March 17, 1999.

9.43. Credit for Summer Sessions at Other Colleges.

Students of the College of Law may take courses in a summer school program of a college of law accredited by both the American Bar Association and The Association of American Law Schools with the approval of the Associate Dean for Academic Affairs. Work completed at a level of D or above in approved courses shall be accepted as credit toward the J.D. by the College. A student receiving a grade of C or better shall receive a grade of “satisfactory” (K) on the records of the College and University for the work completed. A student receiving a grade of D shall receive a grade of D on the records of the College and University and the grade of D shall be computed in the student's cumulative grade point average. Credit for work completed at a C level or above in summer school or at the summer term of a foreign institution with high academic standards shall be received only upon compliance with the process established in Faculty Rule 9.46.

Source: Faculty minutes, May 29, 1907, April 26, 1978, October 18, 1978, April 14, 1993, May 3, 1995, and March 17, 1999.

9.44. Permission for Transiency Credit Other Than During Summer Sessions.

A student of the College of Law may request permission to take courses as a transient student at another law school accredited or provisionally accredited by the American Bar Association. Permission for a single semester of transiency may be obtained from the Associate Dean for Academic Affairs. Permission for a period of transiency study to exceed a single semester must be obtained from the Academic Affairs Committee. The transfer of credit from such other law school shall be subject to preliminary approval by the Associate Dean for Academic Affairs to ascertain that credit is not provided for undue overlap with courses already taken at The Ohio State University College of Law. Work completed at a level of D or above in approved courses shall be accepted as credit toward the J.D. degree. A student receiving a grade of C or better shall receive a grade of “satisfactory” (K) on the records of the College and University for the work completed. A student receiving a grade of D shall receive a grade of D on the records of the College and University and the grade of D shall be computed in the student's cumulative grade point average. For transiency credit from a foreign institution with high academic standards, the petition shall be approved only upon compliance with the process established in Faculty Rule 9.46.

Source: Faculty minutes, April 26, 1978, October 18, 1978, April 14, 1993, May 3, 1995, March 17, 1999, and November 15, 2000.

9.45. Process for Approving Credit for Legal Education at a Foreign Institution with High Academic Standards.

The general educational objective in allowing students to study abroad for academic credit is to enrich the students' legal education by adding a rigorous and rewarding international experience. To ensure that the experience merits credit and to establish the appropriate level of that credit, the Academic Affairs Committee upon petition by a student of the College, who has completed in good standing at least the first year of full-time study, may approve up to 29 semester hours credit for legal education at a foreign institution with high academic standards.

This credit limit does not apply to a program of foreign study that has received specific approval from the faculty. The petition shall contain:

(A) A written agreement by a faculty member of this College with the student's specific educational objectives and coursework and acceptance by that faculty member of responsibility for (I) supervising the student, including a requirement for an adequate amount of written student work for that supervision, and (II) monitoring the academic program at the foreign institution;

(B) A statement from the Dean or a faculty member that the foreign institution has faculty members with academic credentials equivalent to the members of this College's faculty;

(C) A statement describing both the general academic program at the foreign institution and the specific courses for which credit is being sought, including the methodology of those courses, which must meet the same academic standards as those of the College, and indicating that the foreign institution is government-sanctioned or otherwise accredited by an appropriate entity;

(D) A statement of specific educational objectives, accompanied by assurances from the foreign institution that those objectives can be accomplished and designation by the foreign institution of a resident faculty member who will serve as an on-site supervisor of the student;

(E) For each course, a statement indicating (I) the anticipated hours of direct faculty instruction; (II) descriptions of and time estimates for assigned reading; (III) descriptions of and time estimates for other out-of-class work; and (IV) hours allotted to a final examination or other final assessment.

(F) A statement that the coursework at the foreign institution is in English or that the student is sufficiently fluent in the foreign language to understand the coursework; and

(G) A statement of the residency and class attendance requirements of the foreign institution, and a commitment from the student to comply with either those requirements or the requirements of this College, whichever are greater.

Upon review of the petition the Committee shall determine whether to grant the petition and, if so, for how many semester hours credit. The Committee may set the number of semester hours by considering the number of hours the equivalent amount of coursework, using comparable methodology, would be awarded at the College. In no case will the Committee allow more credit hours than permitted by Rule 9.52. Credit shall be further conditioned on compliance with the requirements of the American Bar Association.

Source: Faculty minutes, April 14, 1993, March 17, 1999, May 5, 1999, October 5, 2017, and March 1, 2018.

9.46. Credit, Non-curricular Courses.

To provide opportunities for interdisciplinary training:

A. Graduate students not otherwise enrolled in the College of Law shall be permitted, with the consent of the instructor concerned, to take a course or a seminar in the College of Law:

(1) Law faculty members permitting graduate students to enroll in their College of Law courses may, in their discretion, grade such

students on any of the following bases:

- (a) Grade--law school standards; or
- (b) Grade--graduate school standards, on a scale equivalent to that in Rule 3.09(e).

(2) Law faculty members are encouraged, but not required, to offer each graduate student a choice between the two bases set out in sub-section (1) above. In any event, each attending graduate student shall be informed of the grading standard applicable to him or her before the student is permitted to enroll in the course.

(3) Graduate school grading standards shall be determined by the concerned law faculty member by consulting with the chairman of the graduate department in which the student to which such standards are to be applied is enrolled. If a graduate student is to be graded according to graduate school standards in a law course, such course shall not constitute credit towards a law degree should the student later enroll in law school. An appropriate notation of the applicable grading standard shall be made on the student's transcript, and the student shall be informed that law courses graded under graduate school standards will not count as credit toward a law degree.

(4) Teachers of College of Law courses who are willing to open enrollment in their courses, pursuant to Faculty Rule 9.46(A), to graduate students from other departments, shall inform the committee charged with responsibility for Interdisciplinary Programs, which will obtain approval of such courses for graduate credit from the graduate school and the Council on Academic Affairs.

B. Law students shall be permitted to enroll in courses and seminars offered outside the College up to a total of five semester hours credit provided:

(1) The student desiring to take such a course or seminar presents a petition so to enroll to a law faculty member. Where practicable, the faculty member to whom the petition is presented shall be familiar with the area in question.

(2) The petition shall contain adequate data concerning the course or seminar, including reading lists and other requirements of the course, to demonstrate why the course is useful and relevant to the student's professional interests, to establish that there is no unacceptable overlap with offerings available in the College of Law, and to demonstrate that the requested credit hours comply with Faculty Rule 9.52.

(3) The law faculty member certifies in writing that the course or seminar will be useful and relevant to the student's professional interests, that there is no unacceptable overlap with offerings available in the College of Law, and that the requested credit hours comply with Faculty Rule 9.52.

(4) The petition is approved by the Associate Dean for Academic Affairs.

(5) Courses and seminars so approved shall count toward fulfillment of the College's hour requirement for graduation if: (a) the faculty member who approved the course or seminar under paragraph 3 above, reviews the student's participation in such course or seminar at least once each term and determines

that in its actual operation it is achieving its educational objective and that the credit allowed is consistent with Rule 9.52; and (b) the student receives a passing grade in the course or seminar. However, grades earned in such courses or seminars shall not be included in computing the student's cumulative point-hour grade in the College of Law.

(6) Approved petitions and statements required pursuant to paragraph (5) above, shall be maintained in the College of Law files of the petitioning students. Copies of approved and disapproved petitions and statements required pursuant to paragraph (5) above shall be maintained by the Associate Dean for Academic Affairs.

Source: Faculty minutes, April 30, 1969, April 5, 1972, June 6, 1973, March 17, 1999, September 3, 2003, September 6, 2012, and October 5, 2017.

9.47. Professional Responsibility, Orientation.

Approximately one hour of the orientation program for first-year students in the J.D. program shall be devoted to instruction by a faculty member in problems of professional responsibility.

Source: Faculty minutes, May 9, 1973 and September 3, 2003.

9.48. Grades -- When Due.

Final grades in all courses shall be submitted promptly after the completion of the course. Faculty members should make every effort to submit final grades within 21 days of the scheduled date for the final examination or scheduled date of submission for final student work. In all courses, final grades shall be submitted within 35 days of the scheduled date for the final examination or scheduled date of submission for final student work, unless exceptional circumstances have been discussed with the Dean and require extension.

Source: Faculty minutes, October 6, 1993.

9.49. Co-Curricular Activity.

A. A co-curricular activity is an activity other than a course or independent study for which academic credit may be earned.

B. First-year students in the J.D. program are ineligible to engage in or compete for selection to a co-curricular activity prior to the completion of their second semester examinations; however, they may attend informational meetings regarding such co-curricular activity during their first year.

Source: Faculty minutes, September 24, 1997 and September 3, 2003.

9.50. Grade of Incomplete.

When a grade of "I" is awarded, the faculty member shall set a date certain by which the work must be completed and communicate that date to the student and to the Associate Dean for Academic Affairs. The date certain shall be no later than the end of the examination period of the semester following the semester in which the course was offered. If the work remains incomplete after the scheduled date, the professor will then replace the grade of "I" with a grade of "A" through "E" (in a pass-fail course, "S" or "U").

Source: Faculty minutes, May 5, 1999.

9.51. Enrollment in Clinical Practicum.

Students may enroll in more than one clinical practicum during a single semester only in exceptional circumstances and with the prior approval of the Associate Dean for Academic Affairs. The Associate Dean or the Dean's designee will make the determination in consultation with the instructors of each clinical practicum in which the student seeks to be enrolled.

Source: Faculty minutes, April 4, 2007.

9.52. Policy for Determining Credit Hours Awarded for Academic Work.

A. The College of Law adheres to ABA Standards in determining the number of credit hours awarded for coursework. ABA Standard 310(b) provides:

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; or
- (2) at least an equivalent amount of work as required in subparagraph (1) of this definition for other academic activities as established by the institution, including simulation, field placement, clinical, co-curricular, and other academic work leading to the award of credit hours.

B. ABA Interpretation 310-1 clarifies that:

- (1) the fifteen-week period may include one week of exam period;
- (2) fifty minutes suffices for one "hour" of classroom or direct faculty instruction; and
- (3) sixty minutes are required to constitute an "hour" of out-of-class student work.

C. In accordance with Standard 310, the College of Law awards one unit of credit for an amount of academic work that reasonably approximates:

- (1) at least 750 minutes of classroom or direct faculty instruction (including examinations) plus 1800 minutes of out-of-class student work, for a total time of 42.5 hours per credit; or
- (2) at least 45 hours of academic work completed outside the classroom without direct faculty instruction; or
- (3) any other combination of direct faculty instruction and out-of-class work that satisfies the guidelines articulated in sections A and B above.

These requirements apply to academic work that extends over any period of time, including semester-long courses, short courses, and summer session courses. They also apply to distance education courses.

D. Any new course proposal must include a paragraph describing the anticipated workload and offering a reasonable estimate of the hours that students will devote to the course. As appropriate to the course, this description should include:

- (1) anticipated hours of direct faculty instruction;

(2) descriptions of and time estimates for assigned reading;

(3) descriptions of and time estimates for other out-of-class work; and

(4) hours allotted to a final examination or other final assessment.

The Academic Affairs Committee and faculty will consider this information when reviewing the proposed course. The Committee will recommend, and the faculty will determine, the appropriate credit hours for the proposed course.

Source: Faculty minutes, October 5, 2017.

9.53. Periodic Review of Credit Hours Awarded in Established Courses.

A. When an instructor teaches an established course, the instructor will provide the following information for the planned course:

- (1) anticipated hours of direct faculty instruction;
- (2) descriptions of and time estimates for assigned reading;
- (3) descriptions of and time estimates for other out-of-class work; and
- (4) hours allotted to a final examination or other final assessment.

The instructor will also attest that the planned course offering complies with the College of Law guidelines articulated in Faculty Rule 9.52.

B. The Associate Dean for Academic Affairs will review the information provided under subsection A and, if the Associate Dean believes that work done in a course does not match the credit hours awarded, will work with the instructor to adjust the credit hours or workload. Any change in credit hours for an established course must be reviewed by the Academic Affairs Committee and approved by the faculty.

C. To inform estimates made by instructors under subsection A, as well as the review conducted by the Associate Dean under subsection B:

- (1) The Associate Dean or their designee will periodically prepare reports aggregating workload data from course information submitted by instructors. The Associate Dean will share those aggregate reports with instructors to promote understanding and discussion of academic workloads at the College of Law.
- (2) Each academic year, the Academic Affairs Committee will solicit student input on the overall academic workload at the College of Law. The committee may solicit that input from student representatives on the committee, surveys, focus groups, or any other means it finds appropriate.
- (3) The Academic Affairs Committee will sponsor, as appropriate, an annual faculty-wide discussion about academic workloads. These discussions may include review of aggregate data from the Standard 310 forms, presentations by experts, or other materials designed to inform faculty pedagogy.

Source: Faculty minutes, October 5, 2017.

9.54. Documentation of Hours.

If a student seeks academic credit for an independent study project (Faculty Rule 9.28), an externship (Faculty Rule 5.03.B), work in the lawyering skills program (Faculty Rule 10.04), or work on a College of Law journal (Faculty Rule 11.01), the student must keep a regular timesheet recording the amount of time spent and nature of the activity. The Associate Dean for Academic Affairs will assure that faculty supervisors/advisors and students have developed regular timekeeping practices for these activities. To receive academic credit, students must submit their timesheets to the activity's faculty supervisor or advisor at the end of the semester. The faculty supervisor or advisor will certify to the Associate Dean for Academic Affairs that the credits sought comply with Faculty Rule 9.52. Students, however, may not receive more credit for these activities than the amounts specified in Faculty Rules 9.28, 5.03.B, 10.04, and 11.01.

Source: Faculty minutes, October 5, 2017.

CHAPTER 10 – LAWYERING SKILLS COMPETITION PROGRAM

10.01. Lawyering Skills Competition Program.

There shall be in the College of Law a Lawyering Skills Competition Program for students in the second and third years of the J.D. program.

Source: Faculty minutes, February 25, 1970, March 13, 1992, March 1, 1995, and September 3, 2003.

10.02. Lawyering Skills Program Director and Executive Committee.

There shall be a Director of the Lawyering Skills Competition Program appointed by the Dean. The Director shall administer all intramural and interscholastic lawyering skills competitions at the College of Law. The Director shall be assisted by an Executive Committee consisting of second and third-year students. The Executive Committee shall consist of a President, Vice-President for Intramural Competitions, Vice-President for Interscholastic Competitions, and such other positions as the Director determines are necessary.

Source: Faculty minutes, February 25, 1970, March 13, 1992, March 1, 1995, and February 16, 2005.

10.03. Appellate Advocacy II.

Appellate Advocacy II, also known as the Herman Competition, is a voluntary intramural appellate advocacy competition for second-year students in the J.D. program. Appellate Advocacy II has two independent components. One component offers additional experience in brief writing and oral argumentation. The other component is the selection of interscholastic moot court competition teams.

Source: Faculty minutes, February 25, 1970, March 13, 1992, March 1, 1995, March 17, 1999, and September 3, 2003.

10.04. Credit for Participation in the Lawyering Skills Program.

All grading in the Lawyering Skills Competition Program shall be on a satisfactory/unsatisfactory basis. Successful completion of Appellate Advocacy II shall require a suitable quality written product and oral argument as determined by the Director. One credit hour shall be

given for successful completion of Appellate Advocacy II. By prior arrangement with the Director, Executive Committee members may receive up to a maximum of two credit hours per year during their membership on the Executive Committee for successful completion of their responsibilities. Members of interscholastic moot court teams selected from the Herman Competition shall receive one credit hour upon approval of the team's faculty advisor. Members of other interscholastic lawyering competition teams selected by a process approved by the Director shall also receive one credit hour upon approval of the team's faculty advisor. All interscholastic teams shall have a faculty advisor and approval of the Director before representing the College of Law at an interscholastic competition. A student may receive no more than five credit hours under this rule.

Source: Faculty minutes, February 25, 1970, March 13, 1992, March 1, 1995, December 6, 1995, March 17, 1999, and February 16, 2005.

10.05. Satisfaction of the Non-Seminar Writing Requirement for Members of Interscholastic Moot Court Teams.

The non-seminar writing requirement of Faculty Rule 5.07 may be satisfied for members of moot court teams in interscholastic competitions upon (1) review by the faculty advisor of the writing done by the student and (2) the faculty advisor's written certification to the Associate Dean for Academic Affairs that the writing experience was of sufficient quality and quantity to satisfy the non-seminar writing requirement.

Source: Faculty minutes, February 25, 1970, December 6, 1972, March 13, 1992, and March 1, 1995.

CHAPTER 11 – LAW JOURNAL, JOURNAL ON DISPUTE RESOLUTION, OHIO STATE JOURNAL OF CRIMINAL LAW, I/S: A JOURNAL OF LAW AND POLICY FOR THE INFORMATION SOCIETY, AND THE OHIO STATE BUSINESS LAW JOURNAL

11.01. Credit Toward Graduation From the J.D. Program - Ohio State Law Journal Ohio State Journal on Dispute Resolution, Ohio State Journal of Criminal Law, I/S: Journal of Law and Policy for the Information Society, and the Ohio State Business Law Journal.

Students in the J.D. program may earn up to two semester hours of credit for work done on the staff of the Ohio State Law Journal, Ohio State Journal on Dispute Resolution, and the Ohio State Business Law Journal prior to the beginning of the fifth semester, and may earn an additional two semester hours of credit for work done on the staff or editorial board of the Ohio State Law Journal, Ohio State Journal on Dispute Resolution, and the Ohio State Business Law Journal in the two final semesters of academic residence. Students may earn up to one semester hour of credit for work done on the staff of the Ohio State Journal of Criminal Law and the I/S: Journal of Law and Policy for the Information Society prior to the beginning of the fifth semester, and may earn an additional two semester hours of credit for work done on the staff of the Ohio State Journal of Criminal Law and the I/S: Journal of Law and Policy for the Information Society in the two final

semesters of academic residence. Students who successfully complete work on the Managing Board of the Ohio State Law Journal, Ohio State Journal on Dispute Resolution, Ohio State Journal of Criminal Law, I/S: Journal of Law and Policy for the Information Society or the Ohio State Business Law Journal will be awarded an additional hour of credit. Credit will be awarded by the faculty adviser, or in the case of Ohio State Journal of Criminal Law or I/S: Journal of Law and Policy for the Information Society by its Managing Faculty Editor, upon recommendation of the editorial board.

Source: Faculty minutes, April 4, 1963, amended faculty minutes, March 7, 1973, April 3, 1985, December 6, 1995, June 18, 2002, September 3, 2003, December 15, 2004, and February 13, 2008.

11.02. Excusal From Course Requirements.

Members and officers of the Ohio State Law Journal the Ohio State Journal on Dispute Resolution, Ohio State Journal of Criminal Law, I/S: Journal of Law and Policy for the Information Society, and the Ohio State Business Law Journal shall not be excused from any specific course requirements, except that a student who participates in the Ohio State Law Journal, the Ohio State Journal on Dispute Resolution or the Ohio State Business Law Journal has satisfied the non-seminar writing requirement in Rule 5.07 to the extent that he or she receives a total of four semester hours of credit that work.

Source: Faculty minutes, April 4, 1963, March 7, 1973, February 27, 1985, February 12, 1986, March 17, 1999, and December 15, 2004.

CHAPTER 12 – PLACEMENT

12.01. Equal Employment Opportunities, Policy Statement.

The College of Law, together with other law schools in Ohio and the nation, has expanded opportunities in legal education for students who belong to minority groups and for women. It is the joint responsibility of the College and the legal profession at large to ensure that all students are afforded equal employment opportunities. Many employers have taken positive steps to ensure that law school graduates are employed on the basis of full equality. The placement services of the College of Law are available only to employers who provide equal employment opportunities for all, regardless of sex, race, color, creed, religion, disability, national or ethnic origin, sexual orientation, or Vietnam-era veteran status or disabled veteran status, except as mandated by pertinent legal requirements.

Source: Faculty minutes, October 21, 1970, May 24, 1978, May 2, 1979, and March 17, 1999.

12.02. Publication, Equal Employment Opportunities Statement.

The statement set out in Rule 12.01 shall be incorporated in the College of Law Bulletin and in any general placement brochure prepared or issued by the College. Such statement shall be mailed annually as part of the placement brochure if one is published or otherwise in printed form to all persons and organizations (firms, corporations, and agencies) who may reasonably be expected to contemplate recruiting among students of the College, being those primarily who have contacted the College for recruitment purposes in the past several years by telephone or mail whether or not they have actually interviewed at the College. Such statement shall be provided for each interviewer who comes to the

College to conduct placement interviews.

Source: Faculty minutes, October 21, 1970, and March 17, 1999.

12.03. Complaints by Students of Discriminatory Practices, Time Limits.

Students shall be informed of the policy set out in Rule 12.01 and advised that, if they wish to register a complaint of discriminatory practices, they should address themselves to the Director of Placement within a reasonable time.

Source: Faculty minutes, November 4, 1970, and March 17, 1999.

12.04. Complaints of Discriminatory Practices: Action by Director of Placement; Hearing Panel.

A. Upon receiving a complaint, the Director of Placement shall consider whether there are reasonable grounds to believe that a violation of the Equal Employment Opportunity policy has occurred. If the Director determines such grounds to exist, the matter shall be referred to the Dean.

B. If the Director finds no reasonable grounds to believe that a violation of the Equal Employment Opportunity policy has occurred, the Director shall, if the complainant desires, convene a panel consisting of two tenured faculty members and one student. The faculty members shall be drawn according to seniority on the faculty from the committees on Affirmative Action/Minority Affairs and Admissions. The student shall be drawn from the hierarchy of officers in the Student Bar Association, according to rank but excluding the President. This panel shall consider whether there are reasonable grounds to believe that a violation has occurred. If the panel is unanimous in concluding that there are no reasonable grounds to believe that a violation has occurred, the complaint shall be rejected. In all other cases, the complaint shall be forwarded to the Dean.

Source: Faculty minutes, November 4, 1970, March 17, 1999, and February 12, 2003.

12.05. Conciliation of Complaint of Discrimination.

The Dean or his or her designee may attempt to conciliate the matter between the complainant and the person or organization named in the complaint.

Source: Faculty minutes, November 4, 1970, and March 17, 1999.

12.06. Complaint to Administration Committee of College, When.

If the matter is not resolved by conciliation to the satisfaction of the complainant within a period of four weeks, the complainant may bring his or her complaint before the Administration Committee, within a reasonable time, for a hearing and disposition.

Source: Faculty minutes, November 4, 1970, and March 17, 1999.

12.07. Administration Committee to Hear Complaints of Discrimination, When, How Constituted, Notice, Burden of Proof, Counsel, Disposition.

The Administration Committee, excluding the Deans and any person who has participated in the matter at an earlier stage, shall hear

complaints submitted to it pursuant to the procedure set forth above. The Committee shall ensure that the person or organization named in the complaint receives reasonable notice of the substance of the complaint and an opportunity to be heard, confront the complainant, and present evidence material to the disposition of the matter. The burden of proof by a preponderance of the evidence shall be on the complainant. The parties to such proceeding may be assisted by counsel or an advisor of their choice, and if either party retains a member of the faculty as counsel or advisor, the Dean shall appoint another member of the faculty to act as counsel or advisor to the other party if such party desires that the Dean do so. The Committee shall make a final determination on questions of law and fact and shall impose such remedial action as it deems appropriate. The Committee shall report its disposition of the matter to the faculty for its information.

Source: Faculty minutes, November 4, 1970, and March 17, 1999.

12.08. Remedial Action When Discriminatory Practice Found.

Remedial action shall be limited to: (a) warning; (b) a pledge of future non-discrimination as a condition of continued use of placement facilities; (c) suspension from use of placement services; or (d) exclusion of a specific individual from interviewing at the College for particularly odious personal conduct.

Source: Faculty minutes, November 4, 1970.

12.09. File of Unfair Employment Practices Complaints.

The Director of Placement shall keep a file of all complaints of unfair employment practices received and shall record the disposition made of each complaint.

Source: Faculty minutes, November 4, 1970.

CHAPTER 13 – FACULTY

13.01. Assignment of Courses.

The following policies shall be applied in the assignment of courses to instructors:

A. A seniority system with a right to retain presently held courses, to bid on open courses, and to develop new courses shall be observed. When additional sections of second- and third-year courses in the J.D. program are needed, expressions of interest shall be first obtained from the faculty. Likewise, as it becomes possible to develop small sections in the first-year courses in the J.D. program, similar expressions of interest should be solicited from the then current members of the faculty.

B. Each faculty member shall be allowed, if possible, to pursue his or her own interest by teaching courses and seminars in areas of his or her own choosing, consistent with the curricular needs of the College and the experience of the faculty member. However, before developing a new course or seminar, each faculty member should determine whether his or her interests are such that the faculty member can teach either one of the more popular elected courses or develop a small section in a first-year course in the J.D. program.

Source: Faculty minutes, May 17, 1967, March 17, 1999, and September 3, 2003.

13.02. Assignment of Clinical-Track Faculty, Adjuncts and Part-time Teachers.

Part-time teachers and adjunct professors shall be assigned only to those courses or seminars for which the faculty has given prior approval. Regular clinical-track faculty must receive prior faculty approval to teach any course outside of those courses described in Faculty Rule 14A.02

Source: Faculty minutes, May 17, 1967, March 17, 1999, February 12, 2003, September 3, 2003, and April 5, 2012.

13.03. Class Hours Rotation.

Undesirable class hours shall be rotated among the faculty members on a purely mechanical basis.

Source: Faculty minutes, May 26, 1960.

13.04. Assignment of Faculty Offices.

The Dean shall make assignments of faculty offices in accordance with convenience, nature of the work of the faculty members, and seniority.

Source: Faculty minutes, May 7, 1959.

13.05. Reporting Grades.

The members of the faculty shall turn in to the Registrar's Office not only alphabetical grades but numerical grades based on the scale set out in Rule 9.10.

Source: Faculty minutes, May 20, 1948, and March 17, 1999.

13.06. Research Assignment Program.

For the purpose of facilitating scholarship after tenure, the College establishes a research assignment program for faculty who have attained tenure. Under this program, a faculty committee designated by the Dean may recommend to the Dean and Associate Dean responsible for the curriculum the reduction of faculty teaching loads for a specified number of credit hours to provide the faculty members who have applied for a research assignment with more concentrated time for research. The Dean and Associate Dean responsible for the curriculum will designate the approximate number of credit hours that may be released under this program, consistent with preserving the diversity and richness of the curriculum.

Only tenured faculty are eligible for this program. Faculty will not be eligible for professional development leave and a research assignment in the same academic year. Each recipient shall make a full report of the results of the research assignment to the Dean at the conclusion of the assignment.

Ordinarily, a faculty member may request a research assignment of up to three credit hours for the following academic year and, ordinarily, a faculty member who receives a research assignment in one year would not be eligible to receive another research assignment in the following year. This presumption would not apply if the number of research assignments available consistent with curricular needs exceeds the number of meritorious candidates. In exceptional circumstances, a faculty member may request a research assignment that will be executed over a three year period. In that situation, the faculty member may request from three to six credit hours of research assignment to be

credited to his or her teaching load for a three year period. Exceptional circumstances might include a commitment to publish several articles or securing (or being in an advanced stage of negotiating) a contract for the first edition of a book-length project with a university or academic press.

The committee designated by the Dean will establish guidelines for obtaining information relevant to making research assignments. In choosing among applicants for research assignments, the committee's primary focus will be whether a substantial research project will be completed as a result of the research assignment. In making this determination, the committee shall consider:

1. the professor's past scholarly production;
2. the concreteness of the professor's research plan;
3. the professor's use of previous summer research grants, professional leaves, and other research support to further his or her scholarship;
4. the professor's eligibility and qualification for promotion;
5. the professor's prior and current teaching load;
6. the professor's prior public service, including committee service and administrative work at the College and University level.

The committee may recommend that a faculty member receive a research assignment for fewer credit hours and over a different time period than requested by the faculty member. The Dean and Associate Dean responsible for the curriculum will seek to honor these recommendations consistent with preserving the diversity and richness of the curriculum; they may approve a research assignment but delay its implementation due to curricular needs.

Source: Faculty minutes, February 11, 1998, December 11, 2002.

CHAPTER 14 – TENURE-TRACK, JOINT, AUXILIARY, AND COURTESY FACULTY APPOINTMENTS, REAPPOINTMENT AND NONREAPPOINTMENT, AND PROMOTION

14.01. Preamble.

This chapter of the Faculty Rules of the College of Law is a supplement to Chapter 3335-6 of the Rules of the University Faculty (Rules of the University Faculty Concerning Faculty Appointments, Reappointments, Promotion and Tenure), the Office of Academic Affairs procedural guidelines for promotion and tenure reviews, and any additional policies established by the University. Should those rules and policies change, the College of Law shall follow those new rules and policies until it updates this chapter to reflect the changes.

This chapter sets forth the College of Law's mission and its criteria and procedures for tenure-track faculty appointment, reappointment, promotion, tenure, and rewards, including salary increases. It shall enter into force after being approved by the Faculty of the College of Law and by the Provost of the University. Approval by the Provost shall represent acceptance by the Provost of the College of Law's mission and criteria.

The College of Law and the Administration of the University are bound by the principles articulated in University Faculty Rule 3335-6-01, "General Considerations," which reads:

(A) Peer review provides the foundation for decisions regarding tenure-track faculty appointment, reappointment, and promotion and tenure (except when the provisions of paragraph H of rule 3335-6-03 are invoked). Peers are those faculty who can be expected to be most knowledgeable regarding an individual's qualifications and performance--normally tenure initiating unit colleagues. Because of the centrality of peer review to these review processes, faculty vested with responsibility for providing peer review have an obligation to participate fully and knowledgeably in review processes, to exercise the standards established in faculty rule 3335-6-02 of the Administrative Code and other standards specific to the academic unit and discipline, and to make negative recommendations when these are warranted to maintain and improve the quality of the faculty. Recommendations by the faculty vested with the responsibility for providing peer review will be accepted unless they are not supported by the evidence presented regarding how the candidate meets the standards established in faculty rule 3335-6-02 of the Administrative Code and other standards specific to the academic unit and discipline. When, for reasons just stated, a decision regarding faculty appointment, reappointment, or promotion and tenure differs from the recommendation of the faculty, the administrator or body making that decision will communicate in writing to the faculty body that made the recommendation the reasons that the recommendation was judged not to be supported by the evidence.

(B) In accordance with a policy of equality of opportunity, decisions concerning appointment, reappointment, and promotion and tenure shall be free of discrimination as to age, ancestry, color, disability, gender identity or expression, genetic information, military status, national origin, race, religion, sex, sexual orientation, or veteran status, and other categories covered in the University nondiscrimination policy.

Source: University Faculty Rule, 3335-6-01, faculty minutes, April 1, 1998, February 12, 2003, and May 3, 2018.

14.02. Mission of the College of Law.

This statement articulates considerations that identify high quality in law faculty members. The considerations are intended to guide the evaluation of tenure-track faculty candidates and current tenure-track faculty members.

There can be no compromise with the requirement that the performance of every faculty member must be of high quality and that every tenure-track faculty member must be fully and effectively engaged in teaching, research, and service to the College, University, and public at large. These requirements are the same for all, but the specific manner in which individuals will demonstrate their high quality and vitality will undoubtedly vary. The College strives for continuous improvement in the quality of its faculty.

The functions of The Ohio State University and of the College of Law are teaching, scholarship, and service. Being an effective teacher is a requirement for all. To facilitate and enrich teaching, although not solely for those reasons, every faculty member also is expected to engage in the critical study of the legal institutions and processes with which the faculty member is particularly concerned. It is expected

that insights and conclusions will be shared and their validity tested by publishing the results of research.

Although the College is a component of the University, it is also an institution in its own right, the most fundamental purpose of which is to prepare individuals for the practice of law in the many forms required by our society. There is hazard in interpreting this role too narrowly. Teaching technical craftsmanship is important, but not sufficient. It is necessary to create and nurture a sense of lawyering that is grounded in obligation to society as well as in skill in the formulation, analysis, and application of concepts. Accordingly, members of the law faculty are encouraged to infuse their teaching, scholarship, and public service with a concern for justice through the operation of the legal system.

As members of both the University and the College, faculty members are participants in institutional governance. In that capacity, too, every faculty member is expected to participate to an extent that is compatible with teaching, research, and other professional commitments.

In all of these various activities, there should be a strong balance among the evaluation criteria in the faculty as a whole. So also should there be balance in each individual faculty member over time with the rhythm and proportion of that balance varying from person to person. However, satisfying one criterion for appointment or promotion and tenure is not a substitute for satisfying other criteria.

The general practice at The Ohio State University is that, in the case of tenure-track faculty members, an Assistant Professor will ordinarily be considered for promotion and tenure in the sixth year of service, with promotion and tenure effective in the seventh year of service. The practice in the College of Law is different: an Assistant Professor will ordinarily be considered for promotion and tenure in the first semester of the fourth year of service, with promotion and tenure effective in the fifth year. The earlier promoting and tenuring of law faculty is based on the experience of law schools in general, the conditions prevailing in the relevant job market, and the qualifications and professional experience of persons who accept positions on the law faculty.

Source: Faculty minutes, February 18, 1987, November 16, 1988, April 1, 1998, and February 12, 2003.

14.03. Appointments.

A. Criteria for Appointment: Tenure-Track Faculty. Persons appointed to tenure-track faculty positions shall demonstrate strong potential in the areas of teaching, scholarship, and public service. Normally, a person appointed to a tenure-track faculty position shall have obtained a Juris Doctor or equivalent degree. Persons may also be appointed who have a doctor of philosophy or other terminal degree in fields of study other than law and who have demonstrated strong potential in inter-disciplinary work involving law. All persons appointed to the faculty at the rank of assistant professor and associate professor without tenure must demonstrate a strong potential to attain tenure and to advance through faculty ranks.

B. Criteria for Appointment: Joint Appointments of Faculty from Other Colleges of the University. Appointments may be made to the Faculty of the College of Law of members of the University Faculty whose tenure initiating unit is other than the College of Law. Such appointees shall not have the right to vote on matters of College governance unless specifically granted that right by the Faculty of the College of Law. The University's tenure responsibility shall continue to exist only in the faculty member's tenure initiating unit. While such appointees may be requested to serve on faculty committees, they shall have neither the right nor the duty to do so. Such appointments

shall be made only to candidates that have demonstrated an interest in contributing in a significant way to the College of Law's fulfillment of one or more of its missions -- teaching, research or public service.

C. Criteria for Appointment of Regular Clinical-Track Faculty. Criteria for appointment of regular clinical-track faculty members are governed by Faculty Rule 14A.04.

D. Criteria for Appointment: Auxiliary Faculty. Auxiliary appointments to the faculty are temporary appointments and include (1) full-time or part-time appointments of faculty visiting from other academic institutions and (2) adjunct appointments. Persons appointed as auxiliary faculty shall meet the general standards of teaching at the College. Auxiliary faculty are also expected to contribute to the overall mission of the College. The following shall be sought as summer school visitors: a person who would bring to our students/faculty some unusual or unique educational experience; a person in whom we may have an interest for a permanent appointment and wish to have the opportunity for an extended mutual lookover; a person who fulfills some specific curricular need.

E. Criteria for Courtesy Appointments. Ohio State faculty from other tenure-initiating units may be given courtesy (no-salary) appointments if such persons meet expectations for substantial involvement in the College. Courtesy appointments shall not give the appointee a faculty vote.

F. Procedures for Appointment: Tenure-Track Faculty.

1. Search for Candidates. The College shall engage in an extensive search for the most qualified persons for appointment to tenure-track positions. It shall make vigorous efforts to ensure that a diverse pool of highly qualified candidates is considered.

2. Appointments Committee; Empowered to Invite for Interviews. The Appointments Committee, upon the affirmative vote of at least one-half of its total membership and at least two-thirds of the membership voting on the question, may invite faculty candidates for interviewing visits to the College. No invitation authorized under this rule shall be communicated to a prospective candidate already in law teaching until forty-eight hours after the faculty has been apprised of the candidate's name and credentials. During this forty-eight hour period, any faculty member may request that no such invitation be extended to a particular candidate until after the matter has been approved by a vote of the faculty. If a timely request is made, the invitation will not be extended unless approved by the faculty.

3. Nominations for Appointment.

a. Participation. The following persons shall be entitled to attend and participate in the faculty meeting discussions: student and staff members of the Appointments Committee and all faculty.

b. Voting. Voting on nominations to the President and Board of Trustees of the University of persons for appointment shall be by all faculty members holding the rank of Assistant Professor, Associate Professor, and Professor, notwithstanding the rights of other participants to vote in the Appointments Committee under Rule 1.02(H). When appointment at a senior rank is being considered, a second vote will be taken by the following eligible faculty: for appointments carrying tenure, all tenured faculty members holding at least the same rank as that to which appointment

is proposed; for appointments not carrying tenure, all faculty members holding at least the same rank as that to which appointment is proposed. For the second vote, the following faculty members are not eligible to vote: the Dean, the Assistant and Associate Deans of the College, the Executive Vice President and Provost, and the President.

c. Vote Required. All faculty appointment nominations shall require the affirmative votes of an absolute majority of those faculty members not on leave who are entitled to vote under this rule, or if on leave are present at the meeting. "Leave" means professional development or similar academic leave, extended leave of absence, or permanent assignment to a full-time position outside the College. However, a faculty member on leave who attends a meeting shall be entitled to vote at that meeting. A leave of absence is "extended" if it lasts or is reasonably expected to last at least two weeks due to military leave, family emergency, serious health condition, or other circumstances referred to by the Family and Medical Leave Act. At the outset of a meeting at which voting will occur on appointments, the Dean shall announce the number of faculty members comprising an absolute majority of those not on leave, or if on leave are present at the meeting and, upon request, the basis for that calculation. For each vote under this rule, the Dean shall announce the number of affirmative and negative votes and abstentions, but, unless directed by the faculty, shall not record the number in the minutes.

d. Presence Required for Vote. All votes shall be cast in person; proxy and absentee voting shall not be permitted. "In person" shall be defined as stated in Rule 1.11.

e. Secret Ballot. Voting on nominations for faculty appointments shall be by secret written ballot. A faculty member, whose presence and participation have been by other means pursuant to Rule 1.11, may make arrangements to protect the anonymity of his or her vote to the extent feasible.

f. Notice of Meeting. All persons entitled to attend, participate, or vote under a. and b. above rule shall be notified of any meeting to consider appointment recommendations at least four days prior to such meeting and shall receive documentary background information on the candidate in advance of the meeting.

4. The Dean shall ensure that information on promotion and tenure policies accompanies each letter of offer of appointment to new tenure-track faculty. At the time of appointment, untenured faculty members shall be provided with all pertinent documents detailing College of Law and University promotion and tenure policies. They shall, in particular, be informed that University Rule 3335-6-03(D) provides for time to be excluded from the probationary period for birth or adoption of a child, personal illness, care of seriously ill or injured persons, unpaid leave of absence, or factors beyond a faculty member's control that significantly interfere with performance of the usual range of duties associated with being a successful faculty member.

G. Procedures for Appointment: Joint Appointments of Faculty from Other Colleges of the University. Voting on joint appointments shall

be made through the procedure applicable to voting on tenure-track appointments.

H. Procedure for Appointments: Regular Clinical-Track Faculty. Procedures for appointment of regular clinical-track faculty are governed by Faculty Rule 14A.05.

I. Procedures for Appointment: Auxiliary Faculty.

1. Except as provided in sections 3 and 4 below, persons shall be appointed to auxiliary faculty positions by a vote of the faculty, with that vote being governed by the same rules as applicable to the appointment of tenure-track faculty. Auxiliary appointments shall be renewed annually.

2. Visiting Appointments, With and Without Presumption.

a. There shall be two categories of visiting appointments, "visits with a presumption toward permanent hiring" and "visits with no presumption toward permanent hiring." Unless a visiting appointment is specifically designated by the faculty at the time of approval as a "visit with presumption," it shall be a "visit without presumption."

b. All persons hired as visitors who are "visitors without presumption" shall be informed by the Dean at the time of hiring of this fact and that they will not be considered during their time here for a permanent appointment.

c. Persons hired for a "visit with presumption" may be considered for a permanent appointment during their visiting appointment.

d. Persons hired for a "visit without presumption" shall not be considered by the Appointments Committee or the faculty for a permanent appointment during the period of their visiting appointment, unless the faculty by a vote of two-thirds of those persons eligible to vote on the appointment direct the Committee to develop an appointments dossier and appointments recommendation on the person.

e. Appointments of visiting faculty shall not exceed three consecutive years.

3. Visitors and Adjuncts Appointed After February 1. After February 1, the Appointments Committee, upon the affirmative vote of at least one-half of its total membership and two-thirds of the membership voting on the question, may authorize the Dean to hire an adjunct or visiting faculty member of the "no-presumption" variety. No offer authorized in this manner shall be extended until seventy-two hours (not counting week-ends) after the faculty has been apprised of the candidate's name and credentials. During this seventy-two hour period, any two tenure-track faculty members may request that no offer be extended until after the proposal has been approved by a majority of the faculty. If a timely request is made, no offer shall be extended unless approved by an absolute majority of the faculty, as in other appointments matters.

4. Emergency Exception. In an exceptional case (for example, a sudden disability of a member of the faculty), when in the judgment of the Dean it is not feasible to seek a vote in the manner otherwise required before issuing an invitation to teach a single course or to teach during a single semester, the Dean may make

the nomination without a vote in the manner otherwise required.

5. Procedures for Summer School Appointment of Visitors and Adjuncts. The Dean shall be authorized to employ visitors and adjuncts to teach summer school courses, on the condition that full-time faculty members have first option to teach summer school courses.

J. Procedures for Appointment: Courtesy Appointments. Courtesy (no-salary) appointments may be made for faculty from other tenure initiating units of the University. Voting on courtesy appointments shall be made through the procedure applicable to voting on tenure-track appointments. Continuation of the appointment should reflect ongoing contributions by the appointee to the College. Courtesy appointments do not require annual review.

K. Special Reappointment of Faculty on Leave

1. Eligibility. Members of the faculty who are approaching the completion of a two-year leave of absence may, in order to extend their time away from the College, seek special reappointment to the faculty. The special reappointment must commence within no more than one year of the conclusion of the leave. Under no circumstances should this rule be used to extend an absence beyond three years. A faculty member may be eligible for such special reappointment only if the faculty member's leave and the additional time away from the College provided by the special reappointment is used to pursue substantial public service or is necessitated by extraordinary personal or family circumstances. A faculty member may receive an offer of special reappointment while still on leave, without first resigning from the faculty.

2. Criteria. In considering whether to make an offer of special reappointment to an eligible faculty member, the following factors shall be considered, in addition to the regular criteria for appointment specified in Rule 14.03(A):

- a. The impact on the curriculum of the faculty member's continued absence
- b. The extent to which the special reappointment would contribute to or interfere with the faculty member's development in teaching and scholarship, including the faculty member's ability to attain tenure and promotion
- c. The best interests of the College

3. Procedures for Special Reappointment

Procedures for Special Reappointment under this rule are governed by Faculty Rule 14.03(F)(3).

Source: University Faculty Rule 3335-6-02 and 3335-6-03(D); Faculty minutes, February 22, 1962, May 17, 1967, January 8, 1975, April 14, 1976, February 13, 1980, September 3, 1986, February 18, 1987, April 6, 1994, May 7, 1997, April 1, 1998, March 17, 1999, February 12, 2003, May 7, 2003, November 17, 2004, April 5, 2012, and May 3, 2018.

14.04. Annual Reviews.

A. Provisions Applicable to Annual Review of All Faculty Members.

1. Purposes of Annual Review. All faculty members shall be reviewed annually. The purpose of the annual review of faculty members is to aid in determining merit salary increases and other rewards, and to inform the Dean of each faculty member's performance over the previous year so that the Dean may provide appropriate support and reinforcement, publicity, and assistance.

2. Procedure for Annual Review. In connection with an annual review, either the Dean or the faculty member may request a meeting with the other. After the review has been completed, the Dean shall provide the faculty member with a written assessment of that faculty member's performance. The Dean may provide this assessment in conjunction with informing the faculty member regarding merit salary increase. Final documents generated in an annual review shall be placed in the personnel file of the person being reviewed.

3. Student Evaluation of Teaching and Course Content.

a. Forms for anonymous student evaluation of teaching and course content shall be distributed and collected for every course taught in the College of Law, toward the end of the course.

b. Forms will normally be distributed for completion during class time, in which case a minimum of fifteen minutes shall be allocated for their completion. Alternatively, in unusual cases, forms may be distributed for completion outside of class, in which case they shall be collected at the commencement of a subsequent class or at an announced time and place. If the completed forms are collected during class time, they shall be delivered by a student or staff member to a person designated by the Dean. Regardless of whether the requests are completed during class time or outside of class, they shall be completed in the absence of the instructor. The instructor shall not consult these forms until after final grades are submitted for the course unless the evaluations are solicited early enough in the term so that the instructor may consult them for purposes of improving the course. In that event, the instructor shall also solicit evaluations toward the end of the course.

c. Appropriate forms to be used by all instructors shall be made available, and revised from time to time, by the Dean, in consultation with the Committee on Academic Affairs, and approved by the faculty. An instructor may use supplemental questions or supplemental methods of evaluation, if they otherwise comply with the provisions of these rules.

d. The Dean and the Associate Dean for Academic Affairs may read the student evaluations of teaching if they give notice of an intention to do so to the instructor who was evaluated. The Dean and the Associate Dean for Academic Affairs shall not communicate any information concerning the evaluations to any third person, except as authorized by College rules on promotion and tenure or annual review or as required by law, and shall not communicate any information concerning the evaluations to the instructor being reviewed until after that instructor has turned in final grades for the course being evaluated. Information concerning the evaluations of instructors in their first two years of law teaching shall be kept confidential to the greatest extent practicable.

e. Any summary, compilation, or other description of the completed forms shall be done in a way that both accurately reflects their contents and minimizes the potential for misuse of the summary, compilation, or other description. Bar graphs or histograms are preferred to arithmetic averages (means). If averages are calculated, the calculation shall satisfy all of the following conditions:

(i) Calculation may not be done to more than one decimal place.

(ii) Calculation must be done for each question separately, and no aggregate average or averaging of the averages shall be done.

(iii) The calculation must be accompanied by the number of responses, information about the distribution of ratings, and a representative rendition of the comments.

B. Annual Review of Untenured Faculty Members Appointed to the Tenure Track.

1. Additional Purposes. In addition to the purposes identified in section (A) of this rule, the purpose of the annual review of untenured faculty members appointed to the tenure track is to determine the progress that the faculty member is making in teaching, scholarship, and public service; to determine what resources or technical assistance the faculty member may need; to allow the Dean to provide advice and suggestions for improvement or to help identify faculty members who will provide that advice and suggestions; and to identify untenured probationary faculty whose probation should not continue.

2. Exclusion of Time. The Dean may consider during the annual review process whether to recommend application for exclusion of time, as governed by the Rules and by University Rule 3335-6-03(D). However, a faculty member may not be required to apply for exclusion of time.

3. First and Second Reviews.

a. First and second reviews shall take place during the faculty member's first and second years of teaching.

b. The Dean shall ask the faculty member for a report of the faculty member's activities and shall give the faculty member an opportunity to submit material for the review.

c. First and second reviews shall be informal and shall be conducted by the Dean. The Dean shall review the faculty member's student evaluations of teaching, may talk with students and with other faculty members about the teaching of the faculty member being reviewed, may observe, or ask other faculty members to observe, one or more classes of the faculty member being reviewed, and shall review the faculty member's record of public service. The Dean shall also review any completed scholarship of the faculty member being reviewed and any work in progress that the faculty member designates. The Dean may ask assistance from the Promotion and Tenure Committee in conducting the first and second reviews.

d. The Dean, following a first or second review, shall provide the faculty member being reviewed with a written assessment of the faculty member's performance and an indication as to whether the faculty member will be reappointed for an additional year. The assessment should include both strengths and weaknesses, as appropriate. The Dean shall provide the assessment in two steps: (1) a tentative assessment, upon which the faculty member may comment, and (2) a final assessment, to which the faculty member may make a written response. The Dean's final assessment shall become a part of the faculty member's dossier for subsequent annual reviews while untenured, including the review for promotion and tenure.

4. Third and Subsequent Reviews.

a. A third review shall take place during a faculty member's third year of teaching. A similar review shall be undertaken in each subsequent year in which the faculty member is not being considered for tenure until the faculty member has tenure, except for the fourth year review.

b. Third and subsequent reviews, except for the fourth year review, shall be conducted for the same purpose and by the same procedures as a first or second year review, except as modified in the paragraphs that follow.

c. Third and subsequent reviews, except for the fourth year review, shall be conducted by the Dean, with the assistance of and in consultation with the Promotion and Tenure Committee. The review shall consist of a review of the faculty member's student evaluations of teaching and two class visitations by each of two faculty members, who will submit written evaluations of the classes. The review shall also consist of written evaluations by at least two faculty members of any scholarship completed since the prior review. The review may also include any work in progress that the faculty member being reviewed designates. The review of any work in progress shall be in writing and shall be conducted by at least one faculty member. The review also shall include a report on and a consideration of the faculty member's public service.

d. The Promotion and Tenure Committee shall submit its final conclusions in writing to the Dean, with a copy to the faculty member being reviewed. The faculty member may make written comments to these final conclusions. The Dean shall then prepare and furnish to the faculty member a tentative performance assessment. The faculty member may make written comments to this tentative assessment. Thereafter, the Dean shall give a final assessment to the faculty member being reviewed and to the Promotion and Tenure Committee. The person being reviewed, or the Promotion and Tenure Committee or any member of the Committee, may submit a response to the final assessment. The Dean's final assessment shall become a part of the faculty member's dossier for subsequent annual reviews while untenured, including the review for promotion and tenure.

5. Fourth Year Review.

A fourth year review is necessary if a faculty member chooses not to be considered for promotion and tenure in the fourth year,

or if the faculty does not make a favorable recommendation on promotion and tenure. If needed, the review shall be conducted in the fourth year of service, unless it is required to be conducted in some other year by application of University Rule 3335-6-03 (dealing with exclusion of time from the probationary period). The review shall be conducted using the same procedures as a review for promotion and tenure, except that external review letters shall not be required. Upon request of the faculty member being reviewed, the committee shall obtain external letters. Voting on a fourth year review shall be by all tenured faculty members. An favorable recommendation shall require the affirmative votes of a majority of tenured faculty members present and voting. The faculty's recommendation shall be forwarded to the Dean. The Dean shall make an independent recommendation and shall forward both recommendations to the Provost.

If a faculty member who is subject to the requirement of a fourth year review is considered for promotion and tenure in the fourth year and the faculty does not make a favorable recommendation on promotion and tenure, the Committee shall conduct a separate assessment for the fourth year review. The Committee's conclusions shall be forwarded to the faculty, and the faculty shall vote on whether to make a favorable recommendation on the fourth year review. The faculty's recommendations regarding promotion and tenure and regarding the fourth year review, along with the Dean's recommendation regarding both promotion and tenure and regarding the fourth year review, shall be forwarded to the Provost.

6. Termination of Probationary Period.

Probationary appointments may be terminated during any probationary year because of inadequate performance or inadequate professional development. If at any time other than a review in the fourth year or a mandatory review for tenure, the Dean recommends that a probationary appointment should be terminated, the probationary faculty member shall receive a review equivalent to the fourth year review as described in the preceding paragraph. At the conclusion of this process (including the comments process provided by Rule 14.06(C)(9), the Dean shall make a recommendation as to continuation or termination to the Provost, who shall make the final decision.

C. Annual Review of Tenured Faculty Members.

Each year the Dean shall give all tenured faculty members notice in writing that reviews will occur near the end of the second semester, in accordance with the procedure specified in Rule 14.04(A)(2).

D. Peer Review of Teaching of Tenured Faculty Members

1. This rule governs peer review of teaching for all faculty members who do not already undergo peer review while proceeding through the promotion and tenure process. See Faculty Rule 14.04(B) and 14.06(B)(1).

2. Peer review of each faculty member covered by this rule will take place every five years following award of tenure or becoming a member of the College of Law faculty with tenure. If a tenured faculty member is being reviewed as part of the promotion process, that review will supersede this rule and the next required peer review will be in the fifth academic year following the promotion review.

During the phase-in period of this rule, all faculty members presently eligible for review will be randomly assigned a number between 1 and 5. Those assigned a 1 will be reviewed in the first year of the program; those assigned a 2 will be reviewed the second year, etc.

3. At the beginning of each academic year, the Dean, or the Dean's designee, will contact those faculty members who are to be reviewed during that academic year under this rule. If the faculty member is on leave during the academic year in which peer review would be required, the review will be postponed until the next semester in which the faculty member is in residence and teaching.

4. Peer review will be conducted by a faculty member holding a rank equal to or higher than the faculty member to be reviewed. The reviewing faculty member will be chosen by the Dean, or the Dean's designee, after consultation with and concurrence by the faculty member to be reviewed. No colleague can be selected as the reviewer for the same faculty member in two successive review periods.

5. In conducting peer review, the reviewer should review the class syllabus and class materials for the course or courses to be reviewed and attend two class sessions.

6. Following class attendance, the reviewer and the faculty member being reviewed will meet to discuss the course, teaching methods and the observations of the reviewing faculty member. At the request of either party, the conversation shall be kept confidential.

7. Once the peer review process has been completed, the faculty member conducting the review will inform the Dean, or the Dean's designee, that the process has been carried out.

Source: University Faculty Rules, 3335-6-03 and 3335-6-03(D); Faculty minutes, May 23, 1979, May 1, 1985, March 13, 1996, April 1, 1998, October 21, 1998, and March 17, 1999, May 1, 2002, February 12, 2003, March 7, 2013, and May 3, 2018.

14.05. Merit Salary Increases and Other Rewards.

A. Criteria. Merit salary increases and other rewards shall be based on criteria consistent with the mission of the College of Law as stated in these Rules. Accordingly, the Dean shall consider each faculty member's performance in teaching, scholarship, and service, both during the year being reviewed and over the faculty member's entire career.

B. Procedures. The Dean may utilize materials from the annual review in determining merit salary increases. The Dean shall communicate to each faculty member, as soon as possible after receipt, the most reliable information he has available, as to that member's salary for the next academic year. If no better information is available, the communication shall consist of the recommendation by the Dean to the University administration with respect to that member's salary. When more reliable information is obtained, the Dean shall inform the members of the faculty as to the percentage increment for all continuing faculty members.

C. Documentation. The Dean shall provide each faculty member with a written statement indicating the recommended merit salary increase.

Source: Faculty minutes, May 15, 1968, and April 1, 1998.

14.06. Reviews for Promotion and Tenure and for Promotion of Tenure-Track Faculty.

A. Timetable for Promotion and Tenure.

1. Initial Appointment as Full Professor.

A person initially appointed to the faculty at the rank of full Professor may be appointed with tenure on the effective date of appointment or may be appointed without tenure for a probationary period of up to four years, with the length of time to be determined in consultation with the University Office of Academic Affairs.

2. Initial Appointment as Associate Professor.

a. Appointment without tenure.

A person initially appointed to the faculty at the rank of Associate Professor without tenure may be appointed for a probationary period of up to four years, with the length of time to be determined in consultation with the University Office of Academic Affairs.

b. Appointment with tenure.

A person initially appointed to the faculty at the rank of Associate Professor with tenure normally shall first be eligible for promotion to full Professor as mutually agreed upon by the Dean and the appointee at the time of the initial appointment, with the concurrence of the Provost, provided that the agreement is consistent with such guidelines and conditions, if any, as may have been established by the faculty in connection with its approval of the appointment. However, the promotion should occur when the candidate is ready for this academic achievement. Therefore, a candidate may request an earlier review if the candidate believes that his or her achievements fulfill the requirements for promotion. Conversely, it should not be taken as a negative indication of career advancement if the candidate does not designate readiness for promotion until after the time agreed upon with the Dean at the time of appointment. The Promotion and Tenure Committee may decline to put forth a candidate for formal promotion review if the candidate's accomplishments are judged not to warrant such review, but the Promotion and Tenure Committee may not deny a tenured faculty member a formal review for promotion for more than one year.

3. Initial Appointment as Assistant Professor.

a. Tenure.

A person initially appointed to the faculty at the rank of Assistant Professor shall receive tenure on the effective date of promotion to the rank of Associate Professor.

b. Timetable for promotion to Associate Professor.

A person initially appointed to the faculty at the rank of Assistant Professor normally shall be first considered for promotion to the rank of Associate Professor in the first semester of the fourth year of service. Such a person who does not desire to be considered by the first semester of the fourth year of service shall so inform the Dean before the beginning of the first semester of the fourth year of service.

The Promotion and Tenure Committee may decline to put forth a candidate for formal promotion and tenure review if the candidate's accomplishments are judged not to warrant such review, unless the review would be a mandatory review. A decision on the promotion to Associate Professor of a person initially appointed at the rank of Assistant Professor must be taken no later than the first semester of the sixth year of service, unless an exclusion of time has been granted under University Rule 3335-47-03(D). A negative outcome of a consideration for promotion to the rank of Associate Professor prior to the first semester of the sixth year of service, or to the time as granted to the person under University Rule 3335-6-03(D), shall not affect the person's status in the College.

c. Timetable for promotion to Associate Professor of person who has taught at another institution.

A person initially appointed to the faculty at the rank of Assistant Professor after regular faculty service at another institution normally shall be first considered for promotion to Associate Professor as mutually agreed upon by the Dean and the appointee at the time of the initial appointment, provided that the agreement is consistent with such guidelines and conditions, if any, as may have been established by the faculty in connection with its approval of the appointment. Any postponement of such consideration must be requested in writing by the faculty member and approved by the Promotion and Tenure Committee and the Dean, provided, however, that the decision on promotion to Associate Professor must be taken no later than the first semester of the faculty member's sixth year of service, unless an exclusion of time has been granted under University Rule 3335-6-03(D).

d. Timetable for promotion to Professor.

A person initially appointed to the faculty at the rank of Assistant Professor and subsequently promoted to the rank of Associate Professor normally shall be first eligible for consideration for promotion to the rank of full Professor in the first semester of the faculty member's third year of service as an Associate Professor. However, the promotion should occur when the candidate is ready for this recognition of academic achievement. Therefore, a candidate may request a review in the second year in rank as an Associate Professor if the candidate believes his or her achievements fulfill the requirements for promotion. Conversely, it should not be taken as a negative indication of career advancement if a candidate does not designate readiness for promotion until after the third year in rank as an Associate Professor. The Promotion and Tenure Committee may decline to put forth a candidate for formal promotion review if the candidate's accomplishments are judged not to warrant such review, but the Promotion and Tenure Committee may not deny a tenured faculty member a formal review for promotion for more than one year.

B. Criteria for Promotion and Tenure.

1. Teaching Criterion.

a. No person shall be recommended for promotion to any rank or tenure unless that person is an effective teacher.

b. In determining whether a person is an effective teacher, consideration will be given to all relevant factors, including the quality of the teacher's presentation and direction of classroom discussion, the quality of synthesis and analysis, interest in students and in teaching, enthusiasm in the classroom, innovation and creativity in organizing and presenting material in diverse ways, mastery of subject matter, careful preparation, and open-mindedness. Working well with students outside the classroom in tutoring or independent research and motivating students to perform to the limit of their abilities will also be considered. The evaluation of all of these matters will take into account teaching load, number of contact hours, class size, subject matter, and years of experience.

c. The evaluation of teaching effectiveness will be based on peer review, student evaluations (SET forms), and on other available evidence bearing on the criteria in the preceding paragraph, including course syllabi, examinations, and supplementary course material such as writing assignments, problem cases, and the like. The Promotion and Tenure Committee shall select two peer reviewers on a yearly basis for each untenured member of the faculty and each individual seeking promotion to full professor during that academic year. The designated peer reviewers for individuals who are untenured and are in their third or subsequent year of teaching, and for individuals who are seeking promotion to full professor during that academic year, shall visit at least two class sessions of the reviewed individual. Peer reviewers of all other individuals being reviewed pursuant to this rule shall visit at least one class session of the reviewed individual. In general, peer review visits may occur at any time during the semester other than the first or last week of the semester absent exceptional circumstances (e.g., illness or maternity leave).

2. Scholarship (Research and Publication) Criterion.

a. The College of Law is, among other things, a research institution. Demonstrated capacity for research, rigorous analysis and synthesis, and writing and publication is a condition of promotion and tenure. There are diverse reasons underlying a scholarship criterion. First, there is a close relationship between teaching and scholarship. A faculty member who is enthusiastically committed to investigating important legal problems and to formulating useful insights concerning them will find this enthusiasm carried over into teaching. Research also improves the quality of teaching by broadening and deepening knowledge of a subject and by increasing a teacher's confidence in the classroom. Second, there are far fewer available positions on the Law Faculty than there are highly qualified persons to fill those positions. Faculty status is therefore a privilege that provides the time to investigate important issues and permits access to outstanding research facilities and support. The privilege of a faculty position entails the correlative obligation to enlarge the body of knowledge about law and legal institutions and processes. Third, research and publication contribute to a greater understanding and the fairer and more effective functioning of the legal system. Finally, through publishing the results of research, a teacher extends the reach of his or her teaching beyond the College and University. It follows

from all of these reasons that all faculty members should regard research, writing, and publication as integral parts of their professional lives.

Activity manifesting a career-long commitment to scholarship should begin early. Even in the first year of an Assistant Professorship, when most of the teacher's time will be spent preparing for the classroom, the teacher ought to be identifying and formulating questions for research. It is highly desirable that research should begin no later than the summer after the first year, with a view to producing various drafts culminating in a publishable product in the second year. Unless research and writing begin early in the teacher's career, the teacher may experience difficulty in complying with the criteria for promotion and tenure.

b. No person shall be recommended for promotion and tenure unless that person has demonstrated his or her career-long commitment to making substantial, continuing contributions to scholarship. The completion of two law review articles of high quality, or their equivalent, shall be required as satisfactory evidence of this commitment.

The words "or their equivalent" have been included in the above criterion in order to signal that some flexibility must exist in determining whether a candidate has complied with the criterion. A book of high quality might well be the equivalent of two law review articles of high quality. The same is true of a single article of unusual breadth and depth, insight, or potential impact on legal institutions, processes, or functionaries. However, these illustrations are hardly exhaustive and other patterns may suffice. For example, a new teacher might well choose to begin with a short article in which a rather narrow subject is investigated, then write a second article of somewhat greater breadth and depth, and finally write what is often referred to as a "tenure piece," an article of considerable depth and breadth, although falling short of the single article described above. These three articles of varying scope might be regarded as the equivalent of "two law review articles of high quality." Whatever the pattern, however, the criterion remains the same: demonstration of a career-long commitment to making substantial, continuing contributions to scholarship.

In similar fashion, other works of high quality will be considered in determining whether the candidate's total scholarly production is the equivalent of "two law review articles of high quality." These works may include, but are not limited to, treatises, monographs, law-related book reviews of significant length and scope, publications for learned societies such as the American Law Institute or the American Bar Foundation, publications for legislative, judicial, or administrative conferences, and law-related articles in non-legal publications (e.g., an article on jurisprudence published in a philosophy journal).

c. No person shall be recommended for promotion to the rank of full professor unless that person has continued to demonstrate a career-long commitment to making substantial, continuing contributions to scholarship. The completion of two additional law review articles of high quality, or their equivalent, will be required to meet this standard.

3. Service Criterion.

a. Service to the College and University will be taken into account in promotion and tenure decisions. Service to the profession and to the public in matters involving the candidate's professional expertise will also be considered.

b. The College and University are to a large extent self-governing institutions, and faculty members are expected to play a role in institutional governance. Performance of assigned institutional duties is a condition of promotion and tenure. Satisfactory performance of institutional responsibilities for which the candidate has volunteered also shall be given weight in promotion and tenure decisions.

c. The College and University expect faculty members to use their professional expertise for the benefit of the legal profession and the public. The professional contributions that College of Law faculty members have made in the past have included participation on governmental commissions, consultation with judicial and legislative groups, participation in law reform activity, participation in continuing legal education programs, service on bar association committees, presentation of speeches to various audiences on matters involving professional expertise, and pro bono legal work. Service to the profession and to the public shall be given weight in promotion and tenure decisions.

C. Procedures for Promotion and Tenure Reviews

1. Promotion and Tenure Committee. A review shall be conducted, for presentation to the faculty, by a committee on promotion and tenure. The Promotion and Tenure Committee shall include at least three tenured, regular faculty members. All members shall be of an academic rank higher than that of any candidate that the Committee considers for promotion or tenure. The Promotion and Tenure Committee does not make formal recommendations on whether a candidate should be granted tenure or promotion.

2. Procedures Oversight Designee. If the Promotion and Tenure Committee is considering one or more candidates for promotion or tenure, it shall, at the beginning of that process, select from its number a senior faculty member as its Procedures Oversight Designee. The Procedures Oversight Designee shall advise the Committee on procedure, with the aim of achieving reviews that are carried out in a highly professional manner in accordance with written procedures governing the review, and with the aim of precluding bias with respect to candidates protected under University policy of non-discrimination.

3. Dossier. Each candidate for promotion or tenure shall, with the assistance of the Promotion and Tenure Committee, prepare a dossier that follows a format approved by the University. The Chair of the Promotion and Tenure Committee or another person designated by the Chair of the Committee shall verify that the candidate has in fact authored writings indicated in the candidate's dossier as the candidate's work. In the event that a candidate's body of scholarship submitted for review includes co-authored work, the Promotion and Tenure Committee will seek statements from the candidate and from one co-author describing the respective contributions to the work of all authors. In determining whether the candidate meets the scholarly contribution requirements set forth

in Faculty Rule 14.06(B)(2)(b) or 14.06(B)(2)(c), as applicable, the Committee and the faculty shall take such statements into account in deciding the weight to be accorded to the co-authored work.

4. External evaluation. The Promotion and Tenure Committee shall solicit evaluations from distinguished persons outside the University regarding the scholarly work of a candidate. The Committee may solicit evaluations from persons suggested by the candidate, but the Committee shall seek a majority of evaluations from persons not suggested by the candidate. In no event shall the Committee forward to the faculty a packet of evaluations in which more than half are from persons suggested by the candidate. The Committee shall obtain and include in the dossier at least five letters of external evaluation.

5. Evaluation from Unit of Joint Appointment. The Promotion and Tenure Committee shall solicit a letter of evaluation from any other unit of the University in which the candidate holds a joint appointment, but it may forego soliciting such a letter if the candidate has no time commitment in the other unit and minimal interaction with it.

6. Recommendations for Promotion and Tenure.

a. Participation. The following persons shall be entitled to attend and participate in faculty meeting discussions: student and staff members of the Promotion and Tenure Committee and, for promotions carrying tenure, all tenured faculty members holding at least the same rank as that to which the promotion is proposed; for promotions not carrying tenure, all faculty members holding at least the same rank as that to which the promotion is proposed.

b. Voting. Voting on recommendations to the President and Board of Trustees of the University of persons for promotion and tenure shall be by the following: for promotions carrying tenure, by all tenured faculty members holding at least the same rank as that to which the promotion is proposed; for promotions not carrying tenure, by all faculty members holding at least the same rank as that to which the promotion is proposed. The following faculty members are not eligible to vote on recommendations for promotion or tenure: the Dean, the Assistant or Associate Deans of the College, the Executive Vice President and Provost, and the President.

c. Vote Required. All promotion and tenure nominations shall require the affirmative votes of an absolute majority of those faculty members not on leave who are entitled to vote under this rule, or if on leave are present at the meeting. "Leave" means professional development or similar academic leave, extended leave of absence, or permanent assignment to a full-time position outside the College. However, a faculty member on leave who attends a meeting shall be entitled to vote at that meeting. A leave of absence is "extended" if it lasts or is reasonably expected to last two weeks due to military leave, family emergency, serious health condition, or other circumstances referred to by the Family and Medical Leave Act. The Dean shall announce at the outset of a meeting at which voting will occur on promotion or tenure the number of faculty members comprising an absolute majority of those not on leave, or if on leave are present at the meeting and,

upon request, the basis for that calculation. For each vote under this rule, the Dean shall announce the number of affirmative and negative votes and abstentions, but, unless directed by the faculty, shall not record the number in the minutes.

d. Presence Required for Vote. All votes shall be cast in person; proxy and absentee voting shall not be permitted. “In person” shall be defined as stated in Rule 1.11.

e. Secret Ballot. Voting on promotions and tenure shall be by secret written ballot. A faculty member, whose presence and participation have been by other means pursuant to Rule 1.11, may make arrangements to protect the anonymity of his or her vote to the extent feasible.

f. Notice of Meeting. All persons entitled to attend, participate, or vote under a. and b. above shall be notified of any meeting to consider tenure and promotion recommendations at least four days prior to such meeting and shall receive documentary background information on the candidate in advance of the meeting.

7. Faculty Report. If the faculty votes to recommend promotion or tenure, it shall prepare a written report of the candidate's strengths and weaknesses. This report shall reflect the faculty discussion and its numerical vote on the candidacy. This report shall also indicate who verified that the candidate has in fact authored writings indicated in the candidate's dossier as the candidate's work. This report shall be included in the candidate's dossier.

8. Dean's Letter. If the faculty votes to recommend promotion or tenure, the Dean shall write a letter assessing the candidate's strengths and weaknesses. This letter shall be included in the candidate's dossier.

9. Comment Process. When the faculty has voted and the Dean's letter has been written, the candidate shall be notified in writing of the completion of the College review and of the candidate's right to review the faculty's report, the Dean's letter, and evaluation materials that have been compiled. The Dean shall inform the candidate that the candidate may, within ten calendar days after being notified of the completion of the review, provide the Dean with written comments on the review for inclusion in the dossier. The Dean also shall inform the candidate that the Dean and/or Promotion and Tenure Committee may make written responses to the candidate's comments for inclusion in the dossier. No further responses from the candidate, the Dean, or the Committee shall be included in the dossier.

10. Appeals. If the College review results in a negative recommendation, the candidate may utilize the procedures described in the rules of the University faculty to appeal the negative recommendation.

Source: University Faculty Rule 3335-6-02, 3335-6-03, 3335-6-04, and 3335-6-05; Faculty minutes, April 14, 1976, May 19, 1976, April 12, 1978, April 18, 1979, November 28, 1979, February 18, 1987, February 22, 1984, October 2, 1985, November 10, 1988, November 16, 1988, May 7, 1997, April 1, 1998, October 21, 1998, March 17, 1999, May 7, 2003, April 5, 2012, March 7, 2013, and May 3, 2018.

TRACK FACULTY APPOINTMENTS, REAPPOINTMENT AND NONREAPPOINTMENT, AND PROMOTION

14A.01. Preamble.

This chapter of the Faculty Rules of the Moritz College of Law is a supplement to Chapter 3335-7 of the Rules of the University Faculty (Rules of the University Faculty Concerning Clinical Faculty Appointment, Reappointment and Nonreappointment, and Promotion),, applicable guidelines of the Office of Academic Affairs procedural guidelines relating to regular clinical-track faculty matters, and any additional policies established by the University. Should those rules and policies change, the Moritz College of Law shall follow those new rules and policies until it updates this chapter to reflect the changes.

14A.02. Definition.

Regular clinical-track faculty appointments to the faculty of the College of Law are fixed-term contract appointments that do not entail tenure. Regular clinical-track faculty are teacher/practitioners who will be engaged primarily in teaching activities related to: (a) law courses or instructional situations involving representation of live clients, resolution of actual disputes, applied skills in legislative bodies, governmental agencies or departments, and other applied practice areas, (b) courses or instructional situations involving the simulation of problems and circumstances related to the representation of live clients, or (c) courses or instructional situations involving professional skills.

14A.03. Titles.

Persons appointed to the regular clinical track at the College of Law shall be given the title of “assistant clinical professor of law,” “associate clinical professor of law,” or “clinical professor of law.”

14A.04. Criteria for Appointment as a Regular Clinical-Track Faculty Member.

Persons appointed to the regular clinical track shall have relevant practice and occupational experience in their areas of expertise and strong potential in all relevant areas of clinical or skills teaching, such as:

(a) supervising students in a clinical or skills setting; (b) handling cases and other matters assigned through the clinical programs; (c) classroom teaching; (d) conforming to the ethical standards of applicable codes of professional responsibility; (e) engaging in public service; (f) expanding understanding of the law through preparation of written materials; and (g) maintaining knowledge in the faculty member's areas of expertise. Persons appointed to the regular clinical track normally will have a J.D. degree or its equivalent and will be experienced, skillful attorneys or mediators, with high professional ethical standards. Other than in exceptional circumstances, they must be admitted to, or eligible for admission to, the practice of law in the State of Ohio and in the federal courts.

14A.05. Procedures for Appointment as a Regular Clinical-Track Faculty Member.

A. Search for Candidates. The College shall engage in an extensive

CHAPTER 14A – REGULAR CLINICAL-

search for the most qualified persons for appointment to regular clinical-track positions. It shall make vigorous efforts to ensure that a diverse pool of highly qualified candidates is considered.

B. Clinical-Track Appointments Committee. The Dean shall appoint a Clinical-Track Appointments Committee, when necessary, to recommend the appointment of suitable candidates to the regular clinical faculty track at a specified rank. Student and staff members of the Regular Clinical-Track Appointments Committee shall be entitled to attend and participate in discussion at the relevant faculty meeting. Student and staff members shall not be entitled to vote on the actual appointment by the faculty, notwithstanding their right to vote in committee. The committee's recommendations will be made to the faculty.

C. Faculty Review of the Regular Clinical-Track Appointments Committee Recommendations.

1. Participating Faculty. Recommendations to the Dean concerning appointment of candidates to the regular clinical track shall be made by all faculty members holding the rank of assistant professor, associate professor, professor, assistant clinical professor, associate clinical professor, or clinical professor.

2. Vote Required. The faculty will review the Clinical-Track Appointments Committee's recommendation. After this review, the faculty may, by affirmative vote of an absolute majority of those faculty members not on leave, make a recommendation to the Dean for the appointment of regular clinical-track faculty. "Leave" means professional development or similar academic leave, extended leave of absence, or permanent assignment to a full-time position outside the college. However, a faculty member on leave who attends a meeting shall be entitled to vote at that meeting. A leave of absence is "extended" if it lasts or is reasonably expected to last at least two weeks due to military leave, family emergency, serious health condition, or other circumstances referred to by the Family and Medical Leave Act. At the outset of a meeting at which voting will occur on appointments, the Dean shall announce the number of faculty members comprising an absolute majority of those not on leave and, upon request, the basis for that calculation. For each vote under this rule, the Dean shall announce the number of affirmative and negative votes and abstentions, but, unless directed by the faculty, shall not record the number in the minutes.

3. Presence Required for Vote. All votes shall be cast in person; proxy and absentee voting shall not be permitted.

4. Secret Ballot. Voting on nominations for regular clinical-track faculty appointments shall be by secret written ballot.

5. Notice of Meeting. All persons entitled to attend, participate, or vote under the provisions of the Faculty Rules applicable to regular clinical-track faculty appointments shall be notified of any meeting to consider appointment recommendations at least four days prior to such meeting and shall receive documentary background information on the candidate in advance of the meeting.

D. The Dean's Decision. The Dean will decide whether to approve, disapprove, or modify the faculty's recommendation.

E. Recommendations Concerning Rank. The faculty's recommendation to the Dean may include approval of a recommendation for appointment to the rank of associate clinical professor of law or clinical professor of

law. If the Dean accepts the faculty's recommendation with respect to academic rank, or independently determines that the candidate should be given the academic rank of associate clinical professor of law, or clinical professor of law, then the Dean's recommendation with respect to academic rank shall be reported to the Office of Academic Affairs, which is required by University Rule 3335-48-06 to separately approve such appointment before it becomes final.

14A.06. Term of Appointment.

A. Duration of Contract. Contracts for appointment to the regular clinical track must be for a period of at least three years and no more than five years.

B. Probationary Contracts. The initial contract is probationary and a faculty member will be informed by the end of each probationary year as to whether she or he will be reappointed for the following year. By the end of the second to final year of the probationary contract, the faculty member will be informed as to whether a new contract will be extended at the conclusion of the probationary contract period. In the event that a new contract is not extended, the final year of the probationary contract is the terminal year of employment. There is no presumption that a new contract will be extended. In addition, the terms of a contract may be renegotiated at the time of reappointment.

C. Non-probationary Contracts. During the second and subsequent contract periods, regular clinical faculty appointments may only be terminated for cause (see University Faculty Rule 3335-5-04) or financial exigency (see University Faculty Rule 3335-5-021) and the termination decision for either of these reasons shall result from procedures established by applicable University or College faculty rules. In addition, a contract may be renegotiated during a contract period only with the voluntary consent of the faculty member. By the end of the second to final year of each contract period, the faculty member will be informed as to whether a new contract will be extended at the conclusion of the current contract period. If a new contract is not extended, the final year of the current contract is a terminal year of employment. While under University Rule 3335-7-06(c), there is no presumption that a contract will be extended for another term, it is expected that a clinical faculty member who meets the obligations of the position with regard to teaching and service will be reappointed to a new contract. Terms of the contract may be renegotiated at the time of reappointment.

14A.07. Annual Review, Reappointment/Nonreappointment Review, Promotion Review.

A. Procedures for Annual Review. Annual reviews of regular clinical-track faculty shall be conducted pursuant to Rule 14.04A. In addition, the Dean, at his or her discretion, may request peer review of any clinical-track faculty member. In the event that the Dean requests such review, it shall include the criteria specified in Rule 14.06.B.1.c.

B. Participants in Review During Probationary Contract Period. During the course of each year of the probationary period, the work and service of the clinical-track faculty member shall be reviewed by the Dean with the assistance of and in consultation with the Director of Clinical Programs, the director(s) of the program(s) or project(s) in which the person being reviewed serves, if any, or any other person the Dean designates, for the purpose of determining whether the contract will be continued for the next year.

C. Final Probationary Review Committee.

(i) The review during the second to final year of the probationary contract period under subsection B, above, shall be conducted by a Clinical Faculty Review Committee comprised of the Associate Dean for Faculty, Director of Clinical Programs, the director(s) of the program(s) or project(s) in which the person being reviewed serves, if any, and any other person the Dean appoints. Probationary clinical-track faculty may not serve on the committee. The Committee's review will include assessment of all relevant factors, as demonstrated in the process of (1) supervising legal interns, legislative interns and mediation students, (2) the handling of cases and other matters assigned through the clinical programs, (3) providing timely and effective feedback on students' legal writing, (4) classroom teaching, (5) conforming to the highest ethical and professional standards, (6) engaging in public service, (7) expanding understanding of the law through preparation of written materials, and (8) maintaining knowledge in the faculty member's areas of expertise. The committee shall make recommendations to the faculty concerning reappointment and promotion of probationary, clinical-track faculty members.

(ii) The faculty shall consider the committee's recommendation and, by majority vote, shall make its own recommendation to the Dean concerning reappointment and promotion of clinical-track faculty members. Faculty eligible to consider and vote on the recommendation are tenure-track faculty holding at least the same rank as that to which the promotion is proposed and clinical-track faculty holding at least the same rank as that to which the promotion is proposed, excluding the Dean and Assistant or Associate deans of the College, the Executive Vice President and Provost, and the President.

(iii) The Dean shall determine, based on all relevant information, whether or not to reappoint the person being reviewed and, when appropriate, whether to recommend promotion. As required by University Rule 3335-7-08, the Dean's decision shall be final with respect to the reappointment and nonreappointment. The Dean's decisions with respect to promotion shall be forwarded to the executive vice president and provost, who shall review the decision consistent with the review procedures established for tenure-track faculty including those set forth in rule 3335-6-04. Any decision of the executive vice president and provost shall be final.

D. Eligibility and Procedures for Promotion. A person initially appointed to the faculty at the rank of assistant clinical professor normally shall be first considered for promotion to the rank of associate clinical professor during the faculty member's fourth year of service. A person at the rank of associate clinical professor normally is eligible for consideration for promotion to clinical professor during his or her third year of service as associate clinical professor. All reviews for clinical-track promotion shall be conducted pursuant to the procedures and factors set forth in Rule 14A.07C.

E. Procedures for Renewal of Non-Probationary Contracts. A review of the clinical-track faculty member's work during the second to final year of all non-probationary contract periods will be conducted by the Dean. It will include assessment of the factors specified in subsection C above. Based on this review the Dean will determine whether the faculty member's non-probationary contract will be renewed and whether the faculty member, if eligible, will be recommended for promotion. As

required by University Rule 3335-7-08, the Dean's decision shall be final with respect to the reappointment and nonreappointment. The Dean's decisions with respect to promotion shall be forwarded to the executive vice president and provost, who shall review the decision consistent with the review procedures established for tenure-track faculty including those set forth in rule 3335-6-04. Any decision of the executive vice president and provost shall be final.

14A.08. Merit Salary Increases and Other Rewards.

A. Criteria. Merit salary increases and other rewards for regular clinical-track faculty shall be based on the faculty member's contributions both during the year being reviewed and over the faculty member's entire career. These criteria are stated in Rule 14A.07C, which provides for assessment of the quality of skills demonstrated in the process of (1) supervising legal interns, legislative interns and mediation students, (2) the handling of cases and other matters assigned through the clinical programs, (3) providing timely and effective feedback on students' legal writing, (4) classroom teaching, (5) conforming to the highest ethical and professional standards, (6) engaging in public service, (7) expanding understanding of the law through preparation of written materials, and (8) maintaining knowledge in the faculty member's areas of expertise. Accordingly, the Dean shall consider each regular clinical-track faculty member's overall performance based on these criteria.

B. Procedures. The Dean may utilize materials from the annual review in determining merit salary increases. The Dean shall communicate to each faculty member, as soon as possible after receipt, the most reliable information available as to that member's salary for the next academic year. If no better information is available, the communication shall consist of the recommendation by the Dean to the University administration with respect to that member's salary. When more reliable information is obtained, the Dean shall inform the members of the faculty as to the percentage increment for all continuing faculty members.

C. Documentation. The Dean shall provide each faculty member with a written statement indicating the recommended merit salary increase.

14A.09. Transfers Between Regular Clinical Track and Tenure Track. Transfers from the regular clinical track to the tenure track are not permitted. Regular clinical-track faculty may apply for tenure track positions and compete in regular national searches for such positions. Transfers from the tenure track to the regular clinical track are not permitted. Tenure-track faculty may apply for regular clinical-track positions and compete in the regular national searches for such positions.

14A.10. Transfers from Staff Attorney to the Regular Clinical Track

Individuals who hold the "staff attorney" title on the effective date of this rule may apply to transfer to the regular clinical track through the procedures specified in Rule 14A.05, above. If an extensive search, as described in Rule 14A.05A, was conducted before she or he was hired as a staff attorney, then the transfer request may be considered directly by the Clinical-Track Appointments Committee pursuant to Rule 14A.05B. The request for transfer must be initiated by the staff attorney in writing. When a staff attorney transfers to the regular clinical-track faculty, the years in service are credited towards the probationary period. All transfers must be approved by the Dean as

specified in Rule 14A.05D and E. All transfers at the rank of associate clinical professor or clinical professor must be approved by the Office of Academic Affairs pursuant to University Rule 3335-48-07.

Source: Faculty Minutes, February 12, 2003, May 5, 2011, April 5, 2012, and October 5, 2017.

CHAPTER 15 – PROFESSIONAL LEAVE

15.01. Establishment.

The College of Law shall have a faculty professional leave program consistent with Section 3345.28 of the Ohio Revised Code and Rules of the Board of Trustees of The Ohio State University.

Source: Faculty minutes, March 29, 1978.

15.02. Definitions.

As used in this Chapter:

A. “Full-time faculty member” shall mean any person holding the rank of Professor, Associate Professor, or Assistant Professor on at least 50% appointment. Adjunct and regular clinical-track faculty members are not included in this definition. A visiting appointment at the College does not count in such a calculation. A joint appointment of at least 50% does.

B. “Academic year of teaching service” shall mean any academic year in which the full-time faculty member, while in such status, whether on nine or eleven months appointment, had significant responsibilities to the College, including teaching, assigned research, or administrative responsibilities.

Source: Faculty minutes, March 29, 1978, March 17, 1999, and February 12, 2003.

15.03. Eligibility for Professional Leave.

A. A full-time faculty member who has completed seven years of teaching service, as defined by Rule 15.02(B), shall be eligible for professional leave, subject to the provisions of this Chapter.

B. A full-time faculty member shall become eligible for a second professional leave after completion of seven years of teaching service following the end of the first professional leave.

C. In determining years of teaching service, times spent on leaves of absence shall not be included, but also shall not impair the accumulation of previous and subsequent periods of teaching service credit.

D. In determining eligibility, a temporary discontinuation of service to the University shall not impair the accumulation of previous and subsequent years of teaching service, unless such discontinuation has extended for more than two academic years.

Source: Faculty minutes, March 29, 1978, and March 17, 1999.

15.04. Certification of Eligibility.

By October 1 of each academic year, the Dean shall provide to the Committee charged under Rule 15.06 and to each eligible faculty member a list of those faculty members who will be eligible to begin a professional leave during the subsequent academic year.

Source: Faculty minutes, March 29, 1978.

15.05. Application for Professional Leave.

A. An eligible faculty member may file with the Dean a written proposal for professional leave, which the Dean shall forward to the Committee designated pursuant to Rule 15.06.

B. Written proposals shall be filed by November 1 of the academic year prior to the academic year in which the leave would begin. Proposals filed after November 1 may be considered by the Dean and the Committee or they may be postponed until the following year's deliberations.

C. Proposals shall include a detailed description of the proposed work and the applicant's qualifications for the task.

D. Proposals shall state the duration of the leave requested and the starting date proposed.

Source: Faculty minutes, March 29, 1978.

15.06. Peer Review.

A. The Dean shall appoint a special faculty committee of three to seven members, or shall designate the committee charged with appointments, promotion and tenure, or academic affairs, to act as a Peer Review Committee for professional leave proposals.

B. This Committee shall review all proposals referred to it by the Dean and shall report to the Dean, within forty-five days of receipt of the proposals, whether the proposal meets the standards for a professional leave proposal.

C. In determining whether a proposal should be approved, the Committee shall consider, among others, the following factors:

1. Importance of the proposal for the development of the faculty member;
2. Importance of the proposal to the College's welfare;
3. Merit of the proposal;
4. Ability of the applicant to meet the stated objectives of the proposal; and
5. Need for a professional leave to accomplish the proposed goals.

D. Conflict of Interest. If the Dean appoints a special faculty committee to consider professional leave proposals and if a member of that committee submits a proposal for professional leave to the Dean, the member shall resign from the Committee. The Dean shall appoint another member of the faculty to fill the vacant position if necessary to maintain the requisite number of faculty under Rule 15.06(A). If the Dean designates a standing committee to consider professional leave proposals and if a member of that committee submits a proposal for professional leave to the Dean, the member shall recuse herself from considering any professional leave requests. The Dean shall appoint another member of the faculty to the committee, but only for the purpose of voting on professional leave proposals, if necessary to maintain the requisite number of faculty under Rule 15.06(A).

Source: Faculty minutes, March 29, 1978, March 17, 1999, and

November 17, 2004.

15.07. Determination of feasibility; Referral to the Provost.

A. Upon receipt of approval by the Peer Review Committee, the Dean shall determine whether it is feasible to implement the proposal during the proposed period. Every effort shall be made to grant leaves on a current basis, i.e., at the time requested.

B. The following preferences, in the order listed, should guide the Dean in attempting to implement a peer-approved professional leave proposal:

1. Any funds released by the absence of the person on leave and any funds which may be available to the College specifically for professional leaves should be used to hire visiting faculty for the period of absence;
2. Arrangements should be made to have non-essential courses taught on an alternate year basis;
3. Arrangements should be made to have courses taught by adjuncts;
4. Consensual arrangements with other faculty members should be made to cover essential (required or high enrollment) courses; and
5. Enrollments beyond those specified in Rule 9.04 should be permitted in other sections of multiple-section courses.

Non-teaching responsibilities of the absent faculty members shall be divided among remaining faculty.

C. If the Dean determines that it is not feasible to grant a leave approved by the Committee, he or she shall notify the faculty member and the Committee of the reasons for this determination and shall make every effort to ensure that the leave can be granted in the following year.

D. If the Dean determines that it appears that only a certain portion of the Committee -approved leaves for a particular period are feasible, he or she shall report that fact and the reasons to the faculty members involved and to the Committee, for further action pursuant to Rule 15.08(A).

E. The Dean shall, as early as possible in the second semester, forward to the Provost all Committee-approved leave requests, as a group, from eligible faculty members, except where he or she has determined that it is not feasible to grant such leave.

Source: Faculty minutes, March 29, 1978, and March 17, 1999.

15.08. Priorities Among Approved Proposals.

A. If the Dean reports to the Committee that the Dean or the University administration has determined that only a certain portion of Committee-approved leaves are feasible for a particular period, the Dean and the Committee shall meet together, with the Dean as chair, to determine which of the approved leaves shall be granted.

B. The following factors shall be considered by the Committee:

1. Whether the proposed leave has already been postponed one or more times;
2. Whether the leave proposal was submitted by the deadline stated

in Rule 15.05(B);

3. The length of the proposed leave, with longer leaves preferred over shorter ones;

4. The relative merit of the proposals according to the criteria specified in Rule 15.06(C); and

5. Whether the nature of the proposed activity is amenable to postponement.

C. Where the Committee is unable to resolve priorities among proposals under division B, it shall make such resolution according to years of teaching service, and then, if necessary, by lot.

Source: Faculty minutes, March 29, 1978, and March 17, 1999.

15.09. Withdrawals.

An application may be withdrawn by the applicant at any time until it is approved by the Provost. Thereafter, it may be withdrawn with the approval of the Dean.

Source: Faculty minutes, March 29, 1978.

15.10. Phase-in Period.

The procedure outlined in Rule 15.08 shall be used during a phase-in period, except that criteria 1 under Rule 15.08(B) shall not be applicable.

Source: Faculty minutes, March 29, 1978.

15.11. Responsibilities of Faculty Member Taking Professional Leave.

A. A faculty member on professional leave is expected to comply in good faith with the proposal approved, with any alterations approved by the Dean in cases of supervening difficulty.

B. A faculty member returning from professional leave shall submit a report to the Dean, by the end of the first semester back at the College, on the leave experience, including an indication of the extent to which objectives of the leave were realized.

C. A faculty member taking professional leave shall be expected to return to the service of the College for at least one year after the end of the leave.

Source: Faculty minutes, March 29, 1978, and March 17, 1999.

CALENDAR/ROOM RESERVATION POLICY

1. Persons who would like to reserve a room in the Drinko Hall should first check the College Calendar <http://www.moritzlaw.osu.edu/events/> to determine if there any conflicts with the date and time or room requested.

2. Every effort should be made to avoid conflicts with previously scheduled events or programs that target the same audience. For example, two IL programs that target substantially the same audience or two career panels should not compete with one another.

3. There will be some dates announced at the start of the school year that will be considered “NO CONFLICT DATES” because of scheduled Moritz College of Law administrative events. On those dates, student groups should not request rooms to schedule programs or events except in unusual circumstances and with the permission of the Associate Dean for Academic Affairs.

4. Once a person has determined that there is not a conflict with the date and time or room requested, s/he should make application for the room by completing (in its entirety) and signing the Room Reservation Request/Calendar Form. You can also fill out the request on-line. Every effort should be made to reserve rooms at least two weeks in advance.

5. Room Reservation Request forms should be turned in to the Student Services Suite for approval. The Dean has authority to approve, deny, or reconcile room requests based on conflicts, room unavailability, after-hours security issues, short notice, an incomplete Room Reservation Request/Calendar Form, lack of personnel, or other reasons as necessary for the functioning of the Moritz College of Law. In the case of a potential time conflict between two student groups, the Assistant Dean will consult with the Assistant Dean of Students to determine if the second event can be scheduled. In the case of a student group conflict with a previously scheduled event by administrative departments, the Registrar will consult with the affected department.

6. Persons/groups who/that are not affiliated with the Moritz College of Law making application for a room must have the co-sponsorship of a faculty member, staff member, or student group of the Moritz College in order to reserve the room. Such co-sponsorship makes that faculty, staff, or student group accountable for the behavior and actions of the outside event and attendees. Once co-sponsorship and approval for the room reservation is obtained, such persons or groups who reserve a room for times after the normal hours of building operation are responsible for contacting Physical Facilities to have Drinko Hall opened. Additionally, they may be required to hire, at their own expense, a university-employed security guard to ensure that only authorized persons associated with the event are allowed access to the Moritz College of Law, and that the building is secure after the event. Persons who are not associated with the Moritz College of Law are responsible for providing any necessary sound or audio/visual equipment at their own expense.

7. All persons making application to reserve rooms for events or programs must ensure that the room is clean upon the conclusion of the event and that all furnishings are returned to the original configuration.

8. By signing the Room Reservation Request/ Calendar Form, applicants agree to abide by this policy.

For questions about this policy contact Demondre Peak at peak.43@osu.edu.

COLLEGE CONTACTS

Academic Affairs

Darren Nealy, Assistant Dean of Students
614-688-4676 | #104A | nealy.1@osu.edu

Paul Rose, Associate Dean for Academic Affairs
614-688-5818 | #208 | rose.933@osu.edu

Academic Support

Katherine Kelly, Director, Academic Support Prog.
614-292-7091 | #308 | kelly.864@osu.edu

Adding or Dropping a Course

Beth Stiles, Registrar
614-292-5992 | #104 | stiles.96@osu.edu

Admissions

Michael States, Assistant Dean for Admissions and Financial Aid
states.15@osu.edu

Alumni Affairs

Kathy Zets, Director
614-247-8640 | #186N | zets.4@osu.edu

A/V Support & Classroom Technology

Laju Mansukhani, Systems Specialist/AV Coordinator
614-247-6467 | #282 | mansukhani.7@osu.edu

Bar Admission Certificates

Beth Stiles, Registrar
614-292-5992 | #104 | stiles.96@osu.edu

Bar Exam Support

Katherine Kelly, Director, Academic Support Prog.
614-292-7091 | #308 | kelly.864@osu.edu

Bar Exam Packets (Ohio)

Ohio Supreme Court: <http://www.supremecourt.ohio.gov/attysvcs/admissions>

Branded College Gift Items

Lisa Eggert, Graphic Designer
614-247-4696 | #355 | eggert.31@osu.edu

Branding/Graphics/Logos

Lisa Eggert, Graphic Designer
614-247-4696 | #355 | eggert.31@osu.edu

Buck-ID Keycard Access- Exterior & Library

Candice Bedard, HR/Fiscal Associate
614-292-2227 | #220E | bedard.5@osu.edu

Buck-ID Keycard Access- Interior Doors

Gale Azcarraga-Carter, HR Generalist
614-292-5690 | #220H | azcarraga-carter.1@osu.edu

Building Maintenance

Kevin Carey, Technology Services Librarian & Building Coordinator
614-292-5898 | #186H | carey.107@osu.edu

Calendar (College/Events)

Demondre Peak, Student Services Liason
614-247-7805 | #280A | peak.43@osu.edu

Career Services

Linda Jones, Senior Director Career Services
614-688-8669 | #104 | jones.2609@osu.edu

Class Absences

Darren Nealy, Assistant Dean of Students
614-688-4676 | #104A | nealy.1@osu.edu

Clinical Programs

Steve Huefner, Director, Clinical Programs
614-292-1763 | #255R | huefner.4@osu.edu

Co-Curricular Opportunities

Darren Nealy, Assistant Dean of Students
614-688-4676 | #104A | nealy.1@osu.edu

Communications

Shantay Piazza, Marketing and Communications Manager
#359 | piazza.31@osu.edu

Continuing Legal Education (CLE)

Leah Sellers, Moot Court & CLE Coordinator
614-292-0943 | #365 | sellers.16@osu.edu

Copy Services

Matt Clark, Print Operator
614-292-7171 | #280 | clark.2171@osu.edu

Course Schedules

Beth Stiles, Registrar
614-292-5992 | #104 | stiles.96@osu.edu

Curriculum Ideas

Paul Rose, Associate Dean for Academic Affairs
614-688-5818 | #208 | rose.933@osu.edu

Development

John Swartz, Chief Advancement Officer
614-688-1834 | swartz.9@osu.edu

Disability Services & Accommodations

Darren Nealy, Assistant Dean of Students
614-688-4676 | #104A | nealy.1@osu.edu

Discovery Newsletter

Shantay Piazza, Marketing and Communications Manager
#359 | piazza.31@osu.edu

Diversity & Inclusion

Kathy Northern, Associate Dean for Admissions
614-292-7750 | #104P | northern.1@osu.edu

Externship Programs

Beth Watkins, Assistant Director of Career Services
614-292-2317 | #104S | watkins.682@osu.edu

Faculty Matters

Dan Tokaji, Associate Dean for Faculty
614-292-6566 | #220G | tokaji.1@osu.edu

Financial Aid

Marc Nawrocki, Assistant Director Fin. Aid
292-8807 | #104 | nawrocki.6@osu.edu

Michael States, Assistant Dean for Admissions
614-292-5354 | #104C | states.15@osu.edu

Fiscal Affairs

Christina Alutto, Director of Finance and Administration
614-688-8437 | #220 | alutto.3@osu.edu

Grades

Beth Stiles, Registrar
614-292-5992 | #104 | stiles.96@osu.edu

Grade Appeals

Paul Rose, Associate Dean for Academic Affairs
614-688-5818 | #208 | rose.933@osu.edu

Graduation Requirements

Paul Rose, Associate Dean for Academic Affairs
614-688-5818 | #208 | rose.933@osu.edu

Darren Nealy, Assistant Dean of Students
614-688-4676 | #104A | nealy.1@osu.edu

Beth Stiles, Registrar
614-292-5992 | #104 | stiles.96@osu.edu

Grassbaugh Veteran's Project

Cybele Smith, Director Pub. Service & Pub. Interest
614-292-7707 | #140 | smith.302@osu.edu

Public Number/Referrals
614-292-0290

Honor Code

Paul Rose, Associate Dean for Academic Affairs
614-688-5818 | #208 | rose.933@osu.edu

Human Resources/Personnel

Gale Azcarraga-Carter, HR Generalist
614-292-5690 | #220H | azcarraga-carter@osu.edu

IT/Technical Support

OCIO Tech Support
614-688-4357 | ocio.osu.edu/help

Judicial Clerkships

Liza Larky, Career Advisor
614-247-6254 | #104 | larky.2@osu.edu

Keys- Building and Offices

Kevin Carey, Technology Services Librarian & Building Coordinator
614-292-5898 | #186H | carey.107@osu.edu

Legal Internship Certificates

Michelle Brown, Office Manager for Clinical Programs
614-292-6821 | #255 | brown.6846@osu.edu

Library (Policy)

Sara Sampson, Assistant Dean for Information Services
614-292-2964 | #274B | sampson.8@osu.edu

Library (Reference Desk)

614-292-9463 | lawlibref@osu.edu

International & Graduate Programs

Caroline O'Connell, Interim Assistant Dean for International and Graduate Affairs
614-688-5328 | #341 | oconnell.218@osu.edu (Fall, 2018)

Laura Fernandez, Assistant Dean for International and Graduate Affairs
614-688-5328 | #341 | Fernandez.214@osu.edu (Spring, 2019)

Brittany Eiland, Int'l/Grad. Affairs Coordinator
614-292-1241 | #341 | eiland.16@osu.edu

Loan Repayment

Marc Nawrocki, Assistant Director for Financial Aid
614-292-7707 | #140 | nawrocki.6@osu.edu

Lockers

Student Services suite front desk
614-247-7805

Mailboxes (Faculty/Staff - 3rd Floor)

Allyson Hennelly, Office Associate
292-2518 | #326 | hennelly.8@osu.edu

Mailboxes (Students)

Student Services suite front desk
247-7805

Moot Court & Lawyering Skills

Leah Sellers, Moot Court & CLE Coordinator
292-0943 | #365 | sellers.16@osu.edu

Moot Court Room Reservations

Michelle Brown, Office Manager for Clinical Programs
292-6821 | #255 | brown.6846@osu.edu

Notary Public Services

Michelle Brown, Office Manager for Clinical Programs
292-6821 | #255 | brown.6846@osu.edu

Barb Lang, Assistant to the Dean
292-0574 | #220 | lang.295@osu.edu

Caroline O'Connell, Interim Assistant Dean for International and Graduate Affairs
688-5328 | #341 | oconnell.218@osu.edu

Payroll (Student Workers)

Gale Azcarraga-Carter, HR Generalist
292-5690 | #220H | azcarraga-carter.1@osu.edu

Press Releases

Shantay Piazza, Marketing and Communications Manager
#359 | piazza.31@osu.edu

Public Service & Public Interest

Cybele Smith, Director Pub. Service & Pub. Interest
292-7707 | #140 | smith.302@osu.edu

Research Assistants: Hiring

Gale Azcarraga-Carter, HR Generalist
292-5690 | #220H | azcarraga-carter.1@osu.edu

Research Assistants: Job Postings

Lakin Davis, Program Coordinator
292-0087 | #104 | davis.5477@osu.edu

Room Reservations

Demondre Peak, Student Services Liason
247-7805 | #280A | peak.43@osu.edu

Security & Safety

Christina Alutto, Director of Finance and Administration
688-8437 | #220 | alutto.3@osu.edu

Kevin Carey, Technology Services Librarian & Building Coordinator
292-5898 | #186H | carey.107@osu.edu

Student Affairs

Darren Nealy, Assistant Dean of Students
6688-4676 | #104A | nealy.1@osu.edu

Student Organizations

Angela Henderson, Student Services Coordinator
688-4359 | #280A | henderson.264@osu.edu

Substance Abuse Counseling

Darren Nealy, Assistant Dean of Students
688-4676 | #104A | nealy.1@osu.edu

Ohio Lawyers Assistance Program (confidential)
800/618-8606 or 614/464-2572

Telephone Messages

Moritz Law Receptionist
292-0288

Transcripts

Beth Stiles, Registrar
292-5992 | #104 | stiles.96@osu.edu

Travel Reimbursements/Procurement

Jake Decot, Procurement Coordinator
247-6718 | #220 | decot.5@osu.edu

Visiting Research Scholars

Beth Stiles, Registrar
292-5992 | #104 | stiles.96@osu.edu

Website

Katrina Busgano, Web Communication Specialist
247-6522 | moritzcommunications@osu.edu

Westlaw (TWEN), Lexis & Bloomberg Access

Paul Gatz, Reference Librarian
292-8685 | #280D | gatz.9@osu.edu