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The Chase College of Law Student Handbook is a student's primary resource for information about graduation requirements, curriculum, grades and grading, academic standing, honor code, and related academic matters. It also sets forth information related to official communications from the College of Law, notifies students of their continuing obligation to disclose character and fitness matters, and refers students to forms and other important information on the NKU Chase website.

This Handbook also references information and policies published by Northern Kentucky University that are applicable to all NKU students, such as health and disability services available to students, campus security, and the severe weather policy. Additional information of this kind is available on the NKU website.

This Student Handbook is continually reviewed and updated to include any changes in law school requirements. Subsequent to the initial publication of this Handbook, policies may be modified or revoked, and new policies

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Chase College of Law students are also subject to Northern Kentucky University standards and policies in matters involving individual conduct, student life, extra-curricular activities, non-academic appeals, and other areas not specifically within the College of Law’s academic function. Students should consult [Northern Kentucky University’s Code of Student Rights and Responsibilities](#). In the event that Chase College of Law and Northern Kentucky University rules and policies conflict, College of Law rules and policies will apply.

N O O E L W O R

Use of (and access to) all Chase computing resources is governed by the Chase College of Law Honor Code as well as the [University’s Acceptable Use Statement](#) and [Northern Kentucky University Information Technology policies](#).

Northern Kentucky University is a place where the free exchange of ideas is promoted, whether in person or online. University computing resources are intended for the instructional and research activities of Northern Kentucky University students, faculty, and staff in the course of regular assignments and/or duties in that capacity. All students are encouraged to make use of University computing resources. Just as some actions

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For more information, visit the [N](#) [K](#) [U](#) website.

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Chase College of Law students are encouraged to take advantage of student services provided by the university such as personal counseling, student accessibility services, and health services.

NKU is dedicated to helping students achieve and maintain optimal levels of physical and emotional functioning. The services provided are primarily free of charge and are administered by trained and qualified professionals.

[Health Services](#) and [Counseling Services](#) are both located in the University Center, Room 440. The telephone number is (859) 572-5650.

Students who require accommodations (academic adjustments, auxiliary aids or services) must register with the [NKU Office for Student Accessibility](#) (OSA). That office determines whether a law student has a disability that requires accommodation by the College of Law. Students seeking final exam testing accommodations should complete the registration process with the NKU Office for Student Accessibility (OSA) and have accommodation approval sent to the College of Law at least two weeks before the beginning of the exam period. The Office for Student Accessibility (OSA) is located in the Student Union, Room 303. The telephone number is (859) 572-5282.

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C O F L W O

O O L W E

Every Chase law student is assigned an NKU email address.

On **Call**

To **Call**

The College of Law is not equipped to take telephone messages of a general nature for students. In case of emergency, the main number of the College of Law is (859) 572-6406. After hours, emergency phone calls can be directed to the University Police at (859) 572-5500.

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In accordance with the provisions of the Family Educational Rights and Privacy Act (FERPA), certain directory information about a student may be released without the student's consent, unless a student has placed a

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[Tuition and fees](#) are set by the Board of Regents of Northern Kentucky University. The Office of Student Account Services is the correct contact for information about [terms and payment of tuition and fees](#).

Tuition for the summer term is assessed on a per-credit-hour rate.

Students who elect to audit a course pay the same tuition as those who take a course for credit.

Students seeking financial aid should complete the necessary financial aid information forms in a timely manner. For more information about financial aid, contact [the Northern Kentucky University Office of Student Financial Assistance](#).

statement. ***Delinquent accounts that have been placed with the KY Department of Revenue for collections cannot be appealed.***

The university will be held responsible for any delinquent accounts that are placed with the KY Department of Revenue for collections. The university will be held responsible for any delinquent accounts that are placed with the KY Department of Revenue for collections.

Any student petitioning to increase or decrease the credit-hour requirements must receive approval from the Director of Student Affairs and Enrollment Management. If the student's petition is granted, the student's scholarship will be reviewed and the amount of the scholarship may be reduced.

Any FT student taking more than 16 credit-hours in a semester will be required to pay the additional per-credit-hour fee. Scholarship funds may not be used to pay for overload credits.

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A full-tuition scholarship is the amount required

- Failure to disclose all required character and fitness information on the law school application and/or failure to timely amend the law school application to disclose matters occurring during the law school tenure.
- Actions involving moral turpitude that result in the amendment of the character and fitness information contained in the student file.

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A student receiving a merit-based scholarship must have a cumulative GPA of at least 2.333 at the end of the spring semester of the student's first year of study to retain the scholarship award.

Thereafter, the student must maintain at least a cumulative GPA of 2.333 as determined after each fall and spring semester to retain his or her merit scholarship. Failure to maintain the required GPA will result in permanent revocation of the merit scholarship.

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During the first year of law school, a full-time student may not work for pay for more than 20 hours per week during any week in which the student is enrolled in more than 12 class-hours. Chase College of Law expects all students 12

Character and Fitness for Admission to Law School and Admission to the State Bar

Character and Fitness Matters Requiring Disclosure

Character and Fitness is important for both admission to law school and admission to any state bar where you intend to practice. The Chase College of Law application for admission requires applicants to disclose several matters related to their character and fitness to practice law. The disclosures that must be made in detail are as follows:

- Have you ever been arrested, charged with, or convicted of any crime, or military offense? (This includes felonies, misdemeanors, juvenile offenses, major traffic violations such as driving while intoxicated or impaired, or repeated moving violations. Matters that have been expunged, sealed, or subject to a diversion program must still be disclosed.)
- Have you ever been a party to or otherwise involved in an incident that resulted in charges or allegations that you committed abuse, neglect, or violence against another?
- Have you ever been accused of cheating, plagiarism, or any other violation of a student conduct code, or have you ever

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The College of Law offers three divisions in which students may earn their law degrees: A full-time, three-year division with courses normally offered during the business day; a part-time, four-year division with courses normally offered during the business day; and a part-time, four-year division with courses normally offered in the evenings.

Every effort is made to make it possible for students to complete coursework and related graduation requirements in the division in which they enroll.

The policy has been developed for the purpose of providing students with advance notice of the circumstances under which make-up final exams will be permitted. It is intended to promote fairness among students taking exams and consistency in the granting of permission to take make-up final exams. Finally, it is intended to make the administration of make-8Ter .814578 00Tw111749T a 0..6g

I Withdraw From the College of Law

Withdraw From the College of Law

A student who is considering discontinuing his or her legal education by completely withdrawing from the College of Law is strongly urged to consult with the Director of Student

