

OHIO NORTHERN UNIVERSITY
PETTIT COLLEGE OF LAW



**RULES OF THE COLLEGE
OF LAW**

(As Amended 8-2-05)

RULES OF THE COLLEGE OF LAW

Section 1.00 DEGREE REQUIREMENTS

1.01 Eligibility:

In order to be eligible for the degree of Juris Doctor a student must have:

- (a) obtained a baccalaureate degree from an approved educational institution prior to commencing the study of law or been otherwise admitted as a special student in accordance with the rules of the ABA and AALS;
- (b) absent exceptional circumstances, completed within a period of five years the equivalent of six full-time semesters (12 or more hours per semester), at least four of which were in residence at the College of Law, [with tacking permitted upon prior approval of the dean];
- (c) completed the required subjects and sufficient elective subjects to make an aggregate of 87 semester hours, [including courses which are graded with S or U]; **Students matriculating on or after May 30, 2005 must complete 88 semester hours.** (Amended 2-22-05)
- (d) attained an overall scholastic average of at least 2.00; and
- (e) submitted an Application for Graduation (available in the dean's office) one semester in advance of the anticipated semester of graduation.

1.02 Required Courses:

The required courses for graduation are as follows:

1001 & 1002 Legal Res/Writ 1 & 2	1232 Business Organizations 1
1011 & 1012 Civil Procedure 1 & 2	1280 Constitutional Law 1
1021 & 1022 Contracts 1 & 2	1324 Evidence
1031 & 1032 Property 1 & 2	1388 Legal Profession
1041 & 1042 Torts 1 & 2	1440 Taxation: Federal Income*
1052 Criminal Law	

***Students matriculating on or after June 1, 2004 Taxation: Federal Income is not a required course.** (Amended 9-28-04)

Each student, during his or her second or third year, must complete a seminar with a grade of "C" or higher.

Each student, during his or her second and third year, must successfully complete at least ten hours of instruction elected from courses designated as meeting the skills requirement.

1.03 Commencement Attendance:

A candidate for the degree of Juris Doctor is expected to attend the commencement exercise at which he/she is scheduled to receive his/her degree. In case of hardship, however, a degree candidate may submit a written request to the dean asking that his/her degree be awarded in absentia. If the dean approves the request, it shall then be transmitted to the academic vice president of the University, who shall take final action on the request.

Section 2.00 CLASS ATTENDANCE & COURSE PREPARATION

2.01 Attendance Requirement:

- (a) Classroom instruction is an essential element of legal education. Regular attendance is a necessary component of a student's education, with adequate preparation and active participation important to attain the greatest benefit from classroom experience.
- (b) Instructors shall develop attendance policies for each of their classes; these policies shall be designed to emphasize and effectuate regular classroom attendance. These policies must be reasonable, and they must be submitted to the dean at the start of the semester.
- (c) Instructors may decide, as part of their attendance policy, that students who are absent in excess of 25% of the class meetings of a particular course shall be dropped from the course with the designation of "W" (withdrawal).
- (d) Instructors shall provide a written statement of their attendance policy to their students at the first class meeting.
- (e) Instructors shall take attendance in each class.
- (f) **Instructors shall give written notice to students whose class attendance causes them to be within one day's absence of being penalized; provided, however, that when a particular day's absence counts for more than one absence, written notice shall be given as soon as practical thereafter, but in no event later than five class days. (Amended 5-10-05)**

2.02 Outlines:

It is the position of the faculty that the use of cans and outlines prepared by outside companies and legal fraternities is not in the best interest of the students.

2.03 Outside Work:

The study of law is a rigorous full-time occupation. Pursuant to the accreditation requirements of the American Bar Association, the policy of the College of Law is that no student work in excess of 20 hours a week while enrolled as a full-time law student at Ohio Northern University. Students are required to execute an affidavit of their compliance with this rule each semester. First-year students are discouraged from any employment during the school year.

Section 3.00 CREDIT HOURS PER SEMESTER

3.01 Full-time Student Status Required:

A student must register for courses totaling at least 12 hours in order to receive a full semester's residence credit. No student may take less than 12 hours without the prior approval of the dean. Students may take no more than 18 hours in any semester. (Amended 2-22-05)

Section 4.00 COURSE WITHDRAWAL PROCEDURES

4.01 Required Course Withdrawal:

Permission to withdraw from a required course will not be granted unless there are extraordinary circumstances.

4.02 Elective Course Withdrawal:

- (a) A student may withdraw from an elective course at any time during the drop/add period without the approval of the dean.
- (b) A student may not withdraw from an elective course after the drop/add period designated by the registrar's office unless permission is obtained from the dean.
 - (1) A student who withdraws from a course after the drop/add period through the ninth week shall receive the grade "W".
 - (2) After the ninth week a student who withdraws from a course shall receive a grade of "F", unless an exception is made by the dean for extraordinary circumstances.

Section 5.00 EXAMINATION POLICIES

5.01 General:

Examinations are to be taken at the date and time scheduled. If it is impossible or extremely impractical for the student to take an examination at its scheduled time, he/she shall consult with the dean in advance of the examination. If, however, such prior consultation is not possible, the student shall confer with the dean as soon as practicable after the examination. The dean, after consultation with the instructor involved, may at his or her discretion, and for good cause shown, excuse the student's absence from the examination.

- (a) In no event will an examination be re-scheduled because of the number of examinations a student is scheduled to take within any time period, unless the student has more than one (1) examination on the same day. The dean, in consultation with the faculty members, will determine which exam will be rescheduled.
- (b) A conflict with a bar examination shall not be grounds for the rescheduling of a law school examination.

5.02 Prior Permission:

If the absence of a student from an examination is excused by the dean, the dean may permit the student to take the examination originally administered, provided (1) the examination can be taken within a short time after the date of its regular administration, and (2) there is no reason to believe that the student has information as to the contents of the examination.

5.03 Special Examinations:

To avoid undue hardship in an unusual case, the dean, with the consent of the instructor involved, may authorize the administration of a special examination (that is, an examination different from the regular examination in the course) in the case of a student whose absence from the regular examination has been excused.

5.04 Unexcused Absence:

A student whose absence from an examination is not excused by the dean shall receive a grade of "F" in the course.

Section 6.00 GRADING POLICIES

6.01 General:

A plus and minus letter grade system shall be used: (A+ = 4.33; A = 4.00; A- = 3.67; B+ = 3.33; B = 3.00; B- = 2.67; C+ = 2.33; C = 2.00; C- = 1.67; D+ = 1.33; D = 1.00; D- = 0.67; F = 0.00).

6.02 Grade Averages:

- (a) Grade averages shall be computed by multiplying the number grade equivalent for each letter by the number of hours in the course and by dividing the sum of such products by the total semester hours allocated to the course for which the grade average is sought.
- (b) Courses in which a grade of "S" or "U" is used shall not be averaged with other courses in computing a student's grade average.

6.03 Good Standing:

- (a) In order to be in good academic standing in the College of Law, a student must maintain an accumulative grade point average of 2.00 at all times.
- (b) A student registered in the College of Law who retains a period of eligibility for intercollegiate athletics must be in good academic standing at the end of the previous semester. Students not in good academic standing cannot participate in extracurricular competitive activities of individuals, teams, or other groups officially designated as representing the University.

6.04 Eligibility to Continue Study:

Every student whose accumulative grade point average at the end of any spring semester is below 2.00 shall be dismissed from the College of Law.

6.05 Good Standing Requirement for Graduation:

An accumulative average of 2.00 for the entire three years is required for graduation. However, a student who fails to achieve a 2.00 average by the end of his or her third year, may, at the discretion of the dean, be allowed a reasonable length of time in which to take further courses for the purpose of raising his or her final average to 2.00.

6.06 Failing Grades:

- (a) A student who receives a failing grade (F) in any required course must repeat the course; a student shall not be allowed to repeat an elective course without permission of the dean and the faculty member involved.
- (b) A student who has a grade of "D" or higher in a course may not repeat the course for credit unless the student was declared scholastically ineligible to continue in the College of Law but was subsequently reinstated under special conditions.

6.07 Repeating Course Work:

When a course is repeated, the number of hours and the grades for both the original taking and the repetition shall be included in the computation of the grade average, but the course hours will only be counted once toward the hours required for graduation.

6.08 Incomplete Grades:

Grades of "I" not removed within 12 (twelve) weeks of the next regular semester in which the student is enrolled will be recorded as "F" or "U".

6.09 Auditors:

A student who wishes to attend class but does not wish to receive a grade for credit may register as an auditor during the first week of the semester. Permission must first be obtained from the instructor involved. Audited courses may not be used to meet J.D. degree requirements. An auditing student may not take an examination for the course.

6.10 Course Work at Another Law School:

- (a) Courses satisfactorily completed in other law schools may be accepted for credit by the College of Law at the discretion of the dean. Credit will be granted only for courses in which a grade of "C" or better is achieved.
- (b) Courses thus accepted for credit by the College of Law will normally be given credit toward graduation only; the grade itself will not be transferred. The provisions of this section shall apply both to students who transfer to the College of Law from other law schools and to those enrolled in the College of Law who take courses elsewhere with the permission of the dean in accordance with the provisions of Section 9.03 of these Rules.

6.11 Grade Appeal Procedure:

- (a) Each faculty member in the College of Law has sole responsibility for determining the grades he/she assigns in a course.
- (b) Any student dissatisfied with his/her grade in a course should raise the issue with the faculty member involved and take advantage of whatever procedures the faculty member has established for review of the student's examination, paper or other class work. Any student who remains aggrieved by his/her grade after taking full advantage of such procedures may raise the grievance with the dean.
- (c) The dean may conduct such investigation of the grievance as the dean in his/her discretion deems advisable. In all cases, however, the dean shall give the faculty member involved notice of the grievance and an opportunity to respond.
- (d) If, upon completing such an investigation, the dean is firmly convinced that a manifest abuse of the faculty member's discretion has occurred, the dean may recommend that the faculty member change the affected grade.
- (e) The student has the responsibility to request a review of his/her grade as soon as possible. The dean may refuse to consider any grievance which is not pursued in an expeditious manner.
- (f) Nothing in this procedure shall prevent a student complaining of sexual harassment or discrimination on the basis of race, color, religion, national origin, sex, sexual orientation, disability or handicap, age or political beliefs from raising such complaint immediately with the dean or any other person.

Section 7.00 ACADEMIC STANDARDS AND READMISSION PROCEDURES

7.01 Academic Standards:

- (a) Students must maintain a 2.00 cumulative grade point average (CGPA) to remain in good academic standing in the College of Law.
- (b) Students whose CGPA at the end of any spring semester or at the end of six full-time semesters is below a 2.00 will be dismissed from the College of Law.
- (c) Students who have been dismissed and whose CGPA is below a 1.90 may not petition for readmission under the procedure set forth below except upon motion of a faculty member approved by two-thirds of the governing faculty. Such a motion and the accompanying petition must be distributed to the faculty no less than forty-eight (48) hours prior to a vote on the motion.
- (d) Students who have been dismissed and whose CGPA is 1.90 or higher may petition the Admissions Committee for readmission under the procedures set forth below.
- (e) Students enrolled in summer school whose CGPA at the end of spring semester is below 2.00 will be dismissed at the end of the spring semester, subject to the petition process of Rule 7.01(d). All tuition and fees paid for summer school will be refunded to students who are dismissed. Summer school grades will not be considered during the petition process..

7.02 Readmission Procedure for Academic Dismissals:

- (a) Students eligible to petition the Admissions Committee for readmission can do so only one time. Such petition shall be made within one year of the student's dismissal, absent a finding of exceptional circumstances made by the dean.
- (b) Upon receiving a petition for readmission from a student eligible to petition, the Admissions Committee can vote to readmit the student or to deny readmission.
- (c) Students denied readmission by the Admissions Committee have the right to petition the dean of the College of Law for readmission. The dean, upon receipt of such petition, can deny the petition or, upon a finding that extraordinary circumstances exist with respect to a student's academic performance, can forward the petition to the faculty in writing, specifying the extraordinary circumstances.
- (d) Where the dean denies the petition for readmission, the student will have no right of appeal.
- (e) Where the dean forwards the petition to the faculty, the student can be readmitted if two-thirds of the governing faculty present vote in favor of readmission. Members of the governing faculty who serve on the Admissions Committee may participate in any readmission vote by the faculty.
- (f) Any student who has been readmitted by the Admissions Committee or by the faculty will have no right to petition for readmission if subsequently academically suspended.

7.03 Presumption of Academic Deficiency:

The suspension for academic deficiency carries a strong presumption that the student does not possess the capacity or motivation necessary to successfully complete the course of study required by the College of Law. The burden of rebutting this presumption is on the petitioning student. The committee may require that the student pass a readmissions examination and may consider all matters relevant to the student's capacity and motivation to do the required work.

7.04 Conditions of Readmission:

The Admissions Committee or the governing faculty may impose any reasonable conditions upon the student's readmission.

Section 8.00 WITHDRAWAL FROM SCHOOL

8.01 Memorandum Required:

Any student desiring to withdraw from the College of Law shall submit a memorandum to the dean requesting that his/her withdrawal be authorized and submit the required withdrawal form.

8.02 Authorization Required:

Any student who withdraws from the College of Law without authorization from the dean shall be given grades of "F" in all courses in which he/she was registered at the time of the unauthorized withdrawal.

8.03 Readmission After Withdrawal: Leave of Absence

- (a) Any student who has completed at least one full semester and is in good academic standing who requests permission from the dean to withdraw from the College of Law may also request a leave of absence for up to one year. The dean may grant such leave under whatever reasonable conditions he/she may deem appropriate.
- (b) Any student who has completed at least one full semester and is in good academic standing who was granted permission to withdraw but did not request a leave of absence may apply to the dean for readmission to the College of Law to resume study not later than the beginning of the third semester following withdrawal. The dean may readmit the student under whatever reasonable conditions he/she may deem appropriate.
- (c) Any student not in good academic standing or who has not completed at least one full semester who requests permission from the dean to withdraw shall not be permitted to return to the College of Law except as provided herein.
 - (1) Students who have completed at least one semester and are not in good academic standing must request a leave of absence from the faculty Admissions and Readmissions Committee. The committee may only grant such leave of absence on the condition that the student return to the College of Law to resume the regular sequence of the curriculum within one year (i.e., a student requesting leave at the end of his/her first semester can only resume with the second semester courses the first spring semester following his/her withdrawal). The committee may also impose whatever other reasonable conditions they deem appropriate.

- (2) Students who have not completed at least one semester are ineligible for leave of absence and must request a deferral of their admission from the faculty Admission and Readmission Committee under the appropriate standard.

Section 9.00 STUDY AT ANOTHER LAW SCHOOL (TRANSIENT STATUS)

Students desiring to receive credit towards the degree requirements of the College of Law through study at another law school must apply for and obtain the permission of the dean of the College of Law pursuant to the requirements of this section and the other sections of these rules incorporated herein.

9.01 Part-Time Study:

Transient status will routinely be granted (up to the equivalent of one semester's worth of credits) for students requesting permission to take courses on a part-time basis at another American Bar Association accredited law school (or at a program sponsored by such a law school abroad). An application form must be completed (available from the administrative offices) indicating the name of the law school, the program to be attended, and the courses to be taken.

9.02 Full-Time Study:

- (a) Transient status will only be granted for students requesting permission to take work at another American Bar Association accredited law school on a full-time basis upon a showing that the student possesses compelling reasons reflecting a continuing, severe personal hardship.
- (b) Students applying for full-time transient status shall file a petition with the dean setting forth in detail their reasons for seeking full-time transient status. They shall also file an application (available from the administrative offices) indicating the name of the law school, and the courses to be taken.
- (c) The dean shall determine if the student has demonstrated a severe hardship sufficient to justify granting transient status. In doing so, the dean may make any additional inquiries necessary to ascertain the dimensions and validity of the hardship expressed. Examples of severe personal hardship include but are not limited to the need for medical treatment, otherwise unavailable, and severe family emergencies requiring prolonged personal attention otherwise unavailable.
- (d) An administrative processing fee of \$250.00 per semester shall be charged for each student who is granted full-time transient status to cover the costs of processing, reviewing and evaluating the work performed at the other law school.
- (e) In granting full-time transient status to a student, the dean may also permit the student to take courses required for graduation pursuant to Section 1.02 of these rules at the other law school.
- (f) Students attending another law school as full-time transient students are subject to the requirements of Section 1.03 of these Rules, "Commencement Attendance".

9.03 Credit

- (a) Elective course work taken at another law school is subject to the conditions of Section 6.06 (a) and (b) of these Rules.
- (b) Credit for approved work at another law school shall only be given for courses in which a grade of “C” or better is achieved pursuant to Section 6.10(a) of these Rules.

Section 10.00 OUTSIDE STUDY (OTHER THAN LAW SCHOOL)

10.01 General:

Any student desiring to take work for credit in another college or school of this university or of any other college or university during the course of any semester must obtain prior approval of the dean. Credit received pursuant to this Section will not count toward receipt of a J.D. degree.

Section 11.00 TRANSCRIPT OF GRADES

11.01 Policy:

No member of the faculty or staff shall reveal, issue or transmit to a prospective employer, another person or an organization a complete or partial transcript or report of the record of any student or former student in the College of Law unless authorized in writing to do so by the student or former student involved.

Section 12.00 STUDENT CODE OF CONDUCT

12.01 General:

The conduct of a student in connection with his or her law study, including the taking of examinations and the submission of seminar papers, shall be governed by the Student Code of Conduct approved by the faculty.

Section 13.00 LAW LIBRARY RULES AND REGULATIONS

13.01 General:

Policies are printed in the Law Library Guide which is available in the Taggart Law Library.

Section 14.00 DELEGATION OF AUTHORITY

14.01 Delegation of Authority by the Law Dean:

Any authority granted to the dean of the College of Law may be delegated by him/her to the associate and/or assistant dean or any other faculty or staff member.