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# ACADEMIC CALENDAR

## FALL 2019

Aug 13 - 17	Tue-Sat	LLM Orientation
Aug 14 - 16	Wed-Fri	1L Orientation
Aug 19	Mon	First Day of Fall Classes
Sep 2	Mon	Labor Day – Offices Closed – No Classes
Oct 10 - 11	Thu-Fri	Professional Development Days – Offices Open – No Regular Classes (Short Classes Only)
Nov 11	Mon	Veterans Day – Offices Closed – No Classes
Nov 26	Tue	Constructive Tuesday
Nov 27	Wed	Thanksgiving Break – Offices Open – No Classes
Nov 28 - 29	Thu-Fri	Thanksgiving Break – Offices Closed – No Classes
Dec 3	Fri	Constructive Friday/Last Day of Classes
Dec 4	Wed	Reading Day
Dec 5	Thu	Reading Day
Dec 6	Fri	Exam Day (U/L)
Dec 9	Mon	Exam Day (1L)
Dec 10	Tue	Exam Day (U/L)
Dec 11	Wed	No Scheduled In-Class Exams
Dec 12	Thu	Exam Day (U/L)
Dec 13	Fri	Exam Day (1L)
Dec 16	Mon	Exam Day (U/L)
Dec 17	Tue	Exam Day (1L)
Dec 18	Wed	Exam Day (U/L)
Dec 19-20	Thu-Fri	Make-up Exams
Dec 24	Tue	President's Day – Offices Closed
Dec 25	Wed	Christmas Holiday – Offices Closed

## SPRING 2020

Jan 6	Mon	First Day of Spring Classes
Jan 20	Mon	MLK Day – Offices Closed – No Classes
Mar 9 - 13	Mon-Fri	Spring Break
Apr 20	Mon	Last Day of Classes
April 21	Tue	Reading Day
Apr 22	Wed	Reading Day
Apr 23	Thu	Exam Day (U/L)
Apr 24	Fri	Exam Day (U/L)
Apr 27	Mon	Exam Day (1L)
Apr 28	Tue	Exam Day (UL)
Apr 29	Wed	No Scheduled In-Class Exams
Apr 30	Thu	Exam Day (UL)
May 1	Fri	Exam Day (1L)
May 4	Mon	Exam Day (U/L)
May 5	Tue	Exam Day (1L)
May 6	Wed	Exam Day (U/L)
May 7	Thu	Make-up Exams
May 8	Fri	Hooping

## 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](mailto: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](mailto: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](mailto: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).

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 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 Crime Victim Justice Center, the U.S. Attorney's Office, and the Legal Aid Society of Columbus.

The judicial and public interest externship programs are offered during the fall, spring, and summer semesters. Externs meet with the instructor during the semester, 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 Beth 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 legal work with public interest or governmental employers may seek a PILF fellowship. PILF funds numerous fellowships each summer to enable students to receive financial compensation for their work with 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 the fund created by Jenna Grassbaugh. Veterans receive free legal services.

*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](http://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 8 p.m.

Friday 8 a.m. to 6 p.m.

Saturday 10 a.m. to 6 p.m.

Sunday 12 p.m. to 8 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 [moritzav@osu.edu](mailto:moritzav@osu.edu).

### 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 Account 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. All study rooms have erasable white boards. Some study rooms include a wall-mounted monitor for laptop projection. Students reserve the rooms at the Circulation 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 available at the Reference Desk.

### Photocopying and Scanning

The library provides book and document scanners 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. Students can use the printers in the computer lab to print out hard copies of scans if needed.

### 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, by email at [lawlibref@osu.edu](mailto:lawlibref@osu.edu), or by live chat at [moritzlaw.osu.libguides.com/AskALibrarian](http://moritzlaw.osu.libguides.com/AskALibrarian).

## 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, online, 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. A select set of study aids is available for 24-hour checkout.

# 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.

### University Administered Awards:

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. 1st. Application materials for University-wide scholarships may be obtained via the web ([sfa.osu.edu/secure/schapp](http://sfa.osu.edu/secure/schapp)).

### 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 website [www.fastweb.com](http://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, 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 1st. FAFSA forms become available in early October. Applicants may complete the FAFSA online at [www.fafsa.ed.gov](http://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.

### 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 [sfa.osu.edu](http://sfa.osu.edu).

### Residency Guidelines

For students who relocate to Ohio from another state, the residency rules of the state permit nearly all students to apply for reclassification as residents of Ohio for the second and third years of law school. For additional information regarding residency rules, students are encouraged to visit the Registrar's web site at [registrar.osu.edu/residency](http://registrar.osu.edu/residency). 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](http://registrar.osu.edu/residency).

## 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 [sfa.osu.edu](http://sfa.osu.edu).

### Office of Business and Finance

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 Business and Finance maintains a web site at [busfin.osu.edu/bursar](http://busfin.osu.edu/bursar).

### 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. 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](mailto: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](http://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  
 Defenders at OSU  
 Dispute Resolution and Youth  
 Environmental Law Association  
 Federalist Society  
 First Generation Law Students Association  
 Future Tech Law  
 Health Law 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 and National Security 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  
 Ohio State Technology 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  
 Students for Sensible Drug Policy at Moritz  
 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](mailto: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.

*[moritzlaw.osu.edu/education-abroad/summer-program/](http://moritzlaw.osu.edu/education-abroad/summer-program/)*

*For more information, contact Laura Fernández-Álvarez, Assistant Dean for International and Graduate Affairs at [fernandez-alfarez.1@osu.edu](mailto:fernandez-alfarez.1@osu.edu)*

*osu.edu*

## **SEMESTER AND YEARLONG ABROAD PROGRAMS**

The Office of International Affairs offers education abroad opportunities for JD students to spend a semester abroad in law schools in China, Belgium, the Netherlands, or Spain. There is also a yearlong concurrent degree in Spain where JD students can spend 2 years at Moritz, one year in Spain, and earn both the Moritz JD degree as well a Master Degree in European Business Law. Students can take up to 15 hours of law credit (all classes are in English) per semester, improve language skills, and increase global awareness. Students pay regular law tuition to Moritz. The deadline to apply is March 1.

*moritzlaw.osu.edu/education-abroad/exchange-programs/*

*For more information, contact Laura Fernández-Álvarez, Assistant Dean for International and Graduate Affairs at fernandez-alfarez.1@osu.edu*

## **TWO-WEEK (MAY) SUMMER PROGRAMS**

First- and second-year students can participate in two-week non-credit 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.

*moritzlaw.osu.edu/education-abroad/exchange-programs/*

*For more information, contact Laura Fernández-Álvarez, Assistant Dean for International and Graduate Affairs at fernandez-alfarez.1@osu.edu*

## **INTERNATIONAL FELLOWSHIPS**

The College of Law offers several fellowships to JD students for summer work experiences abroad as well as a yearlong fellowship abroad post-graduation. The Squire Patton Boggs Foundation Public Service Fellowship awards two \$5,000 fellowships, while the Nadorff International Fund Fellowship offers \$5,000 for summer international work in private law. The Finn Fellowship awards one full year's salary (post-graduation) to a graduating 3L to work abroad in public interest law. The deadline to apply for all fellowships is March 1.

Finally, the Vogel International Fellowship 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.

*moritzlaw.osu.edu/education-abroad/fellowships-and-scholarships/*

*For more information, contact Laura Fernández-Álvarez, Assistant Dean for International and Graduate Affairs at fernandez-alfarez.1@osu.edu*

## **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 moritzlaw.osu.edu/programs/washington*

## **PUBLIC INTEREST LAW FOUNDATION**

The Ohio Public Interest Law Foundation (PILF) is a student-run 501(c)(3). Among its goals is to provide summer fellowships for Moritz students working in low-paying or unpaid legal positions with public interest and public sector employers. PILF has funded students working across the United States and, occasionally, around the world. The number of fellowships offered, and the amount awarded, typically \$3,000 -3,500 for a full fellowship, vary by the funds available. Lists of past fellows and their fellowship experiences are available on the PILF website.

*For more information, go to 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 Advisories at: <https://travel.state.gov/content/travel/en/traveladvisories/traveladvisories.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 Laura Fernández-Álvarez, Assistant Dean for International and Graduate Affairs at [fernandez-alvarez.1@osu.edu](mailto:fernandez-alvarez.1@osu.edu)

## 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 13 years of experience in career services; the director of public service and public interest, and four 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 programing 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 to ensure students understand the rules of 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 Public Service Interview Program, 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.

## PROFESSIONAL DEVELOPMENT PROGRAM DISTINCTION

In January 2019, the college approved the Professional Development Program Distinction open to all JD students and designed to provide a roadmap for students’ career and skill development. When completed successfully, students will earn a notation on their transcript.

Benefits of the Program:

Participation in the program will demonstrate an intentional effort to master key work place skills and to be current with trends in the legal employment market. The program focuses on eight employer-identified traits, central to new attorney success:

- Client and team relationship skills
- Project management: high quality, efficient, and timely work
- Seeking feedback/responding to feedback
- Good judgment/common sense/problem solving
- Integrity/honesty/trustworthiness (including professionalism)
- Effective written/oral communication skills
- Analytical skills: identifying legal issues from facts, applying the law, and drawing conclusions
- Research skills

The program integrates these traits with the college curriculum to best position you for the legal marketplace.

The program is housed in Symplicity under the “Pathways” tab, which is located under “Resources.” To complete the program students select and complete a specified number of activities from two categories, Professionalism and Managing Your Career. Many currently offered Moritz programs and classes are among the listed activities, such as Career Development 101 presentations, Mentoring & More, clinics, and externships. New activities will be added as Moritz programming evolves in response to the needs of the legal profession. Students may recommend external activities that fit the goals of the program.

*For more information contact Senior Director Linda Jones at [jones.2609@osu.edu](mailto:jones.2609@osu.edu)*

## PROGRAMS

### CENTER FOR INTERDISCIPLINARY LAW AND POLICY STUDIES

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: the imagination of protest; reforming nuclear command and control; 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; 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. The Center also regularly brings scholars to the college to present workshops on a range of interdisciplinary topics. Past events have explored religious freedom, socialism, the communication crisis in alternative dispute resolution, artificial intelligence and taxation, and the interdisciplinary national security simulation.

*For more information about the Center, contact Center Director Katherine Federle, [federle.1@osu.edu](mailto: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. 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](mailto: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](mailto: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](mailto: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 Public Service Interview Program 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 provides law students the opportunity to join the community in a professional capacity. Recognizing that attorneys are frequently called upon to serve as members of nonprofit boards of directors, the program is designed to help students develop leadership skills, get an inside view of how nonprofit boards operate, learn how to integrate this participation into their careers, and gain important networking connections with community and business leaders in central Ohio. Students further develop their problem solving, strategic thinking, teamwork, and law-related skills while serving the community.

Board Fellows 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 actively participate on subcommittees, complete special projects, contribute to board discussions, and engage in community outreach activities. Students learn the many facets of an attorney’s role as a member of a board including serving as an integral part of an organization’s leadership team.

We place students on boards based on their application materials, expressed areas of interest, and passion for an organization’s mission, along with looking at the needs of each board. 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 Lori Serpico, Career Services, 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](mailto: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/benefits/child-care-programs/](http://hr.osu.edu/benefits/child-care-programs/).*

### 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](http://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](http://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 [recsports.osu.edu/](http://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 [hr.osu.edu/public/documents/policy/policy115.pdf](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)

## COLLEGE CONTACTS

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