SUMMER 2014
REGISTRATION BULLETIN

Schedule of Classes
Registration Instructions
Academic Regulations

Book ordering information will be available in the Bookstore on the Concourse level, as well as online by going to the Current Students page and clicking on the Bookstore link, or by going directly to
http://dtc.bncollege.com/webapp/wcs/stores/servlet/index.jsp

April 4, 2014
REGISTRATION INSTRUCTIONS

Outstanding Balance

If you are indebted to the university, you will have a financial hold preventing you from registering. Before you can register, you must clear the financial hold by clearing your account balance. If you are uncertain whether you have an outstanding balance, please check your account status on the Finances tab of your myIIT account at https://my.iit.edu. If you need assistance, contact the Student Accounting Office at sa@iit.edu.

Residency Requirement

The rules regarding the residence requirement are important for students to understand. Section 1.5 of the Student Handbook is excerpted below.

§1.5 Semesters in Residence
(a) General Information. The number of hours required to meet the residency requirement is unrelated to the definition of full-time, half-time or part-time for financial aid and scholarship purposes. See §13.1 for those requirements.

Students who change from one division to the other, or from part-time to full-time Day Division status, should contact the Assistant Dean for Academic Administration and Student Affairs if they have questions regarding their residency requirement.

(b) Full-Time Students. Full-time Day Division students must spend at least six semesters "in residence" at Chicago-Kent or other ABA-approved law school. A full-time Day Division semester "in residence" is a semester with at least 12 credit hours. However, a semester "in residence" for a full-time Day Division senior student is a semester with at least 10 credit hours; this applies to the last two semesters before a student graduates. If a full-time Day Division student attends two Summer sessions the number of semesters required "in residence" may be reduced by one, provided that the student takes at least ten hours during the Summer sessions. ....

(c) Part-Time Students. Part-time Day Division students and Evening Division students must spend at least eight semesters "in residence" at the Chicago-Kent or other ABA-approved law school. A semester "in residence" for these students is a semester with at least eight credit hours. If a part-time Day Division student or an Evening Division student attends two or three Summer sessions, the number of semesters required "in residence" may be reduced by one, provided the student takes at least eight hours during the Summer sessions.

Credit Hour Limitations

With the exceptions noted below, students may take a maximum of 6 credit hours in the Summer term; there is no minimum. The 6 credit maximum applies whether you are attending Chicago-Kent or another law school, either here or abroad. Students who register for 4 credits of In-House Clinic or Externship courses may take a total of 7 credits with the permission of Prof. Gary Laser. Students who take Property (which meet over a longer schedule) may also take a total of 7 credits. Any student planning to take 7 credits under one of these exceptions should contact Dean Sowle so that your maximum credit limit can be adjusted in the registration system.

Making Up Incompletes

If you will be making up an Incomplete grade by attending a class in the Summer session, do not register for the course. You must submit an Incomplete Course Make-up Notice to the Registrar’s office by the end of the second week of classes in order to earn credit for the course.

Courses With Exams Scheduled at the Same Time

Please note that you are permitted to register for courses even if their exams are scheduled at the same time; one of your exams will be rescheduled in accordance with the rules stated in section 7.2 of the Student Handbook.
Online Registration

Online registration will take place from Thursday, April 10 through Tuesday, April 15, at 5:00 pm. You may register at any time during that period. To register, go to the Current Students web page at http://www.kentlaw.iit.edu/current-students and click on the Summer 2014 Quick Guide link, and then the Online Registration link.

After the end of the registration period, the registration requests will be processed according to each student’s registration priority (see below). In other words, registration will not be conducted on a first-come, first-served basis. As long as you register during the designated period, you will have an equal chance of being admitted to a class as other students within your registration priority group.

To learn what classes you have been admitted into, you must check the Online Registration site on or after Friday, April 18. Registering for a class during the initial registration period is no guarantee that you will be admitted to the class – you must check the web site on or after Friday, April 18 to learn what classes you have been admitted into.

Registration Priority

Evening Division students have priority over Day Division students for Summer registration. Within divisions, registration priority is based on anticipated graduation date, with the earliest graduation date having the highest priority.

Intensive Trial Advocacy

The Law School offers two sessions of Intensive Trial Advocacy 1 each year, one in August and the other in January. The next session will run from August 16 to August 23, 2014. Registration for the August session will take place as part of the Fall 2014 registration process (not Summer 2014).

ADDING & DROPPING COURSES

After the initial registration period, you may add open courses or drop courses using the online system beginning Friday, April 18. The add/drop period will run through Tuesday, June 3, at 11:50 pm.

You may withdraw from any course except a clinical course at any time prior to the date of the final exam or final paper (see § 3.10(c) of the Student Handbook). You may withdraw from a clinical course at any time prior to the end of the fourth week of Summer classes. There is no tuition penalty if you drop a course by Tuesday, June 3, at 11:50pm. You will not receive a tuition refund, however, if you drop a course after Tuesday, June 3.

TUITION CHARGES AND PAYMENTS

Bills

Bills are available through your myIIT portal by visiting Manage My Student Account through the Finances tab. Bills are only available through the secure online system; they will not be mailed.

Payment of Tuition and Fees

All out-of-pocket tuition payments should be made at the time of registration. You will be assessed a 2% late fee on any balance that remains unpaid after June 9. Payments can be made for free online through the myIIT portal on the Finances tab. Payment options include electronic check (using a bank routing and account number) and some credit cards (credit card transactions carry a 2.75% transaction fee). Please note that, for security purposes, credit cards are accepted exclusively through our online system. For a complete guide to payment options, visit the Student Accounting Office’s site at http://www.iit.edu/bursar.

Students should contact the Office of Financial Aid prior to registering for Summer 2014 courses to determine their remaining loan and scholarship eligibility for the academic year (see the sections on Financial Aid later in this Bulletin). Anticipated loans and scholarships for the Fall 2014 semester cannot be used to pay Summer 2014 tuition. Financial aid scholarships and loans supersede all other forms of tuition payment.

Refunds

A refund of credit balances resulting from financial aid credits will be processed once the credit balance is reflected on the student account. You must enroll in
direct deposit to receive your refund. You can enroll in direct deposit through the myIIT portal by visiting Manage My Student Account through the Finances tab, then selecting eRefunds. For additional information about refunds, please visit the Student Accounting Office’s site at http://www.iit.edu/bursar.

Students should follow up with the Office of Financial Aid prior to the first day of class to ensure that they have fulfilled all requirements for a timely disbursement of their financial aid awards. If you are not receiving loans or scholarships for the Summer term, you will be expected to pay your out-of-pocket tuition payment in full by June 9. Financial aid scholarships and loans supersede all other forms of tuition payment.

**Authorized Users**

Parents or guardians who wish to view their student’s account information, receive copies of E-Bills, or make online payments on behalf of their student should be set up as Authorized Users. You can add someone to your account as an Authorized User through the myIIT portal by visiting Manage My Student Account through the Finances tab, then selecting Authorized Users under My Account.

**Financial Responsibility**

By registering for courses at Illinois Institute of Technology, the student accepts financial responsibility for payment in full of the student account plus (if necessary) any additional costs which may be incurred by the university in the collection of these debts. Any student who fails to meet the required payments will be charged a late penalty. This penalty will be assessed monthly at a rate of 2% of the amount due. This penalty will be charged each month until the amount due is paid in full.

Students with delinquent accounts are subject to suspension and exclusion from classes. These students may not be permitted to take final exams, receive course credits or transcripts, register for a subsequent semester, receive a degree, or be certified to the bar examiners. Students who leave the university with an outstanding balance are subject to further collection activity including placement with an outside agency. If your account is placed with an outside agency, you will be responsible for all collection costs in addition to your balance.

Failure to pay a past due debt may result in the debt being listed with the State Comptroller's Offset Program, referred to a collection agency and/or other authorized legal debt collection procedures. Under such circumstances, the student is responsible for all fees and costs incurred by the university in the collection of the past due debt, including collection fees and/or attorney's fees.

**FINANCIAL AID**

**Free Application for Federal Student Aid (FAFSA)**

Chicago-Kent students who plan to enroll at least half-time for the 2014 Summer term (half-time status requires taking at least 3 credits), or who are approved to visit another law school at least half-time for the Summer, are eligible to apply for federal loans through Chicago-Kent. In order to apply for federal loans, the Office of Financial Aid requires that each student complete the 2013-2014 Free Application for Federal Student Aid (FAFSA) at http://www.fafsa.ed.gov, and enter Chicago-Kent as their school, using school code E00773, on the FAFSA. If you did not list us on your FAFSA, it will not be sent to our office. Therefore, you must go back online and add our school code. Also, you may need to submit certain required documentation associated with your application (e.g., Verification Worksheet).

**Deadlines**

The deadline to complete the 2013-2014 FAFSA is June 30, 2014. Your financial aid file needs to be fully completed by July 17, 2014, in order to receive federal loans for the Summer 2014 term.

**Financial Aid Eligibility**

For financial aid purposes, the Summer term is the last term of the 2013-2014 academic year. For this reason, you will be offered the remaining amount of Federal Stafford Unsubsidized Loan eligibility (which is the difference of the full loan eligibility for the academic year less the amount of loans that you took out in Fall 2013 and Spring 2014). After your annual Federal Stafford Unsubsidized Loan eligibility is exhausted,
you will be offered the Federal Plus Loan up to your Summer cost of attendance budget limit.

For more information about Summer term eligibility, see our website at:

**Visiting at Another Law School**

Students who are approved to visit another law school during the Summer term and wish to receive financial aid must complete the form entitled "Financial Aid Request Application to Visit Another Law School" in addition to the 2013-2014 FAFSA. This form is available in the Office of Financial Aid, or can be downloaded from our website at:

The financial aid process for visiting another school can take 5-6 weeks to complete, therefore we strongly recommend that you complete this form as soon as possible.

**Please Note:** The Office of Financial Aid does not determine the Cost of Attendance budget for host schools. This is determined by the school you plan to visit. For this reason, it is very crucial for each student to thoroughly research the host school’s charges and costs of living prior to their departure. It is the student’s responsibility to budget themselves until their financial aid is processed.

For more information about financial aid for visiting away, see our website at:

**Studying Abroad Through Chicago-Kent**

Students who have been granted permission to study abroad through a program sponsored by Chicago-Kent during the Summer 2014 term and wish to receive financial aid must notify the Office of Financial Aid as soon as possible. You must still follow the same eligibility criteria as if you were taking classes at Chicago-Kent. You must complete a FAFSA, be enrolled at least half-time, and complete the “Study Abroad Application Form.” This form is available in the Office of International Law and Policy, or can be downloaded from the Office of Financial Aid website at:

Please be aware that your Cost of Attendance during your study abroad term will be based on the living expenses and tuition charges of the program, not the standard Chicago-Kent budget.

**Please Note:** The Office of Financial Aid does not determine the Cost of Attendance for host schools. This is determined by our program partners. For this reason, it is very crucial for each student to thoroughly research the host school’s charges and costs of living prior to their departure. It is the student’s responsibility to budget themselves until their financial aid is processed.

For more information about financial aid for studying abroad through Chicago-Kent, see our website at:

**Federal Stafford Unsubsidized and Federal Plus Loan Procedures**

Once you have accepted your loan(s) via the myIIT portal, we will automatically process the loan. Approval for the Plus Loan is credit based. Although continuing students may not be required to complete a new Master Promissory Note (MPN), the Department of Education may conduct a new Plus Loan credit check to verify continued eligibility. Also, if your initial Plus Loan required an endorser/co-signer, you may have to complete a new MPN and endorser application each time you request Federal Plus Loan funds. Please refer to the Office of Financial Aid website for additional information on the federal loan process and procedures:
http://www.kentlaw.iit.edu/current-students/tuition-and-financial-assistance/financial-aid/loan-requirements
Private (Alternative) Loans

Students who do not plan to enroll for at least half-time status are not eligible for federal loans. However, private educational loans are available for students, provided they meet the lender’s credit approval criteria. It should be noted that students who are eligible for federal loans should apply for these loans before considering private loans since federal loans interest rates and terms are typically better than private loans. To apply for a private loan for the Summer 2014 term, students must:

- Apply online or complete a paper application with the lender of your choice
- Meet the lender credit approval criteria
- Notify the Office of Financial Aid via email that you wish to receive a private loan (private loans are not automatically renewed or automatically added to your financial aid award)

Processing/Notification

Financial aid award notifications for continuing students are sent via email to the student’s Kent email account. If you prefer to receive a paper version of your award notification instead of an email notification, please email us at finaid@kentlaw.iit.edu or stop by the Office of Financial Aid, Suite 230, to let us know.

Summer Loan Disbursement Schedule

Pursuant to federal regulations, schools are permitted to begin disbursing loans ten days before the term begins. The disbursements for the Summer 2014 term are scheduled to post on May 17 for students with completed and approved financial aid files prior to this date. Students who complete their financial aid paperwork after this date will receive their disbursements shortly after their files are complete and approved. If your file is incomplete, you will receive notification from our office via email regarding your missing documents and what’s needed to complete your FA file. If you are unsure whether your file is complete, please contact the Office of Financial Aid and we can verify the status.

Financial Aid Checklist

To be eligible for federal loans for the Summer 2014 term, students must:

- Complete the 2013-2014 FAFSA
- Be degree seeking
- Be enrolled for at least half-time status
- Meet the eligibility criteria for federal financial aid
- Accept the loan amounts you wish to borrow online via the myIIT portal
- Meet the credit approval criteria in order to receive a Federal Plus Loan
- Complete the Master Promissory Note (MPN) for each loan type (applies to all first-time borrowers or Plus Loan borrowers with endorser applications)
- Complete Loan Entrance Counseling (applies to all first-time borrowers)
- Complete Visiting Away Financial Aid Form, if applicable
- Complete Study Abroad Application Form, if applicable

SUMMER GRADUATING SENIORS

If you will complete your degree requirements in the Summer term, you must submit an Application for Graduation as soon as possible after your schedule is finalized. Summer 2014 graduates may participate in the May 2014 commencement ceremony. You must notify Dean Sowle immediately if you intend to participate in the ceremony. Summer 2014 graduates will not be eligible, however, to take the July 2014 Illinois bar exam.

PASS-FAIL ELECTION

A student in good academic standing may elect to take courses on a pass/fail basis except: (1) required courses, including Professional Responsibility; (2) seminars, whether or not being taken to fulfill the seminar degree requirement; (3) courses that have been designated by instructors as ineligible for the pass/fail election; (4) courses that are graded only on a pass/fail basis, such as clinical courses, Moot Court, and Law Review; (5) LL.M. courses; (6) Trial Advocacy and Appellate Advocacy courses; and (7) courses taken to fulfill the requirements of any certificate program.
No more than six credit hours taken under the pass/fail election will count toward the graduation credit requirement.

Refer to §§2.4 - 2.7 of the Student Handbook for the procedures for making the pass/fail election; other limitations on the pass/fail election; and limitations on total credit hours that may be earned taking certain designated types of courses.

A student taking a course on a pass/fail basis must earn at least a C to receive a P (Pass). If you pass the course but fail to earn at least a C, you will receive a grade of LP (Low Pass).

**RECOMMENDED COURSES FOR UPPER-LEVEL STUDENTS**

Courses with an asterisk (*) cover material that is likely to be tested on many states’ bar examinations, including that of Illinois. Other subject areas may also be tested; you should review the Illinois Bar Exam Information Statement in the Registration Bulletin – or, if you plan to take another state’s bar examination, contact the bar examiners in that state – before deciding which of these and other courses to take.

I. The faculty believes that every student should take:

A. *Business Organizations (4 hours)
B. *Evidence (3 hours)
C. Personal Income Tax (3 hours)
D. *Remedies (3 hours)

II. The faculty believes that every student should take at least 15 hours from the following list of courses, with most courses taken from subsection A and at least one course taken from subsection B. Courses not included in this list should not be thought of as less challenging or unimportant. They may have been left off because they cover advanced or very specialized material, or because they focus on non-traditional legal materials. Students may take some of those courses with their remaining electives.

A. Courses in major areas of law:

1. *Administrative Law (3 hours).
2. Civil Litigation: one of the following: Appellate Courts and Procedure (3 hours), Civil Procedure 2 (3 hours), Complex Litigation (3 hours), Federal Courts (3 hours), *Illinois Civil Procedure (2 hours).
3. Commercial Law: one or two of the following: *Secured Transactions (3 hours), *Payment Systems (3 hours), *Survey (4 hours).
4. *Conflict of Laws (3 hours)
6. *Conflict of Laws (3 hours)
10. *International Law (3 hours) or Comparative Law (3 hours).

B. Courses focusing on statutory analysis and/or administrative agencies:

1. Antitrust (3 hours).
2. Bankruptcy (3 hours).
3. Copyright Law (3 hours) or Patent Law (3 hours).
4. Employee Benefits Law (2 or 3 hours).
5. Employment Discrimination (3 hours).
7. Labor Law (4 hours).
8. Securities Regulation (3 hours).
III. The faculty believes that every student should take at least one skills or one clinical course from the following list of such courses. The Illinois Bar Examination includes the Multistate Performance Test, which tests six fundamental lawyering skills: problem solving, legal analysis and reasoning, factual analysis, communication, organization and management of a legal task, and recognizing and resolving ethical dilemmas. Each of the courses listed below teaches some of the above-listed skills.

A. Skills courses:

1. Business Entity Formation (3 hours).
2. Business Entity Transactions (3 hours).
3. Employment Litigation (3 hours) (for students in the Labor and Employment Law Certificate Program only).
4. Pretrial Litigation (3 hours) (for students in the LADR Program only).
5. Criminal Litigation (3 hours) (for students in the Criminal Litigation Program only).
6. Trial Advocacy 1 (3 hours).

B. Clinical courses:

1. In-House Clinic (3 or 4 hours):
   a. Criminal Defense (3 or 4 hours).
   b. Employment Law (3 or 4 hours).
   c. Entrepreneurial Law (3 or 4 hours).
   d. Family Law (3 or 4 hours).
   e. Health & Disability Law (3 or 4 hours).
   f. Immigration Law (3 or 4 hours).
   g. Intellectual Property–Patents (3 hours).
   h. Mediation and Other ADR Procedures (3 or 4 hours).
   i. Tax and Probate (3 or 4 hours).
2. Judicial Externship (4 hours).
3. Legal Externship (4 hours).
4. Labor and Employment Externship (4 hours) (for Labor and Employment Law Certificate Program students only).

### BAR EXAM INFORMATION

Illinois does not require students to take any specific courses to be eligible to take the bar exam. However, some states do require specific law courses to be eligible to take the bar exam. In addition, many states – including Illinois – require students to register with the bar examiners while in law school. If you intend to take an out-of-state bar exam, you should check the state's requirements in the Registrar's office or Dean Sowle's office as soon as possible.

**The Illinois Bar Exam**

To be admitted to practice in Illinois, you must take the Illinois bar exam and the Multistate Professional Responsibility Exam (MPRE), which is administered separately from the bar exam in March, August, and November each year. The MPRE may be taken before you receive your law degree. Applications are available online at [http://www.ncbex.org/mpre](http://www.ncbex.org/mpre).

The Illinois bar exam is comprised of four parts: the Multistate Essay Exam (3 hours, 6 essay questions); the Illinois Essay Exam (90 minutes, 3 essay questions); the Multistate Bar Exam (two 3-hour sessions, 200 multiple-choice questions); and the Multistate Performance Test (90 minutes, one item).

**Multistate Essay Exam:** Areas that may be tested on the MEE include business associations (agency and partnership, corporations and limited liability companies), conflict of laws, constitutional law, contracts, criminal law and procedure, evidence, family law, federal civil procedure, real property, secured transactions, suretyship, torts, trusts and estates (decedents' estates, trusts and future interests) and Uniform Commercial Code (negotiable instruments and bank deposits and collections; secured transactions). Some questions may include issues from more than one area of law.

**Illinois Essay Exam:** Areas that may be tested on the IEE include administrative law, agency, business organizations (including corporations and limited liability companies), commercial paper, conflict of laws, contracts, criminal law and procedure, equity jurisprudence, evidence, family law, federal and state constitutional law, federal jurisdiction and procedure, federal taxation, Illinois civil procedure, partnerships, personal property, real property, sales, secured transactions, suretyship, torts, trusts and future
interests, and wills and decedents' estates. Some questions may include issues from more than one area of law.

Multistate Bar Exam: Topics tested include contracts/sales, torts, evidence, constitutional law, criminal law and procedure, real property, and (starting with the February 2015 bar exam) civil procedure.

Multistate Performance Test: Skills tested include problem solving, legal analysis and reasoning, factual analysis, communication, organization and management of a legal task, and recognizing and resolving ethical dilemmas.

FERPA RIGHTS AND ACCESS TO EDUCATION RECORDS

Illinois Institute of Technology, in compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), has designated the following items as directory information: student’s name, address, telephone number; parents’ names, address, telephone number; major field of study, class, enrollment status, anticipated degree date, participation in officially recognized activities, degree and awards received, most recent previous educational agency or institution attended by the student. Illinois Institute of Technology, including the Chicago-Kent College of Law, may disclose any of the above listed items without the student's prior written consent, unless the Office of the Registrar is notified in writing to the contrary. All other student academic information is considered confidential and will not be released, with certain exceptions, without the student's written permission. You can find additional information at http://www.iit.edu/registrar/student_records/ferpa.shtml, and in the Chicago-Kent Student Handbook (sections 14.4 and 14.5) at http://www.kentlaw.edu/depts/acadadm/handbook.html.

Chicago-Kent also publishes certain student information in the online Student Directory (available only to members of the Chicago-Kent community). You may also request that information published in the Student Directory not be published or released.

FACULTY BIOGRAPHIES

Biographies of faculty members can be found at http://www.kentlaw.iit.edu/faculty.

J.D. COURSE DESCRIPTIONS

Course descriptions for J.D. classes can be found at http://www.kentlaw.iit.edu/academics/jd-program/curriculum/course-descriptions