

# Chicago-Kent College of Law

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**ILLINOIS TECH**

## **Student Handbook 2025-2026**

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November 19, 2025

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## **SECTION I: REQUIREMENTS FOR THE JURIS DOCTOR DEGREE**

### **§ 1.1 General Requirements: Credit Hours, Grade Point Average, Undergraduate and Graduate Transcript Submission**

#### **(a) Credit hours**

Students must complete 87 hours of credit to earn the degree of Juris Doctor. At least 64 of these credit hours must be in courses that require attendance in regularly scheduled classroom sessions or direct faculty instruction. Clinical coursework counts toward the 64-credit requirement, but externships, extracurricular activities (including credits earned for participation in a law journal, moot court competitions, trial advocacy competitions, or as a Teaching Assistant), and courses taken in another academic unit (e.g., the Stuart School of Business) do not count toward the 64 credits.

#### **(b) Grade Point Average**

All students must attain a cumulative grade point average of at least 2.300 to earn the degree. See §§ 8.1-8.8 in this Handbook for further information on the academic regulations concerning probation and dismissal for failing to maintain a minimum grade point average of 2.300.

#### **(c) Undergraduate and Graduate Transcript Submission**

In accordance with rules from the American Bar Association, the Law School's accrediting agency, students beginning studies in a Fall semester must submit all required undergraduate and graduate transcripts by October 15 of their first semester or, for Spring or Summer entering students, within four weeks of the start of classes for their entering term. If an enrolled student's transcript is not received by the relevant deadline, the student may complete the term, but shall not be permitted to enroll in a subsequent term until the official transcripts have been received. Students should contact the Admissions Office if they are uncertain about the procedures for submitting official transcripts.

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### **§ 1.2 Required Courses**

#### **(a) General Information**

The following courses must be successfully completed to earn the J.D. degree: Contracts, Torts, Criminal Law, Civil Procedure, Property, Legislation, Legal Writing 1, Legal Writing 2, Legal Writing 3, Legal Writing 4 (or Legal Writing 4 Equivalency Class; see § 1.4), Constitutional Law, Professional Responsibility, Professional Development and Identity (for students starting Fall 2021 or later), and one seminar. A student who fails any of these required courses must retake the course. As provided in §8.4, a student who fails the same required course twice shall not be permitted to re-register for that course and shall be dismissed from the Law School.

In addition to the requirements listed above, students must also successfully complete a total of six credits from an approved [list of experiential courses](#). Most students will already satisfy four of these credits by taking Legal Writing 3 and Legal Writing 4. However, students who opt for the Legal Writing 4 Equivalency Class (see §1.4) should consult the list of approved courses to determine whether the qualifying activity counts toward the experiential requirement. Law Review does not count toward the requirement.

Students who are in the bottom 25% of their class at the end of their second year are required to take Bar Exam Strategies in their final semester.

#### (b) Seminar Requirement

All students at Chicago-Kent must take at least one seminar (or Independent Research in Lieu of a Seminar, see § 1.3). The seminar is an opportunity for students to explore a particular area of law, and it is the final requirement in Chicago-Kent's three-year legal writing program. Because seminar papers constitute a capstone writing requirement, students must have completed 54 course credits and have completed Legal Writing 4 (or a Legal Writing Equivalency class) for their work to count towards the seminar graduation requirement, unless the Associate Dean for Academic Affairs waives this requirement in the same manner as provided in §2.9. Students may take seminars for which they meet the prerequisites in earlier semesters, but not in satisfaction of the degree requirement.

The written work for seminars should be scholarly. It should therefore reflect meticulous research, depth and clarity of analysis, and originality. Traditionally, the written work consists of a single seminar paper, similar in style to a law review note, but individual instructors may vary the format in appropriate circumstances, including by asking students to turn in multiple pieces of scholarly writing. If questions arise about appropriate alternatives to the more traditional option, instructors can contact the Director of the Legal Research & Writing Program.

The written work for seminars should be at least 6,000-9,000 words in length, excluding footnotes, endnotes, a table of contents, and bibliographical information. For at least some of this written work, students must hand in more than one draft. At a specified time in the semester, the student shall turn in a first draft to the instructor, and the instructor shall provide each student with a detailed critique of the first draft so that the student has an opportunity to make the final draft a truly excellent piece of writing. Students should aspire to write papers that are suitable for publication in a scholarly or professional journal. Each student must submit their own paper. Students are not permitted to turn in a joint paper.

The final grade for the seminar will be based primarily on the written work for the class, with special emphasis on the quality of the final draft for a multiple-draft assignment. Instructors are free, however, to consider class attendance, class participation, the oral presentation of the paper, and any other relevant factors. Instructors should inform students in writing on the first day of class about the set of factors that will be considered in determining final grades.

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### **§ 1.3 Independent Research in Lieu of a Seminar**

The seminar requirement may be satisfied by an Independent Research course supervised by a member of the faculty. To fulfill the seminar requirement, an extensive seminar-style research paper must be written. A student must obtain written approval from the instructor and the Associate Dean for Academic Affairs prior to beginning the research and prior to registration. In order to satisfy the seminar requirement, Independent Research must be taken in a semester at the start of which the student has completed at least 54 hours of credit and has completed Legal Writing 4, unless the Associate Dean waives this requirement in the same manner as provided in §2.9. Independent Research is graded on a pass/fail basis; a student may not earn a letter grade. Only one credit hour is awarded for this course even though it fulfills the graduation seminar requirement. A student may earn only one credit hour of Independent Research per semester.

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### **§ 1.4 Legal Writing 4 Waiver**

The Legal Writing 4 requirement may be waived by taking a Legal Writing 4 Equivalency Class in certain circumstances for students who participate in one of the following: Law Review, Moot Court Honor Society, the Litigation and Alternative Dispute Resolution Program, the Criminal Litigation Program, and Judicial Externship. The Equivalency Class must be taken in the same semester as the activity that qualifies the student to take the Equivalency Class; it may not be deferred to a later semester. For details, see the most recent semester's Schedule of Classes, or contact the Associate Dean for Academic Affairs.

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### **§ 1.5 [Reserved]**

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### **§ 1.6 Studying at Another Law School**

If a student receives permission to study at another law school, the student will receive a degree from Chicago-Kent provided the student earns at least 54 credit hours at Chicago-Kent and meets the other degree requirements of the Law School. In appropriate circumstances, the Associate Dean for Academic Affairs may make modifications to the credit hour requirement. See §5.1 for the procedures for obtaining permission to study at another law school.

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### **§ 1.7 Application for Graduation**

Graduating seniors must submit an online Application for Graduation by the end of the add/drop period for their last semester or such earlier date as may be published in the *Record*. Students who change their schedules after submitting an Application for Graduation must notify the Associate Dean for Academic Affairs.

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### **§ 1.8 Student Responsibility for Fulfilling Requirements**

Students have the responsibility to make sure they complete all degree requirements. Graduating seniors should make an independent review of their records before registering for their final semester. The Registrar or Associate Dean for Academic Affairs will review the academic record of each senior who has submitted an Application for Graduation and will attempt to notify a student of any apparent deficiencies prior to the conclusion of the add/drop period for the student's last semester. However, it is the student's responsibility to ensure that all degree requirements will be fulfilled by the end of the final semester. After the Registrar receives all graduating senior grades, the Registrar or the Associate Dean for Academic Affairs will review each record to make sure that the graduating senior has fulfilled all degree requirements. If a student has not fulfilled all degree requirements, he or she will not receive a degree in that semester and will not be certified to the bar examiners.

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### **§ 1.9 Bar Examination Requirements**

#### **(a) General Information**

The Illinois bar exam is administered in February and July of each year. Students must also pass the Multistate Professional Responsibility Exam (MPRE), which is offered three times a year and may be taken at any time during or after law school. The registration forms and instructions for the Illinois bar exam are available at <https://www.ilbaradmissions.org>. Information about the MPRE is available at <https://www.ncbex.org/exams/mpre>.

Illinois does not require any specified courses to take the bar exam. However, some states require specific law courses to be eligible to take the bar exam. Students should obtain information as soon after they begin law school as possible about the character and fitness, curricular, preregistration, and other requirements for admission to the bar in states in which they may seek admission. Graduating seniors must advise the Director of Bar Success of the forms and documents required by out-of-state bar examiners well in advance of the date the material is required.

#### **(b) Character and Fitness**

At the end of each semester, the Law School sends a Certification of Juris Doctorate to the Illinois Board of Admissions to the Bar for each graduate certifying that the student has earned the J.D.

degree. The Certification requires the dean to answer the following questions for the Character and Fitness Committee and to provide relevant details and documentation:

1. Do your records or other information show anything adverse as to his/her honesty, integrity or general conduct?
2. Was he/she ever involved in a disciplinary inquiry or proceeding while in attendance?
3. Are you aware of any matter or matters reflecting adversely upon his/her reputation and character?
4. Remarks: Here please state any facts, not covered by the foregoing questions, unfavorable to the applicant which you think the committee should know in connection with its duty to determine whether he/she is worthy of the highest trust and confidence.

Other states require similar certificates to be completed by the Law School for students taking the bar exam in their states.

All information disclosed on the bar registration application should be consistent with answers to questions on the student's Application for Admission to the Law School. The bar registration application, however, asks for a considerable amount of information that applicants are not asked to provide on the Application for Admission. You only need to be concerned about the consistency of answers for questions asked on both forms. You can amend your Application for Admission, if necessary, by addressing a letter to the Associate Dean for Academic Affairs setting forth the details of the omission or misrepresentation and the reason for it.

#### (c) Graduating Seniors

Graduating seniors must file a bar exam application with the Illinois bar examiners by February 15 of their senior year if they plan on taking the July bar exam in Illinois. (Students planning on taking the February bar exam should check the deadlines and other requirements on the bar examiners' web site.) Late applications for the July bar exam may be filed up to April 30, but penalty fees apply. The forms and instructions are available on the bar examiners' web site at <https://www.ilbaradmissions.org>. The Law School sends a Certification of Juris Doctorate to the Illinois Board of Admissions to the Bar at the end of each semester for every graduating student. Please be sure to file an Application for Graduation (see §1.7) at the start of your final semester so that we will know you plan to graduate.

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### **§ 1.10 Degree with Honors**

The Juris Doctor degree is conferred by the University upon students who are recommended by the Dean and faculty of the Law School after successful completion of all degree requirements. On recommendation of the faculty, degrees may be awarded cum laude, magna cum laude, and summa cum laude. Under current practice, students who rank in the top 1% of their class are awarded their degrees summa cum laude; those who rank in the remainder of the top 10% of their class are awarded their degrees magna cum laude; and those who rank in the remainder of the top 25% of their class are awarded their degrees cum laude. Students who graduate in August and December are ranked with the succeeding May graduating class.

Except for students in the International Intellectual Property LL.M. program, students enrolled in an LL.M. program will graduate with Honors if their final cumulative GPA is at least 3.750. For students in the International Intellectual Property program, students will graduate with Honors if their final cumulative GPA is at least 3.50 and will graduate with High Honors if their final cumulative GPA is at least 3.75.

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### **§ 1.11 The Order of the Coif**

J.D. graduates who rank in the top 10% of the graduating class are eligible for election to membership in The Order of the Coif, if they otherwise meet the membership criteria of the Order, including the requirement that at least 75% of the student's credits must be in graded courses (rather than pass/fail). The faculty members of The Order of the Coif elect the new members from among the eligible graduates.

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### **§ 1.12 Law Review Eligibility**

#### **(a) Eligibility by Academic Achievement**

The following students will be invited to join the Chicago-Kent Law Review at the end of each academic year: (1) students who have completed only one academic year as full-time Day Division students who rank in the top 7% of the full-time Day Division class (not divided into sections); (2) students who have completed only one academic year as part-time Day Division students or as Evening Division students who rank in the top 7% of the combined part-time Day Division and Evening Division class; and (3) students who have completed at least one academic year, but not more than two academic years, as part-time Day Division students or as Evening Division students who rank within the top 7% of the combined class comprised of first-year full-time Day Division students, second-year part-time Day Division students, and second-year Evening Division students. Students who transfer into Chicago-Kent from other law schools are not eligible for Law Review based on grades, but may participate in the Summer Candidacy Program, subject to the provisions of paragraph (b) below.

(b) Eligibility by Successful Summer Candidacy Program Participation

(1) The Summer Candidacy Program typically consists of writing a comment on a legal topic chosen by the Law Review Executive Board. The paper is usually a closed research problem. Exact program dates and requirements are announced by the Law Review. The Law Review Executive Board selects which students, if any, will be invited to join the staff based on evaluation of the comments submitted.

(2) All students who have completed at least one academic year at Chicago-Kent are eligible to participate in the Law Review Summer Candidacy Program. No student may participate in the Summer Candidacy Program unless he or she will be in residence at Chicago-Kent for at least two full semesters following that Summer.

(3) Students who will not be in Chicago during the Summer of their eligibility may still participate in the program, but should contact the Law Review as soon as possible after the program dates are announced to make the necessary arrangements.

(c) For purposes of Law Review academic or Summer candidacy eligibility, "completing" an academic year means that a student earned sufficient credit to be ranked with the corresponding Day/Evening Divisions combined class for the student's particular graduation year. Class rank and graduation year information is determined by the Registrar.

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### **§ 1.13 Moot Court Honor Society Eligibility**

Students interested in joining the Moot Court Honor Society may apply during spring tryouts, which typically begin towards the end of Legal Writing II's Charles Evans Hughes Oral Arguments. Information about the candidacy process is typically distributed electronically several weeks before that, and students are encouraged to contact the Director of Appellate Advocacy or Moot Court Honor Society President with any questions. The majority of candidates are usually 1Ls, but 2Ls and even 3Ls with at least two semesters in residence remaining are also encouraged to apply. Interested transfer students who join Chicago-Kent in the summer should contact the Director of Appellate Advocacy as soon as possible, to make arrangements to apply.

To apply, candidates submit written materials, including a resume without GPA and a writing sample. The writing sample should show strong analytical writing skills, and submitting an appellate brief is very strongly encouraged. Candidates will then sign up for a tryout time and present a brief oral argument to the Director of Appellate Advocacy and a group of Moot Court Honor Society members. Candidates are evaluated holistically, considering the strength of their writing and oral argument, along with their ability to collaborate with others and positively contribute to the Moot Court Honor Society community.

A student who receives an invitation to join the Moot Court Honor Society may defer acceptance of the invitation for one year with permission of the Director of Appellate Advocacy. Deferral is granted on a case-by-case basis.

Candidates receiving an invitation to join then confirm their acceptance and register for Appellate Advocacy in the Fall semester. New members are required to take Appellate Advocacy, a two-hour graded course that is offered only in the Fall Semester and may not be taken on a pass/fail basis. Members may use Appellate Advocacy to satisfy the Legal Writing IV requirement, if they take the Legal Writing IV equivalency class at the same time.

A student may not receive credit for more than five hours of Moot Court Honor Society, including the two hours of Appellate Advocacy. See also the requirements set forth in §§1.15 and 2.5.

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### **§ 1.14 Additional Moot Court Opportunities**

In addition to Moot Court Honor Society membership, students have other opportunities to participate in moot court competitions. These opportunities are regularly sponsored by student organizations that send teams to competitions that align with their organization's interests, as well as academic departments that send teams to competitions that align with their specific department's subject matter. These opportunities have traditionally included the following, but can vary from year to year: (1) many moot court teams sponsored by student organizations, including APALSA, BLSA, HLLSA, and WIL; (2) moot court teams sponsored by the intellectual property department, including competitions focusing on patents or trademarks; (3) moot court teams sponsored by the environmental law department, and (4) moot court teams sponsored by the international department, including the International Moot Court Honor Society. The manner in which the team members are chosen can vary, depending on which organization or department is sponsoring the team, but interest, enthusiasm, writing ability, and oral argument ability are commonly considered.

Requirements to receive credit for participation in any of those teams are as follows: (1) the student must have completed Legal Writing 2; (2) the student must adequately complete work on the competition brief, per competition rules and as determined by team's faculty advisor, the Associate Director of Appellate Advocacy, or the Director of Appellate Advocacy; and (3) the student must participate in at least two arguments during the oral argument portion of the competition. Also see the requirements set forth in §§1.15 and 2.5.

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### § 1.15 Credit for Moot Court Participation

Except as noted below, the following rules must be followed to earn credit for participation in any moot court competition (via teams fielded by the Moot Court Honor Society, student organizations, or academic departments).

A student may earn only one credit hour per semester for participation in a moot court competition (except for the Appellate Advocacy class), subject to the following conditions:

- (1) In order to earn the one credit, the student must fulfill the program requirements for obtaining credit, and the requirements must include substantial participation in an interscholastic moot court competition.
- (2) A student may earn no more than one credit for each interscholastic moot court competition in which they participate, and such credit will be awarded in the semester in which the competition takes place.
- (3) Moot Court Honor Society members, after competing in at least one interscholastic moot court competition, may receive one credit per semester for coaching. A student may earn no more than one credit for each interscholastic moot court team that they coach, and such credit shall be awarded in the semester in which the competition takes place. A student may earn only one credit per semester for participation in moot court competitions, whether competing, coaching, or both.

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### § 1.16 Certificate Programs

Chicago-Kent has programs in the following areas that allow a student to earn a certificate in the indicated area(s) as part of the J.D. program. The certificates are not separate from the J.D., but rather indicate that the student has completed certain coursework within the J.D. program sufficient to earn a certificate designation as part of the J.D. program. Information is [available here](#) about the requirements for earning each certificate, how to apply or register for the certificate, and whom to contact for more information about the certificate. **Please note:** A letter-graded course that will be used to fulfill the requirements for a certificate may not be taken pass/fail.

- Business Law
- Criminal Litigation
- Environmental and Energy Law
- Intellectual Property Law
- International and Comparative Law
- Labor and Employment Law
- Legal Innovation and Technology
- Litigation and Alternative Dispute Resolution

- Praxis Program
  - Privacy Law
  - Public Interest Law
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### **§ 1.17 Joint Degree Programs**

Chicago-Kent offers the following joint degree programs. [Click here](#) for more information about these programs.

#### **Chicago-Kent Joint Degree Program:**

- J.D./LL.M. in Global Business and Financial Law

#### **With IIT Stuart School of Business:**

- J.D./M.B.A.
- J.D./M.S. in Finance
- J.D./M.S. in Sustainability Analytics and Management
- J.D./M.P.A. (Master of Public Administration)
- Dual LL.M. and M.B.A. Program

## **Section II: Study Load, Course, and Work Limitations**

### **§ 2.1 Maximum Credit Hours**

All students have fixed schedules in their first year and may not take additional credits. (The one exception is that Full-time Day Division students may take a designated 1L Your Way elective in the Spring, which may vary from two to four credits.) After the first year, Full-time Day Division students may register for a maximum of 16 credit hours per semester (17 if registered for Law Review and/or Moot Court Honor Society), and Part-time Day Division students and Evening Division students may register for a maximum of 13 credit hours per semester. All students may register for a maximum of six credit hours during a Summer session. The maximum hour limitation applies to all courses the student is taking that are to be applied to the J.D. degree. For example, if a full-time Day Division student takes 14 credit hours of law courses, the student may not receive credit for more than two hours of graduate courses in the Stuart School of Business or in any other graduate school for credit toward the J.D. degree.

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### **§ 2.2 Minimum Credit Hours**

All students have fixed schedules in their first year and may not take a reduced load. In their second year, Full-time Day Division students must register for a minimum of twelve credit hours per semester; in their third year, they must register for a minimum of ten credit hours per semester, except that a student in their final semester may take fewer than ten credit hours if they need fewer than ten credits to graduate. Part-time Day Division students and Evening Division students must register for a minimum of eight credit hours per semester, except that a student in their final semester may take fewer than eight credit hours if they need fewer than eight credits to graduate.

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### **§ 2.3 Seminar Limitation**

A student may not receive credit toward graduation for more than six credit hours of seminar work.

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### **§ 2.4 Pass/Fail Election**

A student in good standing may elect to take six credit hours on a pass/fail basis in accordance with the limitations of this section, provided that the student designates such an election by the end of the second week of the Fall or Spring semester, or the end of the first week of the Summer session. After the deadline, the student may not convert from the standard grading system to pass/fail. However, a student may revoke the pass/fail election and convert from the pass/fail election to the standard

grading system. The Associate Dean for Academic Affairs will set a date each semester during the final week of classes by which a pass/fail revocation must be made, and will publish the date in the *Record*. A student may not revoke a revocation and re-elect the pass/fail option after the deadline for making the pass/fail election. No more than six credit hours taken under this election will count toward the 87 credits required to graduate. A student may submit election forms for up to six hours of pass/fail; forms submitted that exceed six hours are null and void. If a student goes on academic probation, all pass/fail elections the student made for the probationary semester are nullified.

In order to earn the grade of Pass in a course for which the pass/fail election has been made, the student must earn at least the grade of C. If a student earns a C- or lower, the student will be awarded the grade of LP (Low Pass). See also the requirements set forth in §6.6.

The pass/fail election does not apply to: (1) a course required for the degree, including Professional Responsibility; (2) a seminar, whether or not being taken to fulfill the seminar requirement; (3) a course that has been designated by the instructor before registration as unavailable for the pass/fail election; (4) a course offered only on a pass/fail basis, such as Law Review, Moot Court, and clinical courses; (5) LL.M. courses; (6) Appellate Advocacy and Trial Advocacy courses; or (7) any course being taken to fulfill the requirements of any certificate program.

Credits for which a student may only receive a pass/fail grade, such as Law Review, Moot Court Honor Society, clinical courses, Independent Research, or credits transferred from another law school, do not affect a student's right to elect six hours of pass/fail credits under this section.

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## **§ 2.5 Law Review and Moot Court Credit Hour Limitation**

A student may receive no more than five hours of credit toward graduation for participation in Law Review, and no more than one credit hour per semester, with the exception of the Editor-in-Chief, Managing Editor, and Executive Notes & Comments Editor of the Law Review, who may earn additional credits. A student may receive no more than a total of five credits toward graduation for participation in the Appellate Advocacy course and participation in a moot court team fielded by the Moot Court Honors Society, student organizations, or academic departments. With the exception of the Appellate Advocacy course, a student may take no more than one credit hour per semester of any moot court activity listed herein. A student may receive no more than a total of five credits toward graduation, and no more than one credit per semester, for participation in the Journal of Intellectual Property. A student may not take any moot court credits while enrolled in Appellate Advocacy. The Law Review and moot court credit-hour limitations are separate; a student may earn five credit hours for Law Review and an additional five credit hours for Moot Court. Credits earned for participation in activities listed in this section are subject to the requirement that at least 64 credits must be earned in courses that require attendance in regularly scheduled classroom sessions or direct faculty instruction; see §1.1.

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## **§ 2.6 Clinical Courses and Externship Limitation**

A student may receive no more than 24 credit hours toward graduation for clinical courses and externships combined. Credits earned for externships do not count toward the requirement that at least 64 credits must be earned in courses that require attendance in regularly scheduled classroom sessions or direct faculty instruction; see §1.1.

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## **§ 2.7 Pass/Fail Credits**

There is currently no overall limit on the number of pass/fail credits a students may take. However, students should be careful to observe the limitations placed on certain types of credits as provided in preceding sections of this Handbook.

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## **§ 2.8 Employment Limitation for Full-Time Day Division Students**

A student, whether full-time or part-time, may not be employed for more than 20 hours per week during any semester in which the student is taking 14 or more credits. First-year full-time students may not work more than 20 hours per week even if they take fewer than 14 credits in a semester.

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## **§ 2.9 Exceptions to Limitations**

Subject to the limitations described below, the Associate Dean for Academic Affairs may grant an exception to any of the provisions in this section if a student has compelling extenuating circumstances. To request an exception, a student must submit a request to the Associate Dean setting forth the circumstances justifying an exception. The faculty does not recognize a desire to accelerate the date of graduation as a valid reason to exceed the maximum number of credit hours in a semester.

The Associate Dean for Academic Affairs may not grant an exception to the maximum credit requirement that would violate any applicable ABA accreditation rule concerning the maximum number of credits that students may take in a single semester.

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## **§ 2.10 Hour Requirements for Financial Aid and Loan Deferment Purposes**

Information about minimum credit hours for receiving federal financial aid loans and for loan deferment purposes is available on the [Office of Financial Aid's website](#).

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### **§ 2.11 Legal Writing and Academic Support Program Teaching Assistant Limitations**

A student may not receive credit toward graduation for more than four credit hours as a Legal Writing Teaching Assistant or for more than four credit hours as an Academic Skills Program Teaching Assistant. Credits earned as a Teaching Assistant do not count toward the requirement that at least 64 credits must be earned in courses that require attendance in regularly scheduled classroom sessions or direct faculty instruction; see §1.1.

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### **§ 2.12 Distance Education Limitations**

A student may not receive credit toward graduation for more than 29 credit hours (one-third of the required 87 credits for the J.D.) of distance education courses, which is defined as any course in which more than one-third of the instruction is remote rather than in-person.

## **Section III: Registration Procedures**

### **§ 3.1 Official Registration Required**

A student may not receive credit for a course unless the student is properly registered for the section of the course for which the grade was submitted.

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### **§ 3.2 Registration Priority**

Subject to the provisions below, registration is to be phased. On the first day of registration, only 3L, 4L, and LL.M. students may register for classes. On the second day of registration, in addition to 3L and 4L and LL.M. students, 2L students may register for classes. On the third day and all subsequent days of registration, all students may register for classes. As far as practicable, students in the LL.M. programs have priority for LL.M. courses in their program area over J.D. students.

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### **§ 3.3 Sequence of Required Courses**

Students must take all required courses at the time prescribed and in the sequence designated in the registration instructions. First-year students are not permitted to change programs, drop required courses, take Incompletes in required courses, or take a reduced class load; see §3.10(c).

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### **§ 3.4 Registration for In-House Clinical Programs**

Prior to registration, the Clinic will solicit applications for positions for the next semester. If more students apply than can be accepted, the Clinic will hold a lottery to select the students who may register. Students admitted into a clinic will be notified prior to the commencement of registration.

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### **§ 3.5 Registration for Externships**

(a) Legal Externship. The Legal Externship Program (“Access2Practice”) is a 4-credit hour, pass/fail program that enables a law student to receive academic credit for working 16 hours a week in an off-site legal placement under the supervision of an approved practicing attorney. The class consists of the fieldwork experience at a private law firm, non-profit organization, government agency, or business (in-house) law department, supplemented by an in-person weekly class session and individual meetings throughout the semester with the Director of Clinical Education and/or other designated members of the clinical or career services faculty. Externships are available for the Fall and

Spring semesters and the Summer term, and generally available to Chicago-Kent JD students in their second and third year of study. Permission to enroll in Legal Externship classes is solely within the discretion of the Clinical Education Department. The legal placements offered in this program are carefully screened and monitored to ensure they will offer an appropriate educational experience for our students.

Externships are designed and allocated primarily for new placement opportunities. Any new legal placement must be reviewed and approved by the Clinical Education Department as part of the application process. Permission is not generally granted to students for (1) continuing pre-existing employment at private law firms or in-house counsel jobs as an externship, or (2) continuing the same Legal Externship 1 placement for a second semester of the same placement in Legal Externship 2. Such placements will be approved only where exceptional circumstances demonstrate clear pedagogical value. Registration in specialized externships (Criminal Litigation Externship, Intellectual Property Externship, Environmental Law Externship), is limited to students enrolled in the associated certificate programs. In order to preserve the academic integrity of the programs, the number of students allowed to enroll in the various externships classes will be limited.

Additional information regarding the application process, specific deadlines, and available opportunities is posted on the student section of the Chicago-Kent website.

Students offered compensation by their employers in connection with their Legal Externship placements will not be prevented from also receiving academic credit for the class, if the course requirements are otherwise satisfied.

(b) Judicial Externship. The Judicial Externship Program is a 4-credit-hour, pass/fail program that enables students to work for participating federal and state court judges and magistrate judges. There is an accompanying in-person classroom component that focuses on aspects of judicial decision-making and their effect on the extern's work product. Judicial Externship is open to Chicago-Kent JD students in their second and third year. Judges select their externs either through Chicago-Kent's formal application process, or according to their own procedures. More information regarding available opportunities and the specific application procedures are posted on the student section of the Chicago-Kent website.

(c) Trial Advocacy LL.M. Externship. The Trial Advocacy LL.M. Externship Program is a 4-credit hour, pass/fail program that enables a LL.M. student to receive academic credit for working a minimum of 16 hours a week in an off-site legal placement under the supervision of an approved practicing attorney. The class consists of fieldwork experience at a private law firm, non-profit organization, in-house law department, or government agency, supplemented by individual meetings throughout the semester with the Associate Dean of LL.M. & International Programs. Externships are available for the Spring semester and only available to Chicago-Kent LL.M. students in the Trial Advocacy LL.M. Program.

Permission to enroll in the LL.M. Trial Advocacy Externship is solely within the discretion of the Associate Dean of LL.M. & International Programs. The legal placements offered in this program are carefully screened and monitored to ensure they will offer an appropriate educational experience for our students and meet Trial Advocacy LL.M. degree requirements.

(d) International Externship. The International Externship Program is a variable 1 to 8-credithour, pass/fail program that enables a J.D. student to receive academic credit for international legal experience. The amount of credit is dependent upon the number of working hours per week and the overall duration of the externship. The class consists of international experience at a private law firm, non-governmental organization, intergovernmental agency, governmental agency, in-house law department of a multi-national business, or international legal clinic offered through one of Chicago-Kent's partner institutions. The class work will be supplemented by individual meetings throughout the semester with the Associate Dean of LL.M. & International Programs and/or other designated members of the clinical or career services faculty. Externships are available for the Fall and Spring semesters, and the Summer and intersession terms, and generally available to Chicago-Kent J.D. students after their first year of study.

Permission to enroll in the International Externship classes is solely within the discretion of discretion of the Associate Dean of LL.M. & International Programs.

The number of students allowed to enroll in the various international externships will be limited. Additional information regarding the application process, specific deadlines, and available opportunities is available at the Chicago-Kent Office of International Law & Policy (OILP). The OILP will hold an informational session on J.D. Study Abroad & International Externships once per semester.

(e) Registration Timing Requirements and Exception to Add-Drop Period. The normal deadline for adding a course set out in § 3.9 does not apply to externships covered by this § 3.5. Students cannot enroll in Legal or Judicial Externships once the semester begins. Instead, students must seek permission from the appropriate department to enroll in any Chicago-Kent externships by submitting an application no later than one week prior to the first day of classes for the semester. Students must also register for the class no later than the last business day before the first day of classes for the semester.

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### **§ 3.6 [Reserved]**

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### **§ 3.7 Registration for Independent Research**

To register for Independent Research, a student must make arrangements with a full-time faculty member and submit an Independent Research form approved by the faculty member and the Associated Dean for Academic Affairs. The work assigned for Independent Research should have the equivalent educational value as that assigned for Independent Research In Lieu of a Seminar described in §1.3. The course is graded on a pass/fail basis only; a student may not earn a letter grade for Independent Research. A student may earn only one hour of Independent Research credit per semester.

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### **§ 3.8 Registration for Intensive Trial Advocacy**

Students must be in good academic standing to enroll in Intensive Trial Advocacy 1. Students in Intensive Trial Advocacy 1 must enroll in Trial Advocacy 2 in the immediately following semester (e.g., a student who takes Intensive Trial Advocacy 1 in the August intersession must take Trial Advocacy 2 in the Fall semester). Grades earned in the August intersession are counted in the Fall semester GPA; grades earned in the January intersession are counted in the Spring semester GPA. Credit hours for Intensive Trial Advocacy 1 do not count toward the maximum number of credit hours permitted in the regular semester.

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### **§ 3.9 Registration for Courses in Another Division**

Students must register for at least one-half of their credit hours in the division in which they are enrolled each semester. Required courses must be taken in the division in which the student is enrolled; elective courses may be taken in the other division. Courses that meet at 4:00 p.m. are considered both Day Division courses for day students and Evening Division courses for evening students.

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### **§ 3.10 Adding and Dropping Courses**

#### **(a) Program Changes**

Changes to a student's class schedule may only be made through the online registration system. Courses may be added or dropped in accordance with the following policies.

#### **(b) Adding Courses**

Students may add open courses in either division (subject to the limitation in §3.9) up until the end of the add/drop period for the semester. Students may not add a course after the second week of the semester. During the Summer session, a course may not be added after the first week of classes.

### (c) Dropping Courses

Courses may be dropped at any time before the final exam or, if there is no final exam in the course, before the date the final paper or other final assignment is due. A required course may not be dropped without the permission of the Associate Dean for Academic Affairs. First-year students are not permitted to change programs, drop required courses, take Incompletes in required courses, or take a reduced class load; see §3.3. A student may withdraw from a clinical course at any time prior to the end of the eighth week of classes during a regular semester and prior to the end of the fourth week of classes during a Summer session.

If a course is dropped during the add/drop period, no record of the course will appear on the student's transcript. A course dropped after the end of the add/drop period will appear on the student's transcript with the grade of WP (Withdrew Passing), which has no effect on the student's GPA.

The tuition refund policy for dropping courses after the beginning of the semester is contained in §12.10.

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### **§ 3.11 Changing Divisions**

A student who wants to change from the Evening to the Day Division, or vice versa, must submit a request by email to the Associate Dean for Academic Affairs prior to the start of the relevant semester. First-year students are not eligible to change divisions until after the completion of the first year.

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### **§ 3.12 Class Attendance in Proper Section**

Students are required to attend the section of a course for which they are registered. A student may not attend another section of the same course, even if taught by the same instructor.

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### **§ 3.13 Auditing Classes**

A J.D. student may audit a course only if (1) the student registers to audit the course by the end of the period prescribed for adding courses (see §3.10(b)), (2) permission of the instructor to audit is obtained prior to the student's registering to audit, and (3) tuition is paid for the course. An auditor receives neither a grade nor credit for the course, but the fact of auditing will appear on the student's transcript. After the period for adding courses has expired, the student may not convert from auditing to graded status or from graded to auditing status. A student who has audited a course may not thereafter take that course for credit without the permission of the Associate Dean for Academic

Affairs. A person not enrolled as a student at the Law School may audit a course only with the permission of the Associate Dean for Academic Affairs and the instructor.

## **Section IV: Withdrawal From and Re-entry To the Law School**

### **§ 4.1 Withdrawal or Transferring From the Law School**

To withdraw from the Law School in good standing (either during or between semesters), the student must complete an online withdrawal form. The withdrawal form is required whether the student is permanently withdrawing, withdrawing for one or more semesters with the intention of returning to Chicago-Kent, or transferring to another law school. If a student withdraws during a semester, the student must also drop all of his or her courses using the online registration system. To reenter the Law School in a later semester, the student should contact the Associate Dean for Academic Affairs. The next sections of the Handbook set forth the rules regarding reentry.

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### **§ 4.2 Reentry Before Completion of One Semester**

(a) A student who withdraws from the Law School with good cause before the completion of one semester may automatically reenter the Law School the next Fall semester in the division in which the student was originally enrolled, provided the student notifies the Assistant Dean for Admissions in writing of his or her intention to reenter by May 15 of the next year. If notification is not received by May 15, reentry shall be permitted on a space-available basis only. Good cause will be determined by the Associate Dean for Academic Affairs at the time of the withdrawal and includes, but is not limited to, medical or financial hardship. The reasons for the withdrawal must be set forth on the Withdrawal form.

(b) A student who withdraws from the Law School without good cause before the completion of one semester will be considered a new applicant and may reenter only with the approval of the Admissions Committee and must comply with all the steps and procedures required of all new applicants to the Law School.

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### **§ 4.3 Reentry After Completion of One Semester, But Before One Year**

(a) A student who withdraws with good cause after completion of the first semester but before completion of the first year may automatically reenter the Law School within two years from the time of withdrawal in the same division in which the student was originally enrolled, provided the student notifies the Assistant Dean for Admissions in writing of his or her intention to reenter by May 15 of the year of reentry. If notification is not received by May 15, readmission shall be permitted on a space-available basis only. Good cause will be determined in the manner provided in §4.2(a).

(b) A student who withdraws without good cause after completion of the first semester but before completion of the first year, or a student who withdraws with good cause after one semester but does

not reenter within two years, may reenter only with the approval of the Admissions Committee and must comply with all the steps and procedures required of all new applicants to the Law School.

(c) In the event of readmission under §4.3(a) or (b) within two years, the grades earned in completed courses will appear on the transcript and will be counted in the student's GPA. In the event the student is readmitted by the Admissions Committee more than two years after the student withdrew, the Associate Dean for Academic Affairs will determine which grades and credits earned in completed courses, if any, will be reflected on the transcript and will be counted in the student's GPA.

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#### **§ 4.4 Reentry After Completion of at Least One Year**

(a) A student in good standing after completion of at least one year may be absent from the Law School for any reason for a maximum of four academic semesters. A Summer session does not constitute an academic semester. An "absent semester" includes any semester in which a student withdraws or fails to register. The "absent semesters" may be consecutive or non-consecutive. A student who has not been absent more than four semesters is entitled to automatic readmission.

(b) If a student who has been absent four semesters wishes to be absent an additional semester, the student must petition the Associate Dean for Academic Affairs before the next absent semester begins, setting forth the reasons an additional absent semester is requested. The Associate Dean may grant approval for an additional absent semester upon a showing of good cause. If the petition is not approved, the student may reenter only with the approval of the faculty. Good cause will be determined in the manner provided in §4.2(a).

## **Section V: Transfer Credits From Other Schools**

### **§ 5.1 Procedure for Taking Courses at a Law School Outside Chicago**

A student seeking permission to take courses at a law school outside Chicago should submit an Application to Visit at Another Law School to the Associate Dean for Academic Affairs. Credit will be awarded only if the school is ABA-accredited and permission was granted prior to the start of the coursework. The student must arrange to have an official transcript showing the grades earned sent directly by the other law school to the Registrar.

If the grade earned in a course is C or higher, the credit hours will be counted toward graduation. The grade will not appear on the student's transcript and will not be computed in the student's GPA. If the grade earned is below C, no credit will be granted for the course. A student may not take a course at another law school on a pass/fail basis. If the course is only graded on a pass/fail basis, a separate request must be submitted to the Associate Dean for Academic Affairs.

Separate rules apply with respect to grades earned in courses taken at Chicago-area law schools through our consortium arrangement; see §5.2 below.

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### **§ 5.2 Procedure for Taking Courses at Chicago-Area Law Schools**

Chicago-Kent has a consortium arrangement with Loyola (Chicago) School of Law, DePaul University College of Law, and University of Illinois at Chicago that permits students from each school to register for selected courses at the other schools. Students pay tuition to their home school, and grades transfer (not just the credits) and are counted in the student's GPA. Courses taken through the consortium arrangement may count toward a Chicago-Kent certificate program only with permission of the Associate Dean for Academic Affairs and the director of the relevant certificate program.

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### **§ 5.3 Credit Hour Limitations for Courses Taken at Other Law Schools**

When a student takes courses at another law school, the maximum number of credit hours permitted for the semester or Summer term at Chicago-Kent (not the school being visited) must be observed.

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### **§ 5.4 Credit Hours Required for a Chicago-Kent Degree**

A student must earn at least 54 credit hours of Chicago-Kent courses in order to receive a Chicago-Kent College of Law degree. These hours do not include courses taken in other academic units within

IIT, e.g., M.B.A. courses. Exceptions may be made in appropriate circumstances by the Associate Dean for Academic Affairs.

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### **§ 5.5 Procedure to Take Non-Law Courses at Graduate Schools**

A student in good standing may receive credit toward the J.D. degree for two non-law graduate-level courses taken after the student has begun law studies. To be eligible for credit, the course must be relevant to or enhance the student's law studies and be approved by the Associate Dean for Academic Affairs. A student who seeks permission to take a graduate-level course for J.D. credit must submit a request to the Associate Dean and the petition must be approved before the graduate course begins.

A student who receives permission to take a graduate-level course in another academic unit within IIT, or at another university, pursuant to this section must arrange to have an official transcript showing the grades earned sent to the Registrar. If the grade earned in the course is B- or higher, the credit hours will be counted toward graduation. The grade will not appear on the student's transcript and will not be computed in the student's GPA. If the grade earned is below B-, no credit will be granted for the course. This section does not apply to students enrolled in the joint J.D./M.B.A. program or other joint programs described in §§ 1.23 to 1.26.

## **Section VI: Grading System**

### **§ 6.1 Grading Scale**

Letter grades, A through E, are assigned in all J.D. courses other than those graded only on a pass/fail basis. A J.D. student may elect to take a letter-graded course on a pass/fail basis in accordance with the provisions of §2.4. No grade will be awarded in a course, whether graded on a letter basis or a pass/fail basis, unless the student is properly registered in the section of the class for which the grade was received. Grades for J.D. students are awarded on the following scale (a different scale applies to LL.M. students):

|    |                                                                                                          |
|----|----------------------------------------------------------------------------------------------------------|
| A  | 4.0 grade points per hour                                                                                |
| A- | 3.7 grade points per hour                                                                                |
| B+ | 3.3 grade points per hour                                                                                |
| B  | 3.0 grade points per hour                                                                                |
| B- | 2.7 grade points per hour                                                                                |
| C+ | 2.3 grade points per hour                                                                                |
| C  | 2.0 grade points per hour                                                                                |
| C- | 1.7 grade points per hour                                                                                |
| D+ | 1.3 grade point per hour                                                                                 |
| D  | 1.0 grade point per hour                                                                                 |
| D- | 0.7 grade point per hour                                                                                 |
| E  | (Failure) 0 grade points per hour (no credit earned but will count in the student's grade point average) |

|    |                                                                                                                                        |
|----|----------------------------------------------------------------------------------------------------------------------------------------|
| WE | (Withdrew Failing) 0 grade points per hour (no credit earned; will count as a failing grade in the student's grade point average)      |
| WP | (Withdrew Passing) no value assigned (no credit earned; will <u>not</u> count as a failing grade in the student's grade point average) |
| I  | (Incomplete) no value assigned (no credit earned)                                                                                      |
| AU | (Audit) no value assigned (no credit earned)                                                                                           |
| P  | (Pass) no value assigned (credit earned)                                                                                               |
| LP | (Low Pass) no value assigned (credit earned)*                                                                                          |

\*The grade of Low Pass is awarded to students who pass a pass/fail course but earn a grade lower than a C; see §6.6.

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## § 6.2 Computation of Grade Point Average

A grade point system is used to determine academic standing. The GPA is computed by dividing the total number of grade points earned by the total number of graded credit hours. Graded credit hours do not include courses graded WP, P, or I, but do include grades of E and WE (whether in a graded or pass/fail course).

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## § 6.3 Grade of WP (Withdrew Passing)

If a student withdraws from a course after the second week of classes, the grade of WP (Withdrew Passing) and the course name will appear on the transcript. A WP has no effect on the GPA. An instructor may assign the grade of WP to a student who does not satisfy an attendance requirement.

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## § 6.4 Grade of WE (Withdrew Failing)

A student who is officially registered for a course but who fails to take the final examination, or fails to complete any other requirement for the course without the permission of the instructor, will be assigned the grade of WE. This grade counts in the student's grade point average as a failing grade.

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### **§ 6.5 Grade of I (Incomplete)**

The grade of Incomplete will be assigned to a student who has been excused from taking the final examination on good cause shown, or who, with permission, has failed to complete the required assignments in a course in which written assignments form a basis for the grade. An instructor may assign the grade of Incomplete to a student who has not met the attendance requirement specified. First-year students are not permitted to take Incompletes in required courses; see §3.3.

Unless a different time is specified by the professor giving the Incomplete, the Incomplete must be completed within one year from the end of the examination period for the semester in the Incomplete was received. When completed, the grade will replace the Incomplete for the semester in which the Incomplete was awarded. If the Incomplete is not completed within one year, or within such other time period specified by the professor, the Incomplete will be replaced with the grade of WP, if good cause is shown for failing to complete the Incomplete, or the grade of WE, if good cause is not shown.

A student who is making up an Incomplete during a subsequent semester should not register for the course. Instead, the student must notify the instructor that he or she is making up an Incomplete before attending class, taking an examination, or turning in a paper, and must submit an Incomplete Course Make-up Notice during the first two weeks of the semester.

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### **§ 6.6 Grades of P (Pass) and LP (Low Pass)**

In order to earn the grade of P (Pass) in a course being taken on a pass/fail basis, the student must earn at least the grade of C. If a student earns a C- or lower in a course being taken on a pass/fail basis (but does not fail), the student will be awarded the grade of LP (Low Pass). The LP grade is applicable to all courses and activities being taken on a pass/fail basis, including courses for which the student makes a pass/fail election pursuant to §2.4.

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### **§ 6.7 Effect of Grades of P (Pass), LP (Low Pass), E (Failure), and WE (Withdrew Failing) on GPA**

Credit hours graded as a P (Pass) or LP (Low Pass) are counted toward graduation but have no effect on a student's GPA. If a student receives an E (Failure) or WE (Withdrew Failing), whether in a graded or pass/fail course, the grade will be included in the GPA computation as indicated in §6.2.

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## § 6.8 Grading Curves

The following curve is mandatory for all required courses, except for: Legal Writing courses, seminars, and specialized Professional Responsibility courses (Ethics and Advocacy; Practice and Professionalism; and Professional Responsibility: Business Ethics). The curve does apply to the basic Professional Responsibility course. The curve is also highly recommended, but not required, for all elective courses (except Appellate Advocacy and Judicial Externship) if at least 40 students are enrolled.

|           | <b>Recommended</b> | <b>Range</b> | <b>Cumulative<br/>Range</b> |
|-----------|--------------------|--------------|-----------------------------|
| A         | 5%                 | 0-10%        | 0-10%                       |
| A-        | 15%                | 10-20%       | 15-30%                      |
| B+        | 20%                | 15-25%       | 35-50%                      |
| B         | 25%                | 20-30%       | 55-75%                      |
| B-        | 20%                | 15-25%       | 75-90%                      |
| C+        | 10%                | 5-15%        | 85-95%                      |
| C & Lower | 5%                 | 5-10%        |                             |

In most cases, students' performance naturally falls within the mandatory curve. However, in required courses subject to the curve in which fewer than 35 students are enrolled or in other unusual circumstances, instructors may make minor deviations from the mandatory curve with the approval of the Associate Dean for Academic Affairs.

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## § 6.9 Anonymous Grading

The Law School uses an anonymous grading system for final written exams. Instructors do not have access to the identity of students while final examinations are being graded. Students are assigned random examination numbers each semester to identify their examinations. The instructor assigns preliminary letter grades to the examinations and submits these letter grades by examination

number. The instructor is then given the names of the students matched with each student's preliminary grade. The instructor then has 48 hours to adjust grades according to the criteria announced to the class at the beginning of the semester, such as class participation, attendance, or other factors.

After the professor has submitted final grades, grade changes may only be made pursuant to §6.10. The Registrar's office is not permitted to disclose any information regarding the adjustments instructors made to the grades. The student must contact the instructor for information regarding the grade and adjustment.

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### **§ 6.10 Change of Grade**

Grade changes may be made after an instructor submits final grades only with the approval of the Associate Dean for Academic Affairs. The instructor must submit an explanation to the Associate Dean setting forth the reasons for the requested change.

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### **§ 6.11 Deadline for Submission of Grades**

Fall Semesters: Faculty members must submit grades within 31 days after the date of the final exam. If there is no final exam, or the exam was a self-scheduled exam, grades are due 31 days from the last day of the exam period.

Spring Semesters: Faculty members must submit grades within four weeks after the date of the final exam. If there is no final exam, or if the exam was a self-scheduled exam, grades are due four weeks after the last day of the exam period.

Summer Sessions: Summer session grades must be submitted within four weeks after the date of the final exam. If there is no final exam, or if the exam was a self-scheduled exam, grades are due four weeks after the last day of the exam period.

Graduating Seniors' Grades: Grades for graduating seniors may be due earlier than other students' grades so the Law School may certify graduates to take the bar examination.

The preceding four paragraphs shall apply for the fall 2025 semester. Beginning with the spring 2026 semester and thereafter, faculty members must submit final grades no later than three weeks after the date of the final exam for each course. For courses without a final exam, or in which the exam is self-scheduled, grades are due within three weeks from the last day of the exam period for that semester or session. This policy shall uniformly apply to the Fall, Spring Semesters and the Summer Session.

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### **§ 6.12 Disclosure of Grades**

Students may obtain their final grades through the Web for Students system on the Chicago-Kent web site. Grades are posted as they are received and approved by the administration. The Registrar is not permitted to disclose grades over the telephone to any person. Students must give written consent for disclosure of grades to an individual other than themselves.

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### **§ 6.13 Class Rank**

For students entering in 2022 or after, class ranks will be assigned only to the top half of each class. Subject to the provisions described below, students in the top 50% of each class will receive their first class rank at the completion of their first full academic year, and thereafter, every Fall and Spring semester until they graduate. Each June, an official final class rank is assigned to the top 50% of the class that graduated that May. Students who graduate in August or December are ranked with the succeeding May graduating class. Transcripts (including final transcripts upon graduation) will not include class rank.

Class ranks are based on cumulative GPA. Classes are ranked by expected date of graduation. The class rank is not affected by students who transfer to another law school or withdraw from the Law School after the semester is completed; the departed students will not be included in the next computation of class rank. Once class ranks are released to students, ranks will not be affected by grade changes submitted by instructors subsequent to that date.

Only Law School grades are used in calculating the GPAs of students in the joint degree programs described in §1.25. Grades earned in LL.M. courses prior to the student receiving the J.D. degree are included in the J.D. GPA for joint J.D./LL.M. students. However, J.D. students in joint J.D./LL.M. programs may only receive the grades listed in §6.1.

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### **§ 6.14 Dean's Honor List**

Subject to the provisions described below, students who earn a GPA of at least 3.250 for the semester are placed on the Dean's Honor List. To be eligible for the Dean's Honor List, full-time Day Division students must have received credit for at least 12 hours (10 hours for graduating seniors in their last two semesters) for the semester, and part-time Day Division students and Evening Division students must have received credit for at least eight hours for the semester. Students taking reduced credits loads with permission of the Assistant Dean for Academic Administration and Student Affairs are also eligible for the Dean's Honor List. First-year students are eligible for the Dean's Honor List for their first

semester. In order to be eligible for the Dean's Honor List, students in the joint J.D./M.B.A. program or other joint programs described in §§ 1.23 to 1.26 must meet the minimum credit requirements described above considering their law courses only.

First-year students who take Criminal Law in the Summer preceding the start of the regular academic year will have their eligibility for Fall Dean's Honor List determined based on their cumulative GPA including their Fall courses and Criminal Law.

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### **§ 6.15 Transcripts**

Students may request an official transcript of their Law School record be sent to another institution by submitting a transcript request on the Registrar's website. The website also explains certain circumstances in which a transcript may not be released. Unofficial transcripts are available to students and may be accessed through the Registrar's office home page.

Section 6-5(b) of the Chicago-Kent Code of Conduct, which appears in Section XIX of this Handbook, provides that whenever a student is convicted of violating the Code of Conduct, a notation to that effect shall be made on the student's transcript. However, if the Tribunal unanimously determines that the interests of justice so require, the Tribunal may suspend the entry of said notation on conditions it seems appropriate.

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### **§ 6.16 CALI Excellence for the Future Award**

The CALI Excellence for the Future Award, sponsored by the Center for Computer-Assisted Legal Instruction, is given each semester to the student or students who receive the highest grade in each section of each letter-graded course. An instructor may elect not to designate a CALI winner. Students who elect to take a letter-graded class pass/fail (see § 2.4) are eligible for the CALI award, in the discretion of the professor.

## **Section VII: Examinations**

### **§ 7.1 In General**

In most courses, the grade is based primarily on one written examination at the conclusion of the course. An instructor may require a written paper in lieu of, or in addition to, an examination. Some instructors give midterm examinations or other assignments, which may or may not be counted in the final grade. Courses designated as practice courses and seminars typically do not have an examination but require either simulated exercises or written assignments involving extensive legal research.

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### **§ 7.2 Exam Schedule and Conflicts**

All students must take their examinations at the scheduled time, except as provided herein and in §§7.3 and 7.4. If a student registers for two courses with examinations scheduled at the same time, one examination will be rescheduled. If a final exam is to be rescheduled, a final exam reschedule request must be submitted in accordance with procedures published each semester by the Assistant Dean for Student Affairs. In addition, the student must sign an Affirmation of Nondisclosure stating that he or she has not and will not communicate with anyone about any aspect of the examination.

A student will be deemed to have a conflict if he or she has two exams scheduled within 24 hours (e.g., exams at 8:30 a.m. and 6:00 p.m., or at 6:00 p.m. and 1:15 p.m. the following afternoon). A conflict does not exist if two exams are scheduled exactly 24 hours apart (e.g., exams at 8:30 a.m. and 8:30 a.m. the next morning).

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### **§ 7.3 Missing an Examination**

Students are expected to take examinations when scheduled, even though ill or inconvenienced. However, for serious illness or other extraordinary or compelling reason beyond the control of the student, a student may be excused from taking the exam at its scheduled time. Day Division students will not be excused from an examination for a job-related reason.

A student must notify the Assistant Dean for Student Affairs at the earliest possible time in advance of the exam, if the reason for missing the exam is known to the student in advance. When prior notice is not possible, the student must contact the Assistant Dean for Student Affairs as soon during or after the exam as possible to explain the failure to take the exam and, when permitted, to arrange for a makeup exam and/or an Incomplete. Failure to notify the Assistant Dean for Student Affairs will result in the student receiving a failing grade.

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#### **§ 7.4 Make-up Examinations**

When a student is excused from an exam, the student ordinarily will take the examination the next time the course is given by the same instructor. However, if more than one academic year is expected to pass before the instructor offers the same course, the student will take the exam the next time the course is offered by any instructor. If an exam is to be taken more than one month after the scheduled time, an Incomplete grade will be recorded until the exam has been taken.

In the discretion of the instructor, an examination may be given within one month after the end of the final examination period, rather than the next time the exam is regularly given. The time of the examination will be arranged by the instructor. Students who will have graduated before the next time the exam is expected to be given by the instructor will take the exam no later than one month after the end of the exam period, at a time arranged by the instructor. If a student requests an examination schedule change for religious reasons, the examination will be scheduled on the next day which does not violate the student's religious beliefs.

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#### **§ 7.5 Student Conduct During Examinations**

Student conduct during examinations is subject to the Chicago-Kent Code of Conduct, which is set forth in Section XIX of this Handbook.

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#### **§ 7.6 Examination Procedures**

Students must sit in alternate seats during examinations. At the beginning of the exam, the proctor will advise the students of the time at which the exam will end and will write the ending time on the blackboard. When time has expired, the proctor will announce that the exam is over and students must stop writing immediately and turn in their examinations. Failure to stop writing constitutes a violation of the Code of Conduct.

A student must not identify himself or herself by name, social security number, or any other designation or symbol anywhere on the examination questions or answer book or sheet; only the examination number assigned to the student should be used. A student should not disclose the examination number to the instructor, either directly or indirectly, until the instructor has submitted the final grades for the course. Failure to comply with these provisions may be a violation of the Code of Conduct, which appears in Section XIX of this Handbook (see §2-1(e) of the Code).

### **§ 7.7 Determination of Grades**

Grades are to be determined solely on the basis of the academic performance of each student according to criteria determined by the course instructor that are consistent with Law School, University, Association of American Law Schools, and American Bar Association policies. It is permissible for an instructor to consider class participation and attendance in determining a student's final grade. During the first week of class, the instructor will advise the students of the factors that will be considered in determining the final grade (e.g., examinations, papers, class participation, attendance, and other appropriate factors). Thereafter, the instructor may inform the students of additions to or changes in the factors with respect to attendance and participation that will be considered in determining the final grade. Such changes will have prospective application only. The evaluation and grading of academic performance are subject to the professional judgment of each instructor. Considerable personal discretion is required in these judgments. A justifiable margin of difference can exist between the evaluation of the same academic performance made by two or more professional persons.

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### **§ 7.8 Review of Examinations and Other Assignments**

A faculty member must review an examination or other written assignments with a student, regardless of the grade received, provided the student has complied with reasonable preconditions, such as attending an examination review session or making an appointment within a specified time. A faculty member is not, however, expected to debate the grading.

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### **§ 7.9 Appeal of Grade**

A student may appeal a grade by submitting a petition to the Dean alleging that the grade received was the result of capricious grading. Capricious grading constitutes either (1) assignment of a grade on the basis of factors substantially different from those previously announced, or (2) assignment of a grade to the petitioning student by resort to more exacting or demanding criteria than were applied to other students in that course. The judgment of an instructor in assessing the quality of a student's work is not appealable on other grounds. A student must file a grade appeal no more than 90 days after receiving the grade.

## **Section VIII: Grade Point Average Requirements**

### **§ 8.1 Definitions**

(a) The First Academic Semester for students in the full-time Day Division, including transfer students admitted with fewer than six hours of credit, ends upon completion of the first semester. The First Academic Semester for students in either the part-time Day Division or the Evening Division ends upon completion of the second semester. A part-time Day Division student or an Evening Division student who transfers to the full-time Day Division at the end of the student's first semester will be considered a Day Division student for purposes of this section. A summer session is not considered a First Academic Semester

(b) An Advanced Semester is any semester in which a student is enrolled for at least six credit hours after completion of the First Academic Semester. A Summer session is not considered an Advanced Semester.

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### **§ 8.2 (Reserved)**

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### **§ 8.3 GPA Requirements**

A student must attain a cumulative GPA of at least 2.300 for the First Academic Semester and at the end of each Advanced Semester to remain in good academic standing. In computing a student's cumulative GPA, a grade received to replace an Incomplete grade is counted in the cumulative GPA in the semester in which the Incomplete was given.

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### **§ 8.4 Dismissal From the Law School**

A student whose cumulative GPA falls below 1.700 at the end of the First Academic Semester will be dismissed from the Law School for academic reasons. Students who fail the same required course twice shall not be permitted to reregister for that course and shall be dismissed from the Law School.

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### **§ 8.5 Academic Probation**

(a) A student will be placed on academic probation if his/her GPA is at least 1.700 but below 2.300 at the end of the First Academic Semester. If the cumulative GPA of a student falls below 2.300 at the end of any Advanced Semester, the student will be placed on academic probation. A student on academic

probation will be entitled to one or more semesters of academic probation as provided in the following subsections.

(b) Except as provided in §8.5(e), a student is permitted only one probationary semester within which to attain a cumulative GPA of at least 2.300. If the student attains that cumulative GPA, the student regains good academic standing at the end of the probationary semester. If a student regains good academic standing and his/her cumulative GPA later falls below 2.300, the student will be permanently dismissed from the Law School without further probation.

(c) The probationary semester is the first academic semester after the effective date the student is placed on probation, which is the last day of the semester in which the GPA fell below the minimum GPA, regardless of the date of receipt of such grades. A Summer session may not serve as the probationary semester.

(d) A student may withdraw from the law school prior to the probationary semester. A student may withdraw during the probationary semester only with the approval of the Assistant Dean for Academic Administration and Student Affairs. In the event of withdrawal prior to or during the probationary semester, the student must re-enroll in the law school for the probationary semester the next academic semester, unless the student receives permission of the Assistant Dean for Academic Administration and Student Affairs to further postpone the probationary semester. Failure to enroll in either the first or second academic semester after the effective date the student is placed on academic probation, without permission of the Assistant Dean of Academic Administration and Student Affairs, will result in dismissal from the law school.

(e) A student who fails to achieve a cumulative GPA of at least 2.300 at the end of the probationary semester will be dismissed permanently from the Law School unless the student earned a GPA of 2.600 or higher in the probationary semester. A student who earns a GPA of at least 2.600 in the probationary semester is entitled to a second probationary semester within which to achieve a cumulative GPA of at least 2.300. A student who fails to achieve a cumulative GPA of at least 2.300 at the end of the second probationary semester will be dismissed permanently from the Law School regardless of the GPA earned in the second probationary semester.

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### **§ 8.6 Effect of Summer Session Grades on the Probationary Semester**

All students who have not been notified that they have been dismissed may enroll in the Summer session. The Summer session will not be considered a student's probationary semester.

If a student is notified that her or she has been dismissed as of the previous Spring semester, the student must immediately withdraw from the Summer session; the tuition for the Summer session will be refunded. This provision applies regardless of when the student is notified of the dismissal,

even if the such notification is received after the Summer session has concluded. If the student has been dismissed as of the prior Spring semester, grades received during the Summer session are void and will not count for any purpose.

If a student will be on academic probation in the Fall semester, the student may enroll in the Summer session. The Summer session will not be considered the student's probationary semester. The grades earned during the Summer session will be averaged together with the grades earned during the fall probationary semester to determine if the student has met the 2.300 requirement of §8.5(b), but will not be averaged to determine if the student has met the 2.600 requirement of §8.5(e).

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### **§ 8.7 Applications for Readmission**

Students dismissed for failing to satisfy the minimum GPA requirements may apply for readmission to the law school as a new student after three years from the date of dismissal. Students admitted under this procedure will not receive credit for any course work previously completed and will have to complete all courses required for new students at the time of readmission. In considering applications for readmission, the applicant's prior dismissal will be considered as a negative factor. In order to be admitted under this procedure, the applicant must provide evidence to the Admissions Committee that he/she possesses the requisite ability and that the applicant's prior dismissal does not indicate a lack of capacity to complete the course of study.

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### **§ 8.8 Repeated Courses**

A student who receives the grade of E or WE in a required course must retake the course at the earliest opportunity. A student who receives the grade of E or WE in an elective course may, but is not required to, register for the course in a subsequent semester and receive credit by successfully passing the course on repeat. If a student repeats a course in which an E or WE was received, full tuition must be paid for the course the second time and the student's cumulative GPA will include both the E or WE grade and the grade received on repeat. A student may not repeat a course in which the grade of D- or higher was received.

In addition to the standards of the Law School relating to academic probation, students who fail the same required course twice shall not be permitted to reregister for that course and shall be dismissed from the Law School.

## **Section IX: Class Attendance**

### **§ 9.1 Class Attendance**

Each student is expected to attend all classes regularly and punctually, to be prepared, to participate in the discussion, and to remain throughout the session. An instructor may notify the class of reasonable attendance requirements and may deduct credit or award the grade of WP or Incomplete if a student fails to meet the requirements.

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### **§ 9.2 Failure of an Instructor to Appear in Class**

If an instructor does not appear in class within 15 minutes after the class is scheduled to begin and has not given notice that he or she will be late, the students may presume the class has been canceled.

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### **§ 9.3 Tape Recording Class Sessions**

Video and/or sound recording by students of any classroom activities require the approval of the faculty in charge of the class and reasonable notice to all those in attendance. The faculty member in charge of the class is permitted but not required to impose additional reasonable conditions on recording, including, but not limited to, consent of the entire class and a prohibition on posting the recording on the internet or through any forms of social media. The above policies apply only to recordings made by students; they do not apply to class recordings made by the professor through the Law School's established recording procedures.

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### **§ 9.4 Scheduling of Make-up Classes**

No instructor shall schedule a make-up class during the period designated Read Period, except on the first day of that period. Optional review sessions are permitted during the remainder of the period. Faculty should make every effort to schedule make-up classes during the regular semester, considering the feasibility of scheduling them during the two periods of time each week during which no regular classes are scheduled.

## **Section X: Faculty Meetings and Committees**

### **§ 10.1 Schedule of Faculty Meetings**

At the beginning of each semester, the Dean announces the schedule of faculty meetings for the semester. Meetings are generally held each month classes are in session during the Fall and Spring semesters.

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### **§ 10.2 Student Representation**

The Student Bar Association president is invited to attend faculty meetings and may participate in most matters, except those involving individual students or faculty members. The SBA president may vote on all matters in which he or she may participate. Faculty meetings are closed to the general student body.

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### **§ 10.3 Publication of Minutes of Faculty Meetings**

Minutes of faculty meetings (with deletion of matters relating to individual students) will be made available to the SBA president, who may make them available to the student body in an appropriate manner.

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### **§ 10.4 Student Representation on Faculty Committees**

The Dean will designate which faculty committees shall have student representation and how the student representatives shall be selected.

## **Section XI: Curricular Matters**

### **§ 11.1 Required Courses and Course Descriptions**

The courses required for the J.D. degree are listed in §1.2. Descriptions of courses are published on the Chicago-Kent web site.

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### **§ 11.2 Recommended Courses for Upper-Level Students**

In addition to the faculty recommendations below, students are advised to check what subjects are tested on the bar exam in the state where they plan to sit for the bar and to take that information into consideration in selecting courses.

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.

For those students whose grade point average is in the lower third of the class after they complete their first year of law school (two semesters for full-time Day Division students and three semesters for part-time Day Division students and for Evening Division students), we recommend in the strongest terms possible that they take at least 20 hours (rather than 15) from the following list, with a heavy emphasis on courses that cover subject matter that may be tested on the bar exam.

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), Complex Litigation (3 hours), Federal Courts (3 hours), Illinois Civil Procedure (2 hours).

3. Commercial Law: one or both of the following: Secured Transactions (3 hours), Payment Systems (3 hours).
4. Conflict of Laws (3 hours)
5. Constitutional Law: First Amendment (2 or 3 hours).
6. Criminal Procedure: The Adjudicative Process (3 hours), or The Investigative Process (3 hours).
7. Estates and Trusts (4 hours).
8. Family Law (3 hours).
9. 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).
6. Environmental Law & Policy (3 hours).
7. Labor Law (3 hours).
8. Securities Regulation (3 hours).
9. Taxation of Business Enterprises (4 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.

A. Skills courses:

1. Employment Litigation (3 hours).
2. Mediation (2 hours).
3. Negotiations (2 hours).
4. Pretrial Litigation (3 hours).
5. Trial Advocacy 1(3 hours).

B. Clinical courses:

1. In-House Clinic (3 or 4 hours):

- a. Civil Litigation Clinic(3 or 4 hours).
- c. Criminal Defense Clinic (3 or 4 hours).
- d. Employee Benefit Claims Clinic (3 or 4 hours).

- e. Estate Planning, Probate, & Transactional Law Clinic (3 or 4 hours).
  - f. Family Law Clinic (3 or 4 hours).
  - f. Intellectual Property Clinic (3 or 4 hours).
  - g. Immigration Law Clinic (3 or 4 hours).
  - h. Mediation and Other ADR Procedures (3 or 4 hours).
  - i. Tax Clinic (3 or 4 hours).
  - j. Intensive Clinic (10 hours)
- 2. Judicial Externship (4 hours).
  - 3. Legal Externship (4 hours).
  - 4. Labor and Employment Externship (4 hours) (for students in the Labor and Employment Law Certificate Program only).
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### **§ 11.3 Course Prerequisites**

Course prerequisites will be noted in each semester's schedule. A student must have completed the prerequisite(s) before taking the course. A student who registers for a course without the necessary prerequisite will be removed from the course regardless of when the noncompliance is discovered. A student seeking to have a prerequisite waived should contact the Associate Dean for Academic Affairs and the instructor for the course prior to registration.

## **Section XII: Tuition and Fees**

### **§ 12.1 Tuition**

Tuition information is available by clicking [here](#).

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### **§ 12.2 U-Pass Fee**

The Law School participates in the Chicago Transit Authority's U-Pass program, which provides students with discount fare cards allowing unlimited rides on all Chicago Transit Authority buses and trains when school is in session and the student is registered. See the *Record* for information each semester about the current eligibility rules for receiving the U-Pass, the cost of the U-Pass, and rules governing opting in or out of the program.

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### **§ 12.3 Student Activities Fee**

A student activities fee, as well as a supplemental loan repayment assistance program fee, are charged each semester. The student activities fee supports activities of the Student Bar Association and official student organizations. The current amounts of the fees are available by clicking [here](#).

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### **§ 12.4 Student Insurance**

Information about student health insurance is available by clicking [here](#).

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### **§ 12.5 Change of Program**

There is no fee to process program changes. However, tuition is charged for dropped courses according to the tuition refund policy in §12.10.

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### **§ 12.6 Course Materials**

Course materials, including textbooks and photocopied materials, are sold through the university's virtual bookstore.

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### **§ 12.7 Payment of Charges**

Tuition and fees are payable in the manner and at the time specified by the Student Accounting Office. Past-due tuition and fees must be paid in full before a student may register.

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### **§ 12.8 Financial Delinquency**

Any student who fails to meet the required payments as provided in §12.7 will be charged a late penalty, as described on the Student Accounting Office website.

Students with delinquent accounts are subject to suspension and exclusion from classes after being notified by the Student Accounting Office. These students may not be permitted to take final examinations, receive course credits or transcripts, register for a subsequent semester, receive a degree or be certified to the bar examiners.

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### **§ 12.9 Dishonored Checks**

A dishonored form of payment may result in exclusion from classes.

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### **§ 12.10 Tuition Refund Policy**

Tuition is charged for all courses for which a student is registered unless the student officially drops the course in accordance with §3.10(a). There is no tuition penalty if a student drops a course during the add/drop period for the relevant term. There will be no tuition refund, however, if a student drops a course after the end of the add/drop period

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### **§ 12.11 Tuition Refund Policy: Special Situations**

No tuition will be charged, and a full refund will be made of any amounts paid, upon application supported by proof, as necessary, under the following circumstances: (1) a course in which the student is registered is canceled; (2) death or serious injury causing incapacity occurs to the student; or (3) a student is dropped from courses because he or she has been dismissed from the Law School for failure to meet academic requirements during the immediately preceding semester of instruction. Under other exceptional circumstances, such as withdrawal for voluntary military service, serious illness, or action by the University, consideration may be given to providing a credit in a future semester for unused tuition upon request to the Associate Dean for Academic Affairs.

## **Section XIII: Financial Aid and Scholarships**

Additional information about financial aid is available on the [Office of Financial Aid's home page](#).

Additional information about scholarship programs is available from the Office of Admissions in Suite 230.

### **§ 13.1 Full-time, Half-time Status for Financial Aid and Deferment Purposes**

Information about full-time and half-time status for financial aid purposes is available on the [Office of Financial Aid's website](#).

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### **§ 13.2 Scholarships**

The law school provides a range of scholarships. A summary of the types of available awards is available online by clicking [here](#). Questions about scholarship awards should be directed to Gabriela Amador at [gamador@kentlaw.iit.edu](mailto:gamador@kentlaw.iit.edu).

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### **§ 13.3 Scholarship Policies**

The law school's policies on the award and retention of scholarships are available by clicking [here](#). Questions about scholarship awards should be directed to Gabriela Amador at [gamador@kentlaw.iit.edu](mailto:gamador@kentlaw.iit.edu).

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### **§ 13.4 Outside Scholarships**

Students seeking scholarships offered outside of Chicago-Kent College of Law should consult the *Record* for notices of scholarships and writing contests awarded by outside organizations.

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### **§ 13.5 Student Loans**

Information on loan programs, the requirements for applying for loans, and the law school's policies with respect to financial aid is available by clicking [here](#).

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### **§ 13.6 Alumni Emergency Loan Fund**

Current students may borrow up to \$300 for 60 days without interest from the Alumni Emergency Loan Fund. The fund is administered by the Assistant Dean for Administration and Finance in Suite 265.

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### **§ 13.7 Summer Session Loans**

For information on applying for summer session loans, [click here](#).

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### **§ 13.8 Visiting Another Law School or Visiting Overseas**

Information about financial aid for students who will visit at another law school (including an overseas program) during the academic year is available by [clicking here](#).

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### **§ 13.9 Veterans**

Information about educational benefits for veterans is available by [clicking here](#).

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### **§ 13.10 Deferments**

To postpone the payments on your outstanding student loans, you must request an in-school deferment from your loan servicer. To request an in-school deferment you must contact your servicer to obtain an in-school deferment form. Complete the student section of the form and give the form to the Registrar's Office. The Registrar's Office will complete a pre-enrollment verification with your servicer(s). Please be aware that your in-school deferment will not start until classes begin.

## **Section XIV: General Information**

### **§ 14.1 Official Notices: Law School *Record***

Official notices are printed in the *Record*, an online newsletter produced each week during the academic year when classes are in session. The *Record* is posted on the Chicago-Kent website each Monday. All notices published in the *Record* are deemed to have been communicated to all students; the *Record* serves as "constructive notice."

Faculty, staff, and student organizations may have notices or announcements published in the *Record* by e-mailing [record@kentlaw.iit.edu](mailto:record@kentlaw.iit.edu) by Thursday at noon for inclusion in the following week's edition.

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### **§ 14.2 Bulletin Boards and Posting of Notices**

The Law School's current policy on use of bulletin boards and the posting of notices and flyers (including digital flyers) is [available here](#). Commercial solicitation is not permitted in the Law School building. All unauthorized postings and materials will be removed and discarded.

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### **§ 14.3 Rule 711 Licenses**

A student who has successfully completed 44 credit hours (half of the credit hours required for graduation) may obtain an Illinois Supreme Court Rule 711 License to practice law under the terms and conditions set forth in the Rule. Students may not apply for the license until they have received grades in courses totaling 44 credit hours; it is not permissible to apply after taking final exams (but before grades have been received) in courses totaling 44 credit hours.

Application forms are available by [clicking here](#). Students should print out the appropriate form, complete both the student and the supervisor sections of the form (including obtaining the supervisor's signature), and email a scan of the form to the Associate Dean for Academic Affairs (or drop off the printed form at the Associate Dean's office, Suite 320C). After receipt of the form, the Dean certifies the status of the student and the application is emailed to the Administrative Office of the Illinois Courts, which issues the license and mails it to the student.

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### **§ 14.4 Privacy Rights and Access to Educational Records**

Chicago-Kent College of Law respects the rights of privacy of its students and acknowledges the responsibility to maintain confidentiality of personally identifiable educational records. The Law

School complies with The Family Educational Rights and Privacy Act (FERPA), which affords students certain rights with respect to their education records. They are:

(1) The right to inspect and review the student's education records within 45 days of the day the University received a request for access. Students should submit to the Registrar a written request that identifies the records they wish to inspect. The Registrar will make arrangements for access and notify the student when the records may be inspected. If the records are not maintained by the Registrar, the Registrar will advise the student of the correct official to whom the request should be addressed.

(2) The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask the law school to amend a record that they believe is inaccurate or misleading. They should write the Assistant Dean for Academic Administration and Student Affairs and identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the Assistant Dean determines not to amend the record as requested by the student, he or she will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

(3) The law school has adopted a policy of not disclosing personally identifiable information, other than the directory information described in §14.5, from the educational records of a student without his or her prior written consent, except in the following instances permitted under FERPA: (1) To school officials, including teachers, within the educational institution who have a legitimate educational interest. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. (2) To officials of another school in which the student seeks or intends to enroll, provided that a documented attempt will be made to notify the student of intended disclosure, prior to submission of such information. (3) To certain authorized representatives of the United States and state agencies who require such information to carry out lawful functions. (4) In connection with the student's application for, or receipt of, financial aid. (5) To organizations conducting studies for, or on behalf of, educational agencies or institutions, if these studies are conducted in a manner that will not permit the personal identification of students and if the information will be destroyed when no longer needed for the purpose for which it is conducted. (6) To accrediting organizations in order to carry out their accrediting functions. (7) To comply with a judicial order or lawfully issued subpoena. (8) To appropriate parties in health or safety emergencies. (9) To parents of dependent Chicago-Kent students, as defined in Section 152 of the Internal Revenue Code of 1986.

### **§ 14.5 Directory Information**

Chicago-Kent reserves the right to release at its own discretion the following directory information about enrolled students: name of student; date and place of birth; local address, phone number, and e-mail address; home address and phone number; enrollment status and dates of attendance at Chicago-Kent; positions held, place of employment, and extension number of students employed by Chicago-Kent; memberships in officially recognized campus organizations, including offices held in such organizations; degrees earned and special awards and recognition given; photograph of student; and all information requested by the Illinois Board of Admissions to the Bar and bar exam officials of other states for all students and former students. Such directory information available from educational records kept by Chicago-Kent may also be released concerning former students for the time during which they were registered as students at Chicago-Kent.

The name and photograph of enrolled students are published in the Law School's Web for Students, which is available only to members of the Chicago-Kent community.

If a student does not wish their photograph to be published, or for their local address or phone number to be released, the student must submit a Privacy Form, available on the [Web for Students site](#). If a student does not wish other types of directory information released, the student must file a written request with the Registrar specifying the types of information the students wishes to be withheld. Chicago-Kent reserves the right to release directory information to school officials who have a legitimate educational interest (see §14.4) despite a student's request to withhold the information.

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### **§ 14.6 Reservation of Rooms and Scheduling of Events**

The Office of Administration and Finance is responsible for scheduling rooms for events held in the Law School building. Any group or individual, including an instructor, who wishes to use a room for any purpose other than a regularly scheduled class (e.g., a speaker, make-up class, or committee or organization meeting) must submit a room request using the online room reservation form linked to [this page](#). An e-mail confirmation will be sent to the person submitting the request within 24 business hours from receipt of the properly completed form.

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### **§ 14.7 Use of Facilities**

An organization not associated with the Law School that wishes to use Law School facilities must submit a letter at least two weeks in advance to the Office of Administration and Finance, Suite 265. Organizations not associated with the Law School will be charged room rental fees and other applicable charges.

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### **§ 14.8 Lost and Found**

Students should not leave personal belongings unattended in classrooms, offices, lounges, washrooms, the Library, or any other area of the Law School building. Found items should be taken to the front lobby reception desk, where a lost and found service is maintained.

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### **§ 14.9 Lockers**

Lockers assignments are arranged by the Assistant Dean for Student Affairs' office. Students retain their assigned locker throughout their years at Chicago-Kent.

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### **§ 14.10 Bookstore**

The university now uses a [virtual bookstore](#) for published course materials.

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### **§ 14.11 ID Cards**

Photo ID cards are issued by the Registrar's office. All Chicago-Kent students will receive an ID card at the beginning of their first semester.

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### **§ 14.12 Parking**

Special parking rates may be available in nearby parking lots. Students should contact the Office of Administration and Finance for current information.

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### **§ 14.13 IIT Main Campus Facilities**

Chicago-Kent students are welcome to use the gym, swimming pool, bowling alley, and other facilities on IIT's Main Campus. For information regarding the hours and availability of facilities, contact the Student and Academic Affairs office on the main campus at 567-3305 (extension 73305 from phones within the law school).

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#### **§ 14.14 [Reserved]**

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#### **§ 14.15 Personal Mail**

Students may not use the Law School address for personal mail. Such mail will be returned to the Post Office as undeliverable.

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#### **§ 14.16 School Closing Due to Inclement Weather**

Announcements concerning closing of the Law School due to inclement weather will be distributed via the IIT Alert system. [Click here](#) for more information about IIT Alert.

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#### **§ 14.17 Alcoholic Beverages**

University policy allows alcohol (beer and wine) to be served only after 4:00pm and subject to certain limitations and advance approval. [Click here](#) to read the full university policy. Please contact the Event Planning office ([events@kentlaw.iit.edu](mailto:events@kentlaw.iit.edu)) for assistance if you wish to provide alcohol at an event.

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#### **§ 14.18 Smoking Policy**

Smoking is not permitted in the Law School building. In addition, the City of Chicago prohibits smoking within 15 feet of the building entrance. Smokers should use the designated outdoor smoking area to the east of the building entrance (past the second column).

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#### **§ 14.19 Student Complaints**

Chicago-Kent College of Law is accredited by the American Bar Association and is subject to the ABA's Standards for Approval of Law Schools, available at [https://www.americanbar.org/groups/legal\\_education/resources/standards.html](https://www.americanbar.org/groups/legal_education/resources/standards.html). Listed below are the procedures that a student should use if the student believes there is a significant problem that directly implicates the Law School's program of legal education and its compliance with the ABA Standards.

1. The student should submit the complaint by email, postal mail, personal delivery, or fax to the Dean or to the Associate Dean for Academic Affairs.
  2. The complaint should describe in detail the grounds for the complaint and how the matter implicates the Law School's program of legal education and/or its compliance with one or more ABA Standard(s).
  3. The complaint should include the name of, and contact information for, the complaining student so that a response can be made to the student.
  4. The administrator to whom the complaint is submitted will acknowledge the complaint within three business days of receipt. Acknowledgment may be made by e-mail, postal mail, personal delivery, or fax.
  5. Within two weeks of acknowledgment of the complaint, the administrator, or the administrator's designee, shall respond to the substance of the complaint either by meeting with the complaining student or by written response. If the administrator determines that the complaint warrants corrective action or further investigation, the complaining student will be informed of the steps being taken to address or investigate the complaint. If further investigation is needed, the student will be informed of the results within two weeks after completion of the investigation.
  6. Appeals regarding decisions on complaints may be taken to the Dean of the Law School or, if the Dean has decided the merits of the complaint, the Provost of the University. Any decision made on appeal by the Dean or the Provost shall be final.
  7. A copy of the complaint and a summary of the process and resolution of the complaint shall be kept in the office of the Associate Dean for Academic Affairs for a period of ten years from the date of final resolution of the complaint.
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#### **§ 14.20 Escort Service**

The security staff will escort students to their cars in the evening; information about this service is available at the registration desk in the front lobby.

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#### **§ 14.21 Disability Accommodations**

The university arranges for reasonable accommodations for students with special needs, as required by federal law, including the Americans with Disabilities Act (ADA). Accommodations require documentation from the appropriate medical professionals and can be made for a variety of

situations. Because some accommodations required advance planning, it is advisable to begin the process as soon as possible. For more information see the website for the [IIT Center for Disability Resources](#), which provides the university's policies and procedures for assessing requests for reasonable accommodations.

Students who wish to request accommodations may contact the IIT Center for Disability Resources directly (312-567-5744, or [disabilities@iit.edu](mailto:disabilities@iit.edu)), or may contact the Law School's Assistant Dean for Student Affairs, Jenna Abhijeet, at (312) 906-5005 or [jabhijeet@kentlaw.iit.edu](mailto:jabhijeet@kentlaw.iit.edu).

**Section XV: Reserved**

## **Section XVI: Anti-Discrimination and Harassment Policies**

### **§ 16.1 Law School Policy on Equality of Opportunity**

As a member of the Association of American Law Schools and in conformity with its bylaws, Chicago-Kent abides by the following policy:

Chicago-Kent College of Law of the Illinois Institute of Technology provides equality of opportunity in legal education for all persons, including faculty and employees, with respect to hiring, continuation, promotion and tenure, applicants for admission, enrolled students, and alumni, without discrimination on the ground of race, color, religion, national origin, gender, age, disability, sexual orientation, gender identity, or gender expression. In addition, Chicago-Kent provides its students and graduates with equal opportunity to obtain employment without discrimination or segregation on the above-stated grounds. Facilities and services of the Career Service Office of Chicago-Kent College of Law are available only to employers whose employment practices are consistent with this policy and are similarly non-discriminatory.

Any students, applicant or employee of Illinois Institute of Technology who believes that he or she has received inequitable treatment because of discrimination violating this policy should communicate, either in writing or in person, with the Director of Equal Opportunity and Affirmative Action, 224 Perlstein Hall, 312.567.3134.

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### **§ 16.2 IIT Policy on Equality of Opportunity**

It is the intention of Illinois Tech to act in accordance with all regulations of the federal, state and local governments with respect to providing equality of opportunity in employment and in education, including, but not limited to, all student-related programs and activities, graduate and undergraduate, full-time and part-time, insofar as those regulations may pertain to Illinois Tech. Illinois Tech prohibits and will act to eliminate discrimination on the basis of race, color, religion, national origin, gender, sexual orientation, age, disability, veteran status or other statutorily protected classes. Pursuant to the foregoing, it is the policy of the university to comply with the Americans with Disabilities Act of 1990, as amended, and Section 504 of the Rehabilitation Act. Furthermore, reasonable accommodations will be provided to qualified individuals with physical or mental disabilities. Inquiries regarding reasonable accommodations should be directed to the Center for Disability Resources: 3424 S. State Street, Suite 1C3-2, Chicago, IL, Tel: 312.567.5744, TDD: 312.567.5135, Fax: 312.567.3845, disabilities@iit.edu.

Any student, applicant or employee of Illinois Tech who believes that he or she has received inequitable treatment because of discrimination violating Illinois Tech's stated policy of equal opportunity in employment and in education should communicate, either in writing or in person, with

the Director of Equal Opportunity and Affirmative Action, IIT Tower, 10 W. 35th Street, 19th Floor, 312.567.3134. See Section E above for additional details and information.

In addition, the Title IX Coordinator is responsible for monitoring the university's overall implementation of and compliance with Title IX, which broadly speaking prohibits discrimination or unequal treatment in educational programs and activities, including, but not limited to employment-related matters, based on sex or gender. Accordingly, such matters or inquiries regarding the same may also be raised with the Title IX Coordinator, Virginia Foster. Ms. Foster's contact information is: 312-567-5725, foster@iit.edu, Room 2D7-1 of the IIT Tower, 10 West 35th Street in Chicago. Inquiries regarding Title IX may also be directed to the Office of Civil Rights of the U.S. Department of Education, whose website is [www2.ed.gov/about/offices/list/ocr/index.html](http://www2.ed.gov/about/offices/list/ocr/index.html).

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### **§ 16.3 IIT Policy on Sexual Harassment and Misconduct**

Illinois Institute of Technology is committed to ensuring an environment for all members of the university community that is fair, humane, and respectful--an environment which supports and rewards student, faculty and staff performance on the basis of relevant considerations such as ability and effort. Behaviors that inappropriately assert sexuality as relevant to student, faculty or staff performance damage this environment. Therefore, IIT will provide for its students, faculty and staff an educational and employment environment free of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communications constituting sexual harassment as defined and otherwise prohibited by local, state and federal law.

The entire sexual harassment policy, including procedures for reporting violations, is available by [clicking here](#).

## **Section XVII: Conviser Law Center Library**

### **§ 17.1 Library Hours**

The Library's hours of operation are available in the *Record* and by [clicking here](#).

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### **§ 17.2 General Rules**

General library policies are available by [clicking here](#).

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### **§ 17.3 Circulation Policies**

The Library's circulation policies are available by [clicking here](#).

## **Section XVIII: Career Development and Professionalism Office**

### **§ 18.1 Policies and Procedures**

Information about the policies and procedures followed by the Career Development and Professionalism Office is available on the Law School's website by [clicking here](#).

## **Section XIX: Code of Conduct**

This Code of Conduct governs the conduct of College of Law students, matriculated or non-matriculated, whether or not currently enrolled in the Collge, with the exception of conduct involving allegations of sexual harassment or sexual misconduct. For those allegations, College of Law students are subject to the university-wide policies, provisions, and procedures available at <https://web.iit.edu/student-affairs/handbook/fine-print/sexual-harassment> (sexual harassment), at <https://web.iit.edu/student-affairs/vawa-save-acts> (sexual misconduct), and at <https://web.iit.edu/student-affairs/handbook/fine-print/conduct-discipline> (disciplinary procedures), which are incorporated herein by reference. All allegations concerning sexual harassment or sexual misconduct will be adjudicated in accordance with these university-wide policies, provisions, and procedures rather than those of this Code of Conduct.

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### **ARTICLE I. DEFINITIONS**

§1-1 Alleged Violator: the student or former student suspected of having violated this Code who is named in the complaint or named by the Prosecutor pursuant to 5-4(d). Whenever the term appears, it also shall refer to the Alleged Violator's chosen representative.

§1-2 [reserved]

§1-3 College: Illinois Institute of Technology Chicago-Kent College of Law.

§1-4 Complainant: the person who filed the complaint that alleges that a violation of this Code has occurred.

§1-5 Dean: The Dean of the College may designate any full-time voting faculty member or the Assistant Dean for Student Affairs to perform the duties imposed upon the Dean by this Code, in which case "Dean" shall mean the designated individual. In any case in which the Dean or a designated individual is either an interested faculty member, a complainant, or an occurrence witness, the Associate Dean for Scholarship and Faculty Development shall perform the duties imposed upon the Dean by this Code. If, in such a case, the Associate Dean for Scholarship and Faculty Development is either an interested faculty member, a complainant, or an occurrence witness, the faculty members of the Curriculum Committee shall elect a disinterested full-time voting member of the faculty to perform the duties imposed upon the Dean by this Code.

§1-6 Inform: When a provision of this Code requires that an individual "inform" another person, the communication may be made in person, by telephone, by letter, by email, or any other means.

§1-7 Interested faculty member or administrator: An interested faculty member is a faculty member in whose course the alleged violation of this Code occurred. In legal writing courses, both the section instructor and the Director of Legal Research and Writing are interested faculty members. With respect to alleged violations involving functions within the jurisdiction of an administrator, that administrator is an interested faculty member.

§1-8 Law School: Chicago-Kent College of Law.

§1-9 Notify: When a provision of this Code requires an individual to "notify" another person, such notification shall be by letter, by email, or any other means.

§1-10 Presiding Officer: the Presiding Officer of the Tribunal.

§1-11 Publish: When a provision of this Code requires an individual to "publish" a notice or finding, such publication shall be either in the *Record* or on the official administration bulletin board or both, but shall not identify the names of the Alleged Violators.

§1-12 Tribunal: the Law School Discipline Tribunal.

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## **ARTICLE II. PROHIBITED CONDUCT**

### **§2-1 Academic Misconduct**

It shall be a violation of this Code for a matriculated or non-matriculated student, whether or not currently enrolled in the College, to engage in or attempt to engage in any of the following conduct, which, unless otherwise stated, must be done knowingly, recklessly, or negligently:

- (a) representing, expressly or impliedly, the work of another to be one's own, including representing as your own writing a work created in whole or in part by a Generative AI program, such as ChatGPT, or representing as your own writing a paraphrase of such work;
- (b) giving, obtaining, or soliciting unauthorized assistance or using unauthorized material in the preparation of material to be submitted or presented in a class, law review assignment or competition, moot court or trial advocacy assignment or competition, client counseling competition, essay contest which the student is able to enter by virtue of being a law student, or similar activity; unauthorized assistance includes using material created by a Generative AI program in a work

submitted by a student for a class or competition unless it was expressly permitted by the instructor or relevant competition rules;<sup>1</sup>

(c) knowingly or recklessly hiding or stealing library material, or withdrawing such books or material from the library without properly charging them out, or defacing such books or material;

(d) violating any rule imposed by the instructor or exam proctor;

(e) identifying himself/herself by name or any other designation or symbol anywhere on the examination questions or answer booklet or disclosing his/her examination number to an instructor, either directly or indirectly, prior to the instructor having reported the grades for the course to the Registrar;

(f) copying, or giving, receiving or soliciting, assistance or information from any person during an exam; or providing any information about an exam to a student who has not yet taken the exam.

(g) using unauthorized material during an exam; use of a Generative AI program is unauthorized unless expressly permitted by the instructor;

(h) obtaining an exam, assignment, answer sheet or similar material in an unauthorized manner or at an unauthorized time;

(i) writing after the exam time has expired;

(j) making material misrepresentations in any submissions to or through the Admissions Office or the Career Services Office or to a potential employer; or

(k) otherwise seeking to gain an unfair advantage over another student.

## §2-2 Nonacademic Misconduct

It shall be a violation of this Code for a matriculated or non-matriculated student, whether or not currently enrolled in the College, to engage in or attempt to engage in any of the following conduct if it (a) affects or threatens to affect another IIT student or a member of the faculty, staff or administration of IIT; or (b) occurs on IIT premises or at a function sponsored by IIT or by an IIT student organization. Unless otherwise stated, such conduct must be done knowingly, recklessly or negligently.

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<sup>1</sup> Spell-check and grammar-check on a word processor are permitted. If the instructor permits the use of Westlaw, Lexis, or other program, those programs are allowed within the scope of the instructor's instruction.

- (a) Engaging in dishonest conduct, including cheating, plagiarizing, or knowingly furnishing false information to the university;
- (b) Forging, altering, or using university documents, records, or instruments of identification with intent to defraud;
- (c) Harassing and/or hazing in all forms, which includes, but is not limited to, striking, laying hands upon, threatening with violence, or offering to do bodily harm to another person, or other treatment of a demeaning, abusive, taunting, or alarming nature;
- (d) Intentionally obstructing or disrupting teaching, research, administration, disciplinary proceedings, or other university activities and other authorized activities on IIT's premises;
- (e) Physically abusing any person or engaging in conduct that threatens or endangers the health or safety of any such person;
- (f) Selling, distributing, manufacturing, using, or possessing illegal drugs;
- (g) Possessing or using firearms, fireworks, explosives, or weapons of any description, for any purpose;
- (h) Stealing from or damaging university premises, or property of a member of the IIT community on the university premises;
- (i) Failing to comply with directions of university officials or engaging in disorderly or abusive conduct toward university officials acting in performance of their duties;
- (j) Violating published university regulations, including regulations relating to [the use of firearms](#) and [alleged copyright infringement under the Digital Millennium Copyright Act \(DMCA\)](#);
- (k) Violating federal, state, or municipal laws on university premises (or in university residence halls) in a way that adversely affects the functioning of the university;
- (l) Making false statements to, presenting false evidence to, or failing to comply with a subpoena issued by the Tribunal or otherwise obstructing the administration of this Code.
- (m) Sexual harassment and misconduct: College of Law students are subject to the university-wide policies, provisions, and procedures available at <https://web.iit.edu/student-affairs/handbook/fine-print/sexual-harassment> (sexual harassment), at <https://web.iit.edu/student-affairs/vawa-save-acts> (sexual misconduct), and at <https://web.iit.edu/student-affairs/handbook/fine-print/conduct-discipline> (disciplinary procedures), which are incorporated herein by reference. All allegations concerning sexual harassment or sexual misconduct will be adjudicated in accordance with these university-wide policies, provisions, and procedures rather than those of this Code of Conduct.

### §2-3 Felony Conviction

Any felony conviction that occurs prior to a student's first admission to the College, if not disclosed on the student's application, or after the student's first admission to the College and prior to the student's graduation from the College shall be a per-se violation of this Code. Upon notification of such a conviction, the Tribunal shall proceed in accordance with §6-4 to determine the appropriate sanction; provided, however, that in the event of an appeal of the felony conviction, the Tribunal may suspend the Alleged Violator from the College pending final determination of the appeal.

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## **ARTICLE III. LAW SCHOOL DISCIPLINE TRIBUNAL**

§3-1 The Law School Discipline Tribunal shall have jurisdiction over all alleged violations of this Code.

§3-2 The Tribunal shall have jurisdiction whether or not the Alleged Violator is currently enrolled in the College. The Tribunal may proceed in the absence of the Alleged Violator who, after due notice, fails to be present or to participate in the proceedings. A finding that the Alleged Violator is guilty of a violation of this Code shall not be based solely on the absence of the Alleged Violator.

§3-3 There shall be two Tribunals convened each year; the Dean shall have the discretion to assign a case to either of the Tribunals. Each Law School Discipline Tribunal shall consist of three members: two faculty and one student. The Dean shall appoint one member of each Tribunal as its Presiding Officer.

§3-4

(a) The faculty members of the Tribunal shall be appointed by the Dean for two-year terms. The terms of the faculty members of each panel shall be staggered. During the first year of this Code, the Dean shall appoint one faculty member to each Tribunal with a one-year term and one faculty member with a two-year term. Once a Charge has been submitted to a Tribunal pursuant to §5-6, the members of that Tribunal shall have jurisdiction over the Charge until its final disposition, notwithstanding the termination of a Tribunal member's term of office.

(b) Only full-time voting members of the faculty may serve on a Tribunal. The Dean, the Associate Dean for Scholarship and Faculty Development, and the Associate Dean for Academic Affairs shall not be eligible to serve on a Tribunal.

(c) If a faculty member of a Tribunal is an interested faculty member, an occurrence witness, or the complainant in a particular case, or if he/she recuses himself/herself, the Dean shall appoint a replacement for him or her for purposes of that case only.

(d) If a faculty vacancy occurs on a Tribunal, the Dean shall appoint a replacement to serve out the unexpired term.

### §3-5

(a) The student member of each Tribunal shall be appointed by the Dean from a panel of students selected by the Student Bar Association.

(b) If the student member of a Tribunal is the complainant, an occurrence witness, or the Alleged Violator in a particular case, or if he/she recuses himself/herself, the Dean shall appoint a replacement for purposes of that case only.

(c) If a complaint alleging a violation of this Code is filed against a student member of a Tribunal, he/she may continue to sit on the Tribunal while the complaint is investigated. Upon a finding of probable cause by the Prosecutor, the student shall be disqualified from sitting on the Tribunal pending resolution of the case. Upon conviction, the student member shall be removed from the Tribunal.

(d) If a student vacancy occurs on a Tribunal, the Dean shall appoint a replacement to serve out the unexpired term.

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## **ARTICLE IV. GUILTY PLEA**

§4-1 An Alleged Violator may at any time admit to the Tribunal his/her violation of this Code. The Tribunal may find the Alleged Violator guilty and proceed in accordance with §6-4. A student may not plead nolo contendere.

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## **ARTICLE V. PRE-HEARING PROCEDURES**

§5-1 Any person (including a faculty member or administrator) who has a reasonable basis for believing a violation has occurred has an obligation to file a complaint with the Dean. The complaint shall be in writing, signed by the complainant, and shall contain a statement of facts upon which the complaint is based. Any proceeding under this Code shall provide a prompt, fair, and impartial process from the initial investigation to the final result.

§5-2 There shall be no period of limitation for filing complaints, but prejudice resulting from excessive delay may be a defense as set forth in §5-9.

### §5-2.5

(a) Upon receiving a complaint based on a Code of Conduct violation, the Dean may issue a temporary suspension from the College when the allegations against the student are sufficiently serious or alarming so as to reasonably believe, given the academic and/or campus environment, that immediate separation is required to address a risk to the safety of other students, IIT faculty, IIT property or to stop ongoing harassment or intimidation of an IIT faculty member, administrator, or student. Pending a hearing, the Dean may issue a temporary "no contact" order to the student not to have any contact (written, oral, electronic and/or in-person) with a party who has been the target of the students' conduct. Breach of the no contact order can result in additional Code of Conduct charges.

(b) Any student suspended pending resolution of the Code of Conduct process may seek expedition of the prosecutorial investigation and possible hearing to follow. If a request for expedition is made, the prosecutor should determine within five days whether probable cause exists to convene a Tribunal. If no probable cause exists, the no contact order will be dissolved. If probable cause is determined, the Tribunal shall convene a hearing, if possible, within the succeeding two weeks. The suspended student, upon request, shall be granted access to audiotapes from all classes missed and, if required, other reasonable accommodations shall be made to permit the student to keep up with course work pending resolution of the Honor Code process.

(c) Any amendment to the Code of Conduct, other than redefining conduct giving rise to discipline, shall be effective immediately, notwithstanding §10-5 of the Code.

#### §5-3

(a) Upon receiving a complaint, the Dean shall appoint a Prosecutor as expeditiously as possible, who shall represent the interest of the law school in the matter. If, during the course of an investigation, the Prosecutor is unable to act, the Dean shall appoint a replacement.

(b) The Prosecutor shall be a full-time member of the faculty. The Dean, the Associate Dean for Scholarship and Faculty Development, and the Associate Dean for Academic Affairs shall not be eligible to serve as the Prosecutor.

(c) A faculty member shall not be eligible to serve as the Prosecutor in a case in which he/she is the complainant, an occurrence witness, or an interested faculty member, or if he/she is a member of the Tribunal.

#### §5-4 Within 10 days after being appointed, the Prosecutor shall:

(a) Inform any interested faculty member or administrator and notify the Alleged Violator of the fact that a complaint has been filed and of the nature of the alleged violation. The written notification to the Alleged Violator shall advise him/her of the following: (1) the right to select any person, subject to

the requirements of §5-8, to represent him/her at his/her cost; and (2) the fact that he/she has no obligation to speak to the Prosecutor nor to testify at any hearing before the Tribunal (§6-3(b)).

(b) Publish a notice informing the student body that a violation has been alleged and stating the course or context in which the violation allegedly occurred, the nature of the alleged violation, and the name of the Prosecutor. This notice shall remain posted until the Prosecutor publishes the probable cause finding.

(c) Begin an investigation which shall be completed within 30 days of its commencement, if practicable.

(d) The Prosecutor is not limited to the allegation(s) or the Alleged Violator(s) specified in the complaint. As soon as the investigation focuses on an individual not named in the complaint as one who may have violated this Code in the same transaction as the Alleged Violator, the Prosecutor shall comply with the notice provisions of §5-4(a) and (b). If the Prosecutor discovers a reason to believe that an individual not named in the complaint may have violated this Code in a transaction not related to the one complained of, the Prosecutor shall file a complaint with the Dean pursuant to §5-1.

#### §5-5

(a) If, after completing the investigation of the complaint, the Prosecutor determines that there exists no probable cause to believe that the conduct alleged to be a violation of this Code has occurred, he/she shall not proceed with the prosecution and shall comply with the notification procedures in §5-5(d). No appeal shall be allowed from this determination.

(b) If, after completing the investigation of the complaint, the Prosecutor determines that the conduct alleged does not, as a matter of law, violate this Code, he/she shall not proceed with the prosecution and shall comply with the notification procedures in §5-5(d). Such a determination may be appealed to the faculty by the complainant or any interested faculty member or administrator. The appeal shall follow the procedures set forth in §5-9(c) and (d).

(c) If at any time prior to a formal finding of probable cause, the Prosecutor determines that any violation that may have occurred is de minimis, or that the prosecution of any violation that may have occurred would not be in the best interests of the law school, the Prosecutor shall have discretion not to proceed with the prosecution. If the Prosecutor decides not to proceed with the prosecution, he/she shall comply with the notification procedures set forth in §5-5(d). The Prosecutor shall have discretion to condition the decision not to prosecute on the student's acceptance of a private or public reprimand. The Prosecutor's decisions may be appealed to the Dean by the complainant or any interested faculty member or administrator by filing a notice of appeal with the Dean within one week of being notified of the Prosecutor's decision.

(d) If the Prosecutor determines that he/she shall not proceed with the prosecution pursuant to §5-5 (a), (b) or (c), no notation shall appear on the student's transcript. The Prosecutor shall, as soon as practicable, notify the Alleged Violator and inform the complainant and any interested faculty member or administrator of this determination, including the reasons for the determination. The Prosecutor shall publish a notice stating that the complaint has been investigated and that the Prosecutor has determined that further proceedings in the matter are not warranted. The published notice shall be dated and shall remain posted for one week while regular classes are in session.

(e) In an instance where the faculty or the Dean has reversed a Prosecutor's decision not to prosecute under this section, the Dean shall appoint a new Prosecutor.

§5-6 If, after completing the investigation of the complaint, the Prosecutor finds that there exists probable cause to believe that a violation of this Code has occurred, or if a new Prosecutor has been appointed pursuant to §5-5(e), the Prosecutor shall:

(a) prepare a Charge for each Alleged Violator setting forth the alleged violations of this Code;

(b) publish a notice informing the student body that the Prosecutor has found probable cause that a violation of this Code has occurred and describing the violation(s) set forth in the Charge. The published notice shall be dated and shall remain posted for one week while regular classes are in session;

(c) notify each Alleged Violator of the finding of probable cause and provide a copy of the Charge against him/her;

(d) inform the complainant and any interested faculty member or administrator of this finding and provide them with a copy of the Charge;

(e) submit the Charge to the Presiding Officer of the Tribunal designated by the Dean; and

(f) prosecute the case before the Tribunal.

§5-7 Upon receiving the Charge, the Presiding Officer shall set a violation hearing on the Charge to begin no earlier than 10 days and no later than 30 days from the receipt of the Charge. The Presiding Officer shall notify the Alleged Violator and inform the Prosecutor, the complainant, and any interested faculty member or administrator of the date of the hearing and the identity of the members of the Tribunal. The hearing shall be concluded as expeditiously as practicable.

§5-8 The Alleged Violator may select any person to represent him/her, except that the Alleged Violator may not select a member of the Tribunal, a prosecutor, or an interested faculty member or administrator to represent him/her. A person, including a faculty member, selected by the Alleged Violator to serve as his/her representative may decline to serve as representative. The Alleged Violator shall bear the costs of his/her representation.

#### §5-9

(a) The Alleged Violator may file a motion to dismiss the Prosecutor's Charge on the ground that it fails to state a violation of this Code or on the ground that excessive delay in filing the complaint has prejudiced the defense. Such motion shall be filled with the Presiding Officer within one week prior to the date scheduled for the violation hearing.

(b) The Tribunal shall rule on the motion no later than 24 hours before the date scheduled for the violation hearing. If the motion is denied, the hearing shall proceed as scheduled.

(c) If the motion is granted, the Tribunal shall notify the Alleged Violator, publish its decision and inform the Prosecutor, complainant, and any interested faculty member or administrator. The Prosecutor, complainant, interested faculty member or administrator may appeal the decision to the faculty by filing a notice of appeal with the Dean within one week of the notification of the Tribunal's decision. The Dean shall place the appeal on the agenda of the next regularly scheduled faculty meeting. If the notice of appeal is filed with the Dean after the last regularly scheduled faculty meeting of the academic year, the Dean may call a special meeting of the faculty for the purpose of hearing the appeal. The appellant may file a brief no later than one week before the faculty meeting. The appellee may file a brief no later than three days before the faculty meeting. If the date of the next regularly scheduled faculty meeting is within 7 days after the notice of appeal is filed, upon the request of either party, the appeal shall be postponed to the meeting following the next regularly scheduled faculty meeting.

(d) The appeal shall be considered by all full-time voting faculty members in attendance at the faculty meeting, except the Prosecutor, interested faculty member, and complainant (if a faculty member). There shall be no oral argument. The Dean shall publish the faculty's ruling and notify the Alleged Violator and inform the Prosecutor, complainant, and any interested faculty member or administrator of the ruling.

#### §5-10

(a) The members of the Tribunal shall be subject to challenge for cause by either the Alleged Violator or the Prosecutor.

(b) A motion challenging a member for cause shall be filed with the Dean no later than one week prior to the date scheduled for the hearing on the complaint.

(c) If the Dean concludes that the challenged member of the Tribunal is disqualified for cause, or if a member of the Tribunal recuses himself/herself, the Dean shall appoint a replacement for the purpose of that case only.

#### §5-11

(a) The Prosecutor shall provide the Alleged Violator and the Presiding Officer with a list of witnesses and copies of all relevant documents. An initial list of witnesses and copies of documents shall be provided at the time the Prosecutor notifies the Alleged Violator of the probable cause finding. The list shall be updated and copies of additional documents shall be provided as soon as additional witnesses or documents become known to the Prosecutor.

(b) The Alleged Violator shall provide the Prosecutor and the Presiding Officer with a list and copies of documents, and a statement of the defense no later than one week prior to the scheduled hearing date. The list shall be updated and copies of additional documents shall be provided as soon as additional witnesses or documents become known to the Alleged Violator.

(c) The above subsections shall not apply to witnesses called in rebuttal or surrebuttal.

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## **ARTICLE VI. HEARING PROCEDURES**

§6-1 The proceedings and deliberations of the Tribunal shall not be open to the public, the student body, or the faculty at large. Any alleged victim has the same right to have others present during Tribunal hearings as the Alleged Violator has, including the opportunity to be accompanied by an advisor of his/her choice. This includes alleged victims in proceedings brought under §2-2(c) (harassing and/or hazing), §2-2(e) (physically abusing another or engaging in conduct that threatens or endangers another), and §2-2(m) (sexual misconduct). The Tribunal shall conduct itself consistently with applicable policies, and in a manner that is transparent to all parties. The Tribunal shall be composed of members who do not have a conflict of interest or bias for or against the accuser or the accused.

§6-2 A court reporter shall be in attendance at all hearings of the Tribunal.

§6-3 The violation hearing before the Tribunal shall be governed by the following rules of procedure:

(a) Both the Prosecutor and the Alleged Violator shall be given the opportunity to make a brief opening statement; the Alleged Violator may reserve the opening statement until the conclusion of the Prosecutor's case-in-chief.

(b) Witnesses, including the Alleged Violator, may be called and evidentiary matter offered by the Prosecutor, the Alleged Violator, and the Tribunal. However the Alleged Violator has no obligation to testify.

(c) The Tribunal shall have the right to call and to question any witnesses.

(d) The Presiding Officer shall issue a subpoena to appear and/or to produce documents upon the request of the Prosecutor, the Alleged Violator, or upon the motion of any member of the Tribunal. Subpoenaed witnesses may move to quash the subpoena for cause.

(e) Upon request of either the Prosecutor or the Alleged Violator, or upon its own motion, the Tribunal may provide for exclusion of witnesses.

(f) The Prosecutor and the Alleged Violator may challenge the admissibility of evidence for any reason. Evidentiary rulings shall be made by the Presiding Officer and his/her rulings shall govern unless overruled by a majority of the Tribunal. The Tribunal shall exercise discretion in admitting evidence and need not be bound by the formal rules of evidence.

(g) The Prosecutor and the Alleged Violator each shall have the right to cross-examine witnesses called by the other.

(h) The Prosecutor and the Alleged Violator each shall have the right to make closing arguments.

(i) Except for cases brought under §2-2(m), the burden of proof shall be on the Prosecutor to prove by clear and convincing evidence that the Alleged Violator committed a violation of this Code. For cases brought under §2-2(m), the burden of proof shall be on the Prosecutor to prove by a preponderance of the evidence that the Alleged Violator committed a violation of this Code.

(j) Whenever reasonably possible, the Tribunal shall begin deliberations immediately following the close of the hearing. The decision shall be made solely upon the evidence presented. A finding of "guilty" must be concurred in by at least two members of the Tribunal. The Tribunal shall issue written findings of fact and conclusions of "guilty" or "not guilty" as soon as practicable. Concurring and dissenting opinions may also be issued. The Presiding Officer shall notify the Alleged Violator and inform the Prosecutor, the complainant and any interested faculty member or administrator of the findings and opinions. If the Tribunal finds the Alleged Violator "not guilty," the Tribunal shall publish its finding. The published notice shall be dated and shall remain posted for one week while regular classes are in session.

(k) In cases involving an alleged victim, the Tribunal shall provide the accuser, the accused, and appropriate officials timely and equal access to any information that will be used during informal and formal disciplinary meetings and hearings.

§6-4 If the Tribunal finds the Alleged Violator "guilty," the Presiding Officer shall set a penalty hearing to occur no later than one week after the issuance of the written findings. The Presiding Officer shall notify the Alleged Violator, the Prosecutor, the complainant and any interested faculty member or administrator of the date of the hearing. At the hearing, the Prosecutor may present evidence in aggravation and the Convicted Violator may present evidence in mitigation. The complainant, the

prosecutor, any interested faculty member or administrator and the Convicted Violator shall be given the opportunity to address the Tribunal.

#### §6-5

(a) The Tribunal, by a majority vote, may impose any one or more of the following sanctions:

- (1) expulsion from the College;
- (2) suspension from the College for a specified period of time;
- (3) a grade "E" in the course in which the violation occurred;
- (4) loss of credit for the course in which the violation occurred;
- (5) a grade of Incomplete in the course in which the violation occurred;
- (6) cancellation of the work done; or
- (7) any other sanction, or any variation of the above sanctions, deemed appropriate by the Tribunal.

(b) Whenever a student is convicted of violating this Code, a notation to that effect shall be made on the individual's transcript. However, if the Tribunal unanimously determines that the interests of justice so require, the Tribunal may suspend the entry of said notation on conditions it deems appropriate. Whether or not the violation is noted on the transcript, it will be reported to appropriate licensing authorities.

§6-6 Following imposition of sanctions, the Tribunal shall notify the Convicted Violator, inform the Prosecutor and publish findings of fact and conclusions of law and the sanctions imposed, provided however that if the full opinion in the case exceeds five pages in length, the Tribunal shall publish only a summary thereof, not to exceed five pages, which will include a statement that the full opinion is on file with the Assistant Dean for Student Affairs. The published notice shall be dated and shall remain posted for one week while regular classes are in session.

§6-7 In cases involving an alleged victim, the Tribunal shall notify, at the same time and in writing, the Alleged Violator or Convicted Violator and the alleged victim of (a) any Tribunal finding or action, (b) the procedures applicable to any appeal of such finding or action, (c) any change to the results of the proceeding due to any appeal, and (d) when the results have become final. This includes alleged victims in proceedings brought under §2-2(c) (harassing and/or hazing), §2-2(e) (physically abusing another or engaging in conduct that threatens or endangers another), and §2-2(m) (sexual misconduct).ARTICLE VII. APPEAL

## **ARTICLE VII. APPEAL**

### **§7-1**

(a) The Convicted Violator shall have the right to appeal the conviction to the faculty. All matters are appealable by the Convicted Violator except findings of fact. Notice of such appeal must be filed with the Dean not later than ten days after the notification of sanctions has been mailed.

(b) The Prosecutor may appeal the sanctions imposed on the Convicted Violator by filing a notice of appeal with the Dean not later than ten days after notification of sanctions has been mailed.

### **§7-2**

(a) Upon filing a notice of appeal under §7-1, the appellant shall have 21 days within which to file a written brief with the Dean. The appellee shall have 14 days to file a response.

(b) Upon receipt of timely filed briefs, the Dean shall place the appeal on the agenda for the next regularly scheduled faculty meeting. If the briefs are received after the last regular faculty meeting of the academic year, the Dean may call a special meeting of the faculty for the purpose of hearing the appeal.

### **§7-3**

(a) When an appeal is being considered, only full-time members of the faculty shall be present.

(b) Upon written request to the Dean no later than one week before the faculty meeting, the parties shall be afforded an opportunity for oral argument to the faculty. If the date of the faculty meeting makes the one week time period impossible to comply with, the request for oral argument shall be made as soon as possible.

(c) The members of the Tribunal, the Prosecutor, and all other faculty members otherwise involved in the proceeding before the Tribunal except those whose involvement was limited to being a character witness, shall be disqualified from sitting on the appeal. Such faculty members may be present during oral argument but shall absent themselves immediately thereafter.

§7-4 When the faculty has decided an appeal, the Dean shall notify the convicted student and inform the interested faculty member or administrator of the faculty's decision, and shall publish the result of the appeal.

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## **ARTICLE VIII. MAINTENANCE OF RECORDS**

§8-1 The Dean shall preserve and retain the records, including the complaint, the Charge and the record of proceedings before the Tribunal, in all cases. They shall be kept in a separate and confidential file. The records of any Alleged Violator not convicted of a violation shall not be released without the consent of the Alleged Violator.

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## **ARTICLE IX. EXCLUSIVITY OF THIS CODE**

§9-1 A faculty member shall not decrease a student's grade because of an alleged violation of this Code if the student has been found not guilty by the Tribunal, or if the Charge against the student has been dismissed for failure to state an offense, and either that dismissal has been affirmed on appeal by the faculty or the time for filing an appeal has expired and no appeal has been filed.

§9-2 If the alleged violation occurred in a course, the instructor may not report a grade to the Registrar until the Code of Conduct proceedings are concluded. If the grade has already been reported to the Registrar, the Registrar shall not record the grade until the proceedings are concluded. If the Tribunal lowers a violator's grade as one of the sanctions, the Registrar must record the grade determined by the Tribunal.

§9-3

(a) There shall be no plea bargaining between an interested faculty member or administrator and a student or a former student whom the faculty member or administrator believes violated this Code.

(b) There may be plea bargaining between an Alleged Violator and the Prosecutor, in consultation with the Assistant Dean for Student Affairs. A plea bargaining agreement will be sent to the complainant and any interested faculty member or administrator. The complainant or any interested faculty member or administrator may appeal the agreement to the Dean by filing a notice of appeal with the Dean within one week of being notified of the plea bargaining agreement.

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## **ARTICLE X. EFFECTIVE DATE; REPEAL; SAVINGS; AMENDMENTS**

§10-1 This Code became effective on May 30, 1989, and applies to all conduct occurring on or after that date.

§10-2 The Ethics Code previously in effect was on May 30, 1989.

§10-3 Notwithstanding the repeal provided for in §10-2:

(a) any violation of the provisions of the Ethics Code committed before May 30, 1989, was prosecuted and punished in accordance with the provisions of the Ethics Code previously in effect.

(b) any proceedings under the former Ethics Code pending on the effective date of this Code of Conduct was conducted in accordance with the provisions of that Ethics Code.

§10-4 Upon approval by the faculty, copies of this Code shall be distributed to the student body in the same manner as the Record is distributed. This Code shall be published in the next edition of the Student Handbook and in each subsequent edition.

#### §10-5

(a) This Code may be amended upon the affirmative vote of a majority of the faculty. The amendment shall apply to all conduct occurring after the date of the amendment.

(b) Prior to a vote by the faculty to amend this Code, the proposed amendment shall be distributed to the student body in the same manner as the Record is distributed, with adequate time for student comment.

(c) Upon faculty approval of an amendment, copies of the amendment shall be distributed to the student body in the same manner as the Record is distributed. The Code, as amended, shall be published in the next edition of the Student Handbook and in each subsequent edition.

## **Section XX: Drug and Alcohol Abuse Prevention**

Illinois Institute of Technology is committed to the principle of preventing the use of illicit drugs and abuse of alcohol by members of the university community. In accordance with this commitment and in compliance with the Drug Free Schools and Campus Act of 1989, this policy affirms the university's goal to maintain an environment that is free of illegal usage of drugs and alcohol. [Click here](#) to see the full university policy..

### **Counseling**

Illinois Tech has a comprehensive drug free awareness program to inform employees and students about the dangers of drug and alcohol use and assist them in obtaining counseling and treatment which includes full availability of the Counseling Center to all students for counseling and/or referral for treatment. In addition, the Lawyers Assistance Program ("LAP") can provide confidential counseling regarding substance abuse problems. LAP is a non-for-profit organization which offers aid and assistance to Illinois lawyers, judges, and law students with emotional and chemical dependency problems. LAP's primary services include information and referral, peer assistance, intervention, in the case of chemical dependency, and education. For counseling information or referral, contact the Assistant Dean for Student Affairs, Jenna Abhijeet, at 312-906-5005 or [jabhijeet@kentlaw.iit.edu](mailto:jabhijeet@kentlaw.iit.edu).