STATEMENT OF POLICIES AND PROCEDURES  
CAPITAL UNIVERSITY LAW SCHOOL  
PARALEGAL, LEGAL NURSE CONSULTANT &  
LIFE CARE PLANNER PROGRAMS, AND CEO STUDENTS  
303 East Broad Street  
Columbus, Ohio  43215-3200

OFFICE HOURS  
Monday- Friday: 10:00 a.m.- 6:30 p.m.

Please note that you can access the Capital University Student Handbook at the following web site:  
http://www.capital.edu/uploadedFiles/Content/Audience_Navigation/Current_Student/studenthandbook20969.pdf

The following is the Manual of Policies and Procedures for the Paralegal, Life Care Planner, Legal Nurse  
Consultant, and CEO Programs. This Manual is a derivative of the Capital University Law School JD  
Program Manual of Policies & Procedures, and has been consolidated to contain those items specifically  
related to our Programs. You may access this Manual at the following web site:  
http://law.capital.edu/Paralegal.aspx

I. FOREWARD

This Manual of Policies and Procedures of the Capital University Law School Paralegal Programs is  
the official compilation of governing and procedures for the Paralegal Programs; Life Care Planner  
Programs; Legal Nurse Consultant Programs; CEO Program; and all Paralegal Continuing  
Education Programs.

A legal assistant or paralegal is a person, qualified by education, training, or work experience, who is  
employed or retained by a lawyer, law office, corporation, governmental agency, or other entity and  
who performs specifically delegated substantive legal work for which a lawyer is responsible. House  
of Delegates, American Bar Association (1997).

A legal nurse consultant is a registered nurse and non-lawyer professional who works with attorneys  
and paralegals on cases that involve medical issues, or in other legal environments that utilize their  
medical expertise.

A life care planner is a non-lawyer professional who works as part of the legal team in cases involving  
catastrophic injury or illness, preparing a plan that sets forth the type of care required for the remainder  
of the victim’s life and the economic impact of that care.

A CEO (Custom Education Option) student is any individual who has been admitted as a CEO option  
of the paralegal, legal nurse consultant, or life care planner courses/modules for the sole purpose of  
completing that course/module for continuing education units or for credit hours. These are  
individuals who are not admitted into the paralegal, life care planner, or legal nurse consultant  
program. The maximum paralegal credit hours a CEO student can obtain is 15 credit hours; anything  
beyond 15 credit hours requires admission into the paralegal program.

These programs utilize an all Adjunct Faculty. Each member of the Paralegal Programs is an Adjunct  
Professor for the course(s) he or she teaches in the program(s).
A clear understanding and adherence to the Model Code of Professional Responsibility of the American Bar Association is expected of the paralegal and the legal nurse consultant: while the life care planner is expected to understand and adhere to the ethics and policies of the International Commission on Health Care Certification.

The legal restrictions on the practice of law by laymen are reinforced throughout this program. Interpretation and evaluation that lead to legal advice, legal representation in a court of law, holding oneself out to be an attorney, and the setting of legal fees are specific exclusions to the job description of the legal assistant/paralegal, legal nurse consultant and/or life care planner and constitute the unauthorized practice of law.

The Paralegal Program was co-founded by the Columbus Bar Association, and both the Paralegal Program and the Legal Nurse Consultant programs are ABA Approved. The Life Care Planner Program is approved by the International Commission on Health Care Certification. All programs are graduate programs and are part of Capital University Law School.

**GENERAL EXPECTATIONS OF ALL PROGRAMS STUDENTS**

Capital University and the Law School Educational programs expect of its students loyal cooperation in the development and maintenance of high standards of ethics and conduct, as well as those of scholarship.

Ethical obligations of all students begin when the application for admissions is submitted, and continue throughout your program at Capital University. These ethical expectations are implemented in part by the Honor Code of the Paralegal Programs and by the Manual of Policies & Procedures of the Paralegal Programs. All paralegal, life care planner, legal nurse consultant and CEO students are expected to know and refer to this Manual and the Honor Code and all students in these programs are bound by it.

However, the Honor Code does not exhaust the Capital University Law School's expectations and requirements as to ethical conduct of its students. Students are expected to know the Rules of Professional Conduct as provided in your ethics classes and infringement of this Code may subject students to administrative discipline apart from Honor Code proceedings.

All students are expected to maintain professionalism, courtesy, and respect to their peers, professors, administrative personnel, law school employees, and to any guest speaker in the program. Failure to adhere to these expectations may result in disciplinary actions or an Honor Code violation.

**II. ADMISSIONS**

Capital University Law School and the Paralegal Programs do not discriminate against qualified persons with disabilities. Inquiries regarding these standards may be discussed with the Director, Paralegal Programs.
ABILITIES & SKILLS REQUIRED FOR ADMISSION

Candidates for admission to the Paralegal Programs must have the abilities and skills listed below. Capital University Law School and its programs are committed to enabling qualified students by any reasonable means or accommodations to complete their course of study.

1. Intellectual, conceptual and integrative skills: Ability to recall and analyze complex factual information and apply this information to the substantive theories and principles taught within your program.

2. Effective communication skills: Ability to organize ideas and express them with a high degree of organization, clarity, precision, and professionalism; demonstrate facility with the English language and commitment to writing well, including appropriate vocabulary, grammar, syntax, spelling and punctuation; communicate candidly and civilly with others; and be honest in communications, oral and written, and should not misrepresent facts.

3. Behavioral and social attributes: Possess the emotional health required for full utilization of his or her abilities and possess the interpersonal skills to work with others, including the abilities to:
   a. comply with requirements of applicable federal, state and local laws, regulations, statutes, as well as adherence to the program policies and procedures;
   b. comply with the ethical norms of the profession of the program(s) in which you are a student, including the avoidance of acts that are illegal, dishonest, fraudulent, or deceitful;
   c. avoid acts that exhibit disregard for the rights or welfare of others;
   d. use honest and good judgment in financial dealings on behalf of oneself and others; and
   e. act diligently and reliably in fulfilling one’s obligations to others

4. Attendance and participation: Ability to have regular and punctual class attendance and to fully participate in class discussions.

5. Time management: Possess the ability to comply with deadlines and time constraints, and to prioritize and manage multiple tasks.

The above listed abilities and skills are first addressed at the time the applicant seeks admission to the Paralegal Programs. A review of the applicant’s file, resume, application, transcript(s), and written statement for admission is performed. Upon completion of this review, each applicant then undergoes a personal interview prior to official admission into the program. Once a student has been admitted to the Paralegal Program, the Program Director, Advisory Board, and the Faculty work with the student to assist with developing and enhancing their abilities and skills.
ADMISSION REQUIREMENTS

A baccalaureate degree (4-years/undergraduate) from an accredited college or university is required for admission to the paralegal programs (evening and day). There are additional admission requirements for the Legal Nurse Consultant and Life Care Planner programs.

A variety of factors will be looked at for admission to these programs, including undergraduate grade point average (at least 2.7), undergraduate co-curricular activities, and work experience, community involvement and any post-baccalaureate courses/education/degree.

TRANSCRIPTS

All students, whether they are new or transfer students, must furnish the Paralegal Programs Office with transcripts for each post-secondary institution that the student has attended. Transcripts must be sent directly to the Paralegal Programs Office at the Law School from the issuing institution, must bear an official stamp or seal of the issuing institution, and must indicate the degree awarded, if any, by the issuing institution. All admissions are conditioned upon the provision of transcripts within a reasonable time after admission. The failure to provide transcripts shall result in a cancellation of admission or dismissal from the Paralegal/LNC/LCP programs.

CONDITIONAL ADMITTANCE

In some cases, with a student who has an undergraduate GPA below the recommended 2.7, a student can be admitted conditionally into the paralegal programs. If a student has a GPA below the recommended GPA (2.7), the Paralegal Programs Director will look at the following factors in determining whether the student should be conditionally admitted:

1. Grades in undergraduate degree and an explanation of those grades;
2. University attended;
3. Classes/courses that the student took;
4. Work experience and length of time out of school; and
5. References.

The Paralegal Programs Director will determine whether or not a student is conditionally admitted and will note the reasons behind the decision. If a student is conditionally admitted, the paralegal programs office will notify the student of this fact in writing. The decision of the Paralegal Programs Director is final and no appeal is possible.

If the student is conditionally admitted, he/she must receive a 2.3 GPA or greater in the first semester of the program. If the student receives a 2.3 or greater, he/she may continue on in the program. If the student receives less than a 2.3 GPA for his/her first semester of classes, the student may be academically withdrawn from the paralegal program.

TRANSFER STUDENTS

Students in good standing who have attended accredited and American Bar Association approved paralegal or legal nurse consultant programs may apply to transfer to Capital. Any transfer student must adhere to the admission requirements for all students. Capital’s Paralegal Programs will accept
credit for courses in which the student has received at least a “C” and such credit shall be awarded as K credit and not computed into the student’s cumulative grade point average.

Transfer students must produce sufficient course materials from their prior program/college/university to demonstrate to the Director that the course in question is comparable to that course which is offered at Capital’s Paralegal Programs. Failure to do so, or courses deemed by the Director not to be comparable to Capital’s course(s) shall not be awarded transfer credit.

Permission of the Paralegal Programs Director is required to transfer any required or elective course(s) into the paralegal/LNC/LCP program. In the Paralegal Program: only courses from an ABA Approved program are transferable upon the discretion of the Director and a maximum of 9 semester credit hours as transfer credits will be allowed. In the LNC Program: only courses from an ABA Approved program are transferable upon the discretion of the Director and a maximum of 6 semester credit hours as transfer credits will be allowed. In the LCP Program: only courses from an ICHCC Approved program are transferable upon the discretion of the Director and a maximum of 4 semester credit hours as transfer credits will be allowed.

ADMISSION PROCEDURES

All applicants (whether new or transfer) must:

1. Complete an application, including a written statement of intent regarding the applicant’s interest in this program, and a resume and/or CV of the applicant;

2. Submit a non-refundable $30.00 application fee;

3. Provide a minimum of two character references and contact information; and

4. Submit an official transcript that will verify: 1) the baccalaureate degree, and 2) any graduate course work. All students, whether they are new or transfer students, must furnish the Paralegal Programs Office with transcripts for each post-secondary institution that the student has attended. Transcripts must be sent DIRECTLY to the Paralegal Programs Office from the issuing institution, must bear an official stamp or seal of the issuing institution, and must indicate the degree awarded, if any. All admissions are conditioned upon the provision of transcripts and failure to provide transcripts shall result in a cancellation of admission or dismissal from the program.

It should be noted that there are additional admission procedures for the LNC and LCP programs.

Following submission of the application and accompanying fees and required documents, a brief in-person conference with the applicant will be scheduled. In extraordinary circumstances, such as the online LCP Program or an out-of-state LNC program applicant, a phone conference with the applicant may substitute for the in-person conference.

Written notification of acceptance into the program will be made on an on-going basis as conferences are completed. Likewise, the CEO student will also be notified in writing of their acceptance into the individual course/module.
III. **TUITION AND FEES**

**TUITION:** The tuition for the Paralegal Evening Program is $385 per credit hour. For the Summer Immersion Paralegal Program the tuition is also $385 per credit hour. The Legal Nurse Consultant program rate is $385 per credit hour. The Life Care Planner program rate is $385 per credit hour. The CEO student course/module rate is $385 per credit hour. *Please note that typically there is a general Capital University campus wide tuition rate increase each Summer/August. Students are notified of any such increase.*

**APPLICATION FEE:** The application fee for all programs and CEO students is a non-refundable $30.00 fee submitted with an application to Capital University Law School Paralegal Programs (Paralegal, Legal Nurse Consultant, Life Care Planner programs, and CEO students).

**PAYMENT OF TUITION & COURSE MATERIALS COST:** The cost for any handouts and/or case materials for each course, as well as the cost for any electronic legal research database account are made to the Capital University Law School Paralegal Programs Office via Ustore at the following web address:

[http://www.capital.edu/Payments/](http://www.capital.edu/Payments/)

Tuition is billed directly to the student via e-billing and is payable to the main campus finance department as noted on the e-bill.

For the year-long programs, tuition payments are due on/or before the first week of each semester and are based on the number of credit hours a student takes in that semester; an alternative system of billing will be discussed during orientation for the Summer Immersion, Legal Nurse Consultant and Life Care Planner programs. For CEO students, tuition payments are due no later than the first week of the semester course in which they are accepted. Students are charged per credit hour and the student will receive a bill from the Finance Office on main campus; tuition payments are made directly to the Finance Office on main campus using the online e-bill system.

There is a **$150 delinquent payment fee if a student is late in making tuition payments.**

There is a **$15 bad check charge.**

There is a **$5 transcript fee charged for each transcript requested after the free first transcript copy has been provided.** This fee can be paid via Ustore at:

[http://law.capital.edu/How_to_Request_an_Official_Transcript/](http://law.capital.edu/How_to_Request_an_Official_Transcript/)

The audit fee for all students who have been permitted to audit courses is the current tuition credit hour rate for the program in which the student is enrolled.

Students who fail to pay accounts when due are considered delinquent in their obligations to the University and are subject to involuntary administrative withdrawal from the Paralegal Programs. Students so withdrawn will not be readmitted to classes until the financial obligations have been resolved. In no case will a student who is not fully current with financial obligations be permitted to register for a subsequent class session, be provided an internship, receive copies of transcripts, or
complete requirements for a certificate. All tuition and course materials fees must be paid prior to graduation or no certificate will be awarded.

A student who is delinquent in returning books and paying fines to the law library will have his or her certificate withheld until the books have been returned to the library and any outstanding fines or charges have been paid.

Students are responsible for purchasing their own books for these programs and a book list is provided which includes the publisher and ISBN number. We recommend you purchase your textbooks each semester, in case there has been a change in the textbook. Students may also purchase textbooks from Capital’s Online Bookstore located at the following web site:

http://capital.bncollege.com/webapp/wcs/stores/servlet/BNCBHomePage?catalogId=10001&storeId=51555&langId=-1

The Paralegal Programs office will notify all students via email of any changes in textbooks.

IV. FINANCIAL AID

These programs qualify for financial aid through Federal Stafford Loans (subsidized and unsubsidized). The loan eligibility is based on the information provided by the FAFSA (Free Application for Federal Student Aid) that the student may complete on-line.

Students must notify the Paralegal Programs office, the Law School Financial Aid Office, and Finance Office on main campus that they intend to utilize federal financial aid. Failure to do so will result in the imposition of late fees should federal financial aid arrive past the tuition due date.

Please Note: Student loan disbursements are made per semester. In the paralegal programs students are required to complete 9 credit hours each semester, for a total of 27 credit hours. Since eligibility levels among students may vary, they are advised to file the FAFSA early and apply for these loans shortly after acceptance into the Program. All applicants relying on student loans must recognize the need to have alternative financing available should their loan request be denied.

Eligibility for VA benefits also may be discussed with the law school’s financial aid officers. Questions regarding FAFSA and VA loans should be directed to the Admissions/Financial Aid office (614-236-6350).

V. ACADEMIC REGULATIONS

Capital University Law School Paralegal Programs confers a professional certificate after the student has completed the requisite credit hours for the program in which the student is enrolled. In order to graduate the student must have maintained a 2.0 cumulative grade point average on a 4.0 scale. Credit hours are earned only for courses in which a student is awarded a grade of “D” or better.

Certain courses are deemed so fundamental for a complete understanding of the program that they are required for graduation. Students must pass each of the required courses to satisfy the graduation requirement; in addition the student in the Paralegal Program must have attended/completed the following class sessions: Ethics (3 sessions in the Ethics & LOP & 5 sessions portion of the Paralegal Practice course), Internet Legal Research (1 class session), Casemaker, & Westlaw (2
class sessions), Orientation (mandatory), Paralegal Panel & OPD-Careers, and Pre-Graduation Mandatory sessions.

Paralegal Program: In order to successfully complete a required course, the student may not have more than 10.5 hours of excused/unexcused absences per 14 week semester course. Thus, the student must attend a minimum of 31.5 hours of each 14 week semester courses. Once a student is absent for more than 10.5 hours, they are academically dismissed from the course and must repeat that course the next time that course is offered. (Generally, paralegal courses are offer once per academic year.)

NOTE: In courses such as Paralegal Practice and Foundations, which are comprised of 3 four- to five-week segments, a student may not be absent more than once in each segment. You must attend a minimum of 3 of the 4 or 5 classes in that 4 to 5 week segment. Failure to do so will result in the need to repeat the entire course. Failure to attend the Internet Legal Research and Legal Database (Westlaw & Casemaker) class sessions in the LR&W course will require the student to repeat those class sessions. In addition, students must have attended those class sessions denoted on the program calendar as “mandatory.” Failure to do so will result in delayed graduation, until those class sessions have been attended.

LNC Program: In order to successfully complete a semester module, the student must attend the on-site twenty hours of that semester module with no more than a 25% excused/unexcused absence rate (5 hours per module) per module and achieve a passing grade. Any student failing to attend 75% (15 hours) of a semester module shall be academically withdrawn and have to repeat that semester module. In addition, all online assignments, class telephone conference calls, and discussion board sessions must be completed as well. A detailed schedule will be distributed during orientation.

LCP Program: In order to successfully complete a semester module, the student must complete the hours of online teaching, participate in 4 or more dedicated telephone conference sessions, and complete all required assignments and discussion board sessions. Failure to do so will result in having to repeat the semester module.

CEO Student: The successful completion of a course will require the same attendance/absence policy as list above; depending on whether the course is a paralegal, LNC, or LCP course.

MAXIMUM TENURE

Generally, all of the certificate programs are one (1) year programs (composed of 3-semesters); however, the summer immersion (day paralegal program) is only 1 semester in length but is the identical semester hours as the evening paralegal program. Please note that all students must complete their certificate program (Paralegal, Legal Nurse Consultant, Life Care Planner) within 1.5 years of starting the program. However, in extenuating circumstances and with the permission of the Program Director, this 1.5 year limit may be extended.

LEAVE of ABSENCE

Leaves of absence are granted at the discretion of the Director for military service, poor health or other hardships (poor grades are not deemed to be a reason to request a leave of absence). Leaves may be granted for a maximum of one (1) year. Students are withdrawn from their courses at the time of the leave request and should work with financial aid as to any outstanding balances which may be due. Students who leave the Paralegal Programs or stop attending classes without an approved leave are
administratively withdrawn from the Paralegal Program and receive a grade of “E” in all courses in which they are currently registered.

CLASS CANCELLATION

Regularly scheduled classes are not cancelled or postponed except for very compelling reasons. If it is necessary for an instructor to cancel a class, and since credit hours for courses depend on the number of hours a course meets, cancelled classes are almost always made up at a time when other classes are not meeting. Notification of any cancellation of classes is posted on iLearn and an email is sent to the students registered for the class. **Always review your CULS emails prior to attending class sessions.**

CLASS ATTENDANCE

The American Bar Association standards for approval require courses and specific credit hour assignments to ensure that students regularly attend class. Likewise, the standards for receiving federal financial aid also require specific credit hour attendance. Therefore, regular and punctual attendance is expected of all Program students. Attendance is taken at all class sessions.

ELECTIVES

27 credit hours are required to complete the paralegal program; this credit hour requirement is met by successfully completing all required courses (9 required courses which are each 3 credit hour courses). We also offer elective courses during the various semesters and these may consist of 2 credit hours or 3 credit hours. **Electives are offered at a half of the current credit hour rate charged for the required courses to all students. If the credit hour rate is $385 per credit hour, the credit hour rate for an elective course is $192.50 per credit hour.**

During Orientation and then posted on iLearn, the choice of electives will be discussed. The student is required to notify the programs office (assistant director) in writing of any elective course they wish to take. **Once the student has been registered for any elective course, that course, like any other required course, if dropped is subject to the tuition refund policy.** Since each elective course requires a minimum of 5 students in order for the elective course to be offered, should there be an instance in which an elective course does not have the minimum, the student(s) will be advised and provided with the opportunity to select another elective course.

WITHDRAWAL FROM THE PROGRAM OR FROM A CLASS

A. Official withdrawal from the Program or from a course (after the first week of classes) requires permission of the Paralegal Programs Director. Such request must be provided in written format using a “Director’s Action Form,” which is available on the Program website. No official withdrawal from the Program will be approved for a student who is not current in his or her financial obligations to the University.

B. The grade of “W” is entered on the student’s transcript for an official withdrawal if the student withdraws after the first class session.
C. Students who stop attending classes without an approved leave of absence are administratively withdrawn from the Program and receive an “E” in all courses in which they are currently registered. An “E” constitutes failure of that course(s).

D. Students who have missed more than 25% (10.5 hours) of the class content, for any reason (even medically excused absences), shall be academically withdrawn from the course(s) and a “W” will appear on their transcript. The course(s) missed will need to be repeated in its entirety the next time the course is offered.

E. Withdrawal from the Program can be accomplished at any time provided the student follows the procedure outlined above. No withdrawals will be approved after the last day of classes.

Withdrawal from a course, other than complete withdrawal from the Program, may be approved by the Paralegal Programs Director until two (2) weeks before the end of classes in any given semester. You can find a “Director’s Action Form” on the program website and you must complete this form and provide it to the Director. After the first week of classes, withdrawal from a course will be permitted only upon a showing of good cause. In courses such as Civil Litigation I or II or Legal Research and Writing, in which course work normally is completed before the examination week, withdrawal will not be permitted after 60% of the course work has been completed.

It should be noted: Students who withdraw or students who are academically withdrawn should understand that reimbursements are made to financial aid programs first and the student last. Withdrawals at any time may affect loan repayment options and students should always check with the financial aid office before withdrawing.

TUITION REFUND POLICY

To withdraw from an individual course or to withdraw completely from the Program, the student must notify the Paralegal Programs Director and/or the Paralegal Programs Office in writing (an email notification will be considered written notice and the date/time of that email will be the withdraw date utilized). No refund will be made without such official written notification.

For a student who officially withdraws from the Program or from a Program course(s), the amount of tuition due the Law School is determined by the student’s official withdrawal date as set by the financial aid office. This date will be determined by the date of the written withdrawal request. Official withdrawal dates will be determined in accordance with federal guidelines.

The amount of the refund due is calculated based upon the withdrawal date as follows:

Paralegal evening, LNC, and LCP programs:

**Fall, Spring, & Summer semesters:**
- Weeks 1 and 2 – 100%
- Weeks 3 and 4 – 75%
- Weeks 5 and 6 – 50%
- Withdrawal after the 6th week – 0%

**For Summer Immersion Paralegal Program:**
- Week 1 – 100%
- Week 2 – 75%
- Week 3 – 50%
- Week 4 – 0%

Please note that this policy applies both to withdrawal from the overall program as well as to withdrawal from individual courses.

Detailed refund policy information is available from the Office of the Registration and is also provided during orientation.

The date of withdrawal is the date the student gives written notice of withdrawal to the Paralegal Programs Office by completion of the Director’s Action Form found on the program’s website or you may obtain a copy from the program office; this applies to complete withdrawal from the program as well as to withdrawal from individual courses. This refund schedule applies only to tuition charges, NOT TO FINANCIAL AID EARNED.

It is important to note that if you are a recipient of Federal Title IV financial aid, in most cases the percentage of tuition you will be charged upon withdrawal will exceed the percentage of Title IV aid that you will have earned. It is not uncommon for students who have withdrawn to owe monies to the University after the required returns to the Title IV aid programs have been made; this is particularly true if you have received a refund of financial aid monies. If this is a concern for you, please contact the Finance Office on main campus for an estimate of any amount you may owe to the University.

No tuition will be refunded for withdrawal from the program that is made without written notification to the Paralegal Programs Office.

**EXAMINATION AND GRADING POLICIES**

Letter grades are given in all courses and students are required to successfully complete a variety of assignments, projects, and exams to achieve a passing grade. Each course syllabus will detail the requirements for that particular course.

Attendance and participation usually contribute to a student’s grade. It should be noted that in the paralegal program, the Foundations and Paralegal Practice courses are comprised of the multiple topic segments. These segments are typically four-five weeks in length and attendance is mandatory, unless excused due to a medical condition. If the student fails to pass a course, or a portion of the course, he or she must retake either the course or the portion of the course he or she did not pass. In addition the following course sessions are mandatory and must be attended prior to graduation, or the student will not be eligible for graduation: Ethics & LOP (3 of the 5 sessions in the Paralegal Practice course), Internet Legal Research (1 class session), Casemaker, & Westlaw (2 class sessions), Orientation, Paralegal Panel & OPD-Careers, and Pre-Graduation sessions.

**COURSE GRADES**

**Evaluation Process**

Students are evaluated through a variety of means including projects, assignments, papers, quizzes, individual presentations, class participation, iLearn discussions, and examinations. Faculty will provide students with the means of evaluating student performance at the beginning of class and on their course syllabus.
If grades are to be lowered for absences or lack of preparation (which some professors consider as constructive absence), the notice to the students should specifically indicate the maximum number of permitted instances of class absence or lack of preparation, and the consequences of the student’s failure to comply. The instructor should provide the students with his/her policy regarding assignments that are turned in late. Instructors also should indicate whether participation will be factored into the grade. *(Please see attendance section of this policy.)*

The instructor of a regular class has the option to have a closed-book in-class exam, an open-book in-class exam, a closed book take-home exam, an open-book take-home exam, a paper, or any combination of these. Instructors of skills training or practicum courses (such as Civil Litigation I and Civil Litigation II) typically do not give final examinations, but instead rely on a number of papers, projects and activities that are individually graded; all individual grades are then averaged on a basis determined by the instructor. The instructor is strongly encouraged to provide the students with a clear delineation of how assignments/examinations are weighted.

**Please note:** If a student has a question or concern regarding how they are to be evaluated in the class, it is the student’s responsibility to seek clarification of the evaluation system prior to the end of the class.

**Administrative and Faculty Review of Unreasonable Grades**

**A. Procedure**

1. When a student believes that he or she has received a grade that no reasonable faculty member could justify under any reasonable standard, that student may, within 30 days of receipt of the grade, file a written notice (email is sufficient) to have the allegedly unreasonable grade reviewed. Students who are academically dismissed must file the written notice within ten days after the date of mailing of his or her formal notice of dismissal. If, through no fault of the student, the student is prevented from meeting the deadline, the deadline shall be extended for a period of ten days after the reason for the inability to meet the deadline no longer exists.

2. The written notice should be submitted to the Paralegal Programs Director for review. If the petition concerns a grade given by the Paralegal Programs Director, or in the presence of other extraordinary circumstances that would make it inappropriate for the Director to make the “sufficient grounds” decision, the written notice should be submitted to the Associate Dean of the Law School. The person to whom the petition is properly submitted will determine, after investigation, whether the petition states sufficient grounds to believe that a grade change may be warranted and to convene the Faculty Grade Review Committee. A decision by the appropriate person that the petition does not set forth sufficient grounds to review the allegedly unreasonable grade is final and may not be appealed in any fashion. If the person to whom the petition is properly submitted determines that there are sufficient grounds to convene the Faculty Grade Review Committee, that committee will review the grade.

3. The Faculty Grade Review Committee shall be composed of three non-degree program instructors who shall be appointed as the need arises. The faculty member issuing the grade over which the petition was filed shall not sit on that Faculty Grade Review Committee.
B. **Standards:** There are two principal grounds for review of a grade:

1. **Mathematical or computational error** This is a rare basis since the faculty member already has the authority to change a grade based on mathematical or computational error. Mathematical or computational error does not include an allegation of an error in evaluation.

2. **Arbitrary grade.** If in the reviewer’s judgment there has been a grade assignment that a reasonable faculty member could not justify under ANY reasonable standard, the grade is deemed to be arbitrary. There is an extremely strong presumption of validity of the assigned grade, and a grade is not arbitrary merely because different persons might evaluate the work differently. “Arbitrary” does include allegations that the grade bears no demonstrable relation to the quality of the work, that the grade was computed in a manner substantially different from that announced in the syllabus or during class, or that the grade was maliciously motivated by impermissible or illegal factors such as racism or sexism. In the case of a finding of departure from the manner of computation described in the syllabus, the normal disposition is to return the matter to the professor for grading in accordance with the standard promulgated.

Review of grades does not mean re-grading. Grades will not be reviewed merely because a student believes that his or her work should have been given a higher grade than it in fact was given. No two professors ever grade exactly alike, and differences in grading styles and results are not per se arbitrary.

There is no right of appeal from the decision of the Faculty Grade Review Committee.

**Grading Standards**

A student must achieve a minimum score of 60% to pass an exam, paper or other assignment. Overall a standard grading scale is utilized: 90-100=A; 80-90=B; 70-80=C; 60-70=D; below 60 is failing (E); “minus” and “plus” designations will be assigned based upon a grade distribution curve. Faculty may choose to utilize “plus” and “minus” designations when assigning grades.

In calculating the student’s final grade point average, the point value of grades is as follows:

- A = 4.00
- A- = 3.67
- B+ = 3.33
- B = 3.00
- B- = 2.67
- C+ = 2.33
- C = 2.00
- C- = 1.67
- D = 1.00
- E = 0.00
The Paralegal Programs office will assign “plus” and “minus” designations if necessary utilizing the following scale:

A = 93-100
A- = 90-92.99
B+ = 87-89.99
B = 83-86.99
B- = 80-82.99
C+ = 77-79.99
C = 73-76.99
C- = 70-72.99
D = 60-69.99
E = 59.99 and Below

Students receiving a 3.75 or higher will graduate with a “highest honors” designation; students graduating with 3.5-3.74 will graduate with an “honors” designation. Students must have a final grade point average of 2.0 to be in good standing and students must be in good standing to graduate. A student must pass all required courses in order to graduate.

If a student takes an “incomplete” in a class, he or she must retake the class the next time it is offered. Failure to do so, absent extraordinary circumstances, will result in the “incomplete” being transformed into a failing grade (E) for the course.

Student grades are posted on an ongoing basis in iLearn, and your final grades for each course are posted in WebAdvisor. Both are accessible using your CULS password.

**READMISSION POLICY**

Readmission: A conditionally-admitted student must achieve a 2.3 grade point average or better upon completion of 9 credit hours (first semester) to continue to register for classes in the Program. All students must achieve a 2.0 grade point average or better to continue to register for classes in the Program. Any student whose grade point average is below that which is needed to continue in the Program will be administratively withdrawn from the Program and will need to petition for permission to continue his or her studies. This petition will be reviewed by the Paralegal Programs Director and/or the Dean of the Law School and a decision rendered. Any student below a 2.0 grade point average after attempting 2 semesters who is permitted to continue his or her studies is on probation and is not in good academic standing.

**Petition for Readmission:**

A. When a student is dismissed for failing to attain or to maintain the required 2.0 cumulative grade point average, he or she may file a petition for readmission.

B. The petitioner must convince the Honor Code Committee of the Advisory Board, the voting membership of which is comprised of one (2) Board members, one (1) faculty member who does not sit on the Board (the Paralegal Programs Director sits *ex officio* on the Committee), that the grades received by the dismissed student are not an adequate measure of the student’s learning or performance. In particular, the petitioner must prove:
1. that the academic deficiency was the result of causes other than an inability to study in a graduate level program or intensive court reporting program;

2. that such causes were sufficiently substantial to cause poor academic performance;

3. that such causes were beyond the petitioner’s control, or were justifiable;

4. that the causes for the academic deficiency have been fully or substantially resolved, and no longer exist; and

5. that, given one more quarter in the Program, there is a reasonable possibility that the student will be able to attain the required cumulative grade point average.

C. Procedure for Petitions for Readmission

When a student is dismissed, the student is sent a letter that officially notifies the student of his or her dismissal. The letter of dismissal will advise the dismissed student of the privilege to file a petition for readmission within a certain number of calendar days. The Honor Code Committee of the Advisory Board then meets to discuss the petition for readmission. Petitioners do not appear nor do they have representatives appear on their behalf; other subjects of petition may include a request for extension of the time limitation within which the student must complete his or her degree. The Honor Code Committee of the Advisory Board, in its deliberation, considers whether the student has a realistic chance of achieving academic success upon readmission. Factors to consider include, but are not limited to, the following:

The grade point average at the time the student petitions, including the level of performance a student must maintain to raise the grade point average to 2.0; reasons given in the student’s petition for poor performance and other matters presented in the student’s petition; the student’s credentials, both current and those upon initial enrollment; comments and recommendations from members of the Honor Code Committee of the Advisory Board or other faculty members; and the student’s level of motivation.

The Paralegal Programs Director will promptly notify the petitioner in writing of the final decision of the Honor Code Committee of the Advisory Board.

**Appeal Process for Readmission**

Academic decisions made by the Honor Code Committee of the Advisory Board are final, except that the decision may be appealed, in writing, to the Law School Dean within 14 days of the notice of the decision being transmitted to the student. The review of the decision by the Dean is a limited appeal. The Dean will review the decision only to determine whether the Honor Code Committee violated its own procedures or another Law School or University policy and the student was prejudiced by such violation. If the Dean finds that the decision of the Honor Code Committee violated its own procedures or another Law School or University policy and finds that the student was prejudiced by such violation, the Dean may, at the Dean’s discretion, remand the decision to the Honor Code Committee for action consistent with the Dean’s determination, reverse or modify the decision, or make the appropriate referral of the matter to another appropriate Law School or University office. The Dean
may confine the review to written materials submitted by the student and written materials submitted by the Honor Code Committee.

**Retaking an Examination/Major Assignment/Major Project**

In the event that a student fails a **final exam**, the final exam may be retaken at the discretion of the Program Director. If the course does not use a final exam but has a major project and/or assignment, only one of these may be retaken if a failing grade was received. The student is responsible for contacting the Paralegal Programs office to schedule the make-up final exam/project/assignment within two weeks of the original test date. The final exam/project/assignment re-take cannot interfere with a scheduled class. **This only applies to a final exam not a midterm exam.**

**NOTE:** A student is permitted only one re-take of a failed final exam during his/her program. (Paralegal 3 semesters, Summer Immersion 14-week, LNC 10-month, and LCP, 6-month course of study). The grade on the second final examination/major project/assignment replaces the grade on the first final examination/major project/assignment. In courses utilizing exams, this rule only applies to final examination, and does not apply to papers, quizzes, mid-term exams or other projects.

**Make-Up Examinations**

Only the Paralegal Programs Director (or Assistant Director acting in her place) can give permission for a student to take an exam/project/assignment at a time other than at the time scheduled and only the Director decides when the make-up exam/project/assignment will be administered. **Individual faculty members do not make “side” arrangements with students.**

**Note that this applies to exams/major project/major assignment only – this does not apply to in-class quizzes or in-class projects/assignments. Any student who misses such an in-class quiz or assignment must appeal to the Paralegal Programs Director who has the discretion to permit the make-up of such in-class quiz/assignment when extraordinary circumstances are involved, and this is an extremely rare occurrence! In class quizzes/assignments/group projects are exactly as stated IN-CLASS and may not be made up by the student missing the class session.** Absent extraordinary circumstances, students must take the rescheduled exam within two weeks of the original exam date.

Unless extraordinary circumstances exist, students are only permitted to schedule a make-up examination if they contact the Director **prior to the date of the examination** with their request.

**Retaking a Course**

Students are permitted **to retake only one required course or elective course that they have failed (received an “E”) during their program.** Students must take and complete such course within one year of the date they were originally scheduled to graduate. The old grade and new grade will be averaged to calculate the new cumulative grade point average. Students must pay for the failed course.

If a student’s final cumulative grade point average is below a 2.0, and this status is not remedied by retaking a failed course, it is within the sole discretion of the Paralegal Programs Director, in extreme circumstances of medical or hardship issues, within reason, to permit the student to take a course(s) in an attempt to obtain a 2.0 GPA for graduation. All such efforts must be completed within one year.
from the time of the student’s original graduation date. The Paralegal Programs Director will consider such factors as: extenuating personal circumstances and whether those circumstances have changed; the distance between the current grade point average and a 2.0 grade point average; a review of the student’s work product; and input from adjunct faculty.

**IT SHOULD BE NOTED THAT THIS OPTION IS AVAILABLE ONLY IN EXTRAORDINARY CIRCUMSTANCES** as it is generally enforced that students may not arbitrarily retake courses in an effort to obtain a 2.0 grade point average. Students in jeopardy of not maintaining a 2.0 grade point average during the program are notified and must meet with the Director to address this issue. There is no right of appeal from the Paralegal Programs Director’s decision not to exercise this option.

**Graduation Standards**

Given the short, intensive nature of the certificate program, all required courses must be successfully completed to receive a signed certificate. A student must have at least a 2.0 grade point average to receive a certificate. A student who does not successfully complete one or more of his/her courses may participate in the graduation ceremony with his/her class but will NOT receive a signed certificate. That student may return in a future session, to retake the failed course(s) that have placed him/her under the requisite grade point average; the student must contact the Paralegal Programs Office to notify that he/she is exercising that option. Upon satisfactory completion of the course, the Dean of the Law School & Paralegal Programs Director will sign the student’s certificate.

If a student fails more than one course (after utilizing his or her re-take option), the Paralegal Programs Director will meet with that student to determine whether the student may continue in the Program.

In addition, the student must attend the mandatory Pre-Graduation class session to be eligible to graduate.

**VI. SPECIFIC PROGRAM INFORMATION**

**Evening Paralegal Program**

At the date of this publication, the evening Paralegal Program offers courses on Tuesday and Thursday evenings from 6:00 to 9:00 p.m. and on Saturday mornings from 9:00 a.m. to noon; a fifteen-minute break is permitted during the three-hour class session. Students are required to take 27 credit hours to graduate (9 credit hours per semester). Beyond that, students may take additional elective courses at one-half the current per credit hour rate. A detailed schedule will be distributed during orientation.

The evening Paralegal Program permits students to enter the program in January and August. The program lasts three (3) semesters over a twelve-month period. Breaks in the curriculum are indicated in the schedule distributed during orientation. **Please note: On occasions make-up class sessions in a course may be necessary; any and all make-up class sessions will typically occur at the end of the regular course schedule but prior to the end of the semester. On rare occasions, class sessions may need to be made up on a Monday or Wednesday evening, but the students are notified in advance.**

If a student elects to reduce his or her course load within the evening Paralegal Program, the student has a maximum of 1.5 years from the date the student started the program in which to complete the program.
In order to successfully complete a required course in the paralegal program, the student must have completed all assignments, quizzes, exams, projects, and may not have more than 10.5 excused/unexcused hours per semester course. Thus, the student must attend 75% (a minimum of 31.5 hours of class sessions) of each 14 week semester courses. Once a student is absent more than 10.5 hours of a course, they are academically dismissed from the course and must repeat that course. In courses such as Paralegal Practice and Foundations, which are comprised of three four- to five-week segments, a student may not be absent more than once in each segment. You must attend a minimum of 3 of the 4 or 5 classes in that 4- to 5-week segment. Failure to do so will result in the need to repeat the entire course.

### Summer Immersion Program

The Summer Immersion Paralegal Program is a full-time day, 14-week, semester course of study, with classes being offered during the day, Monday through Friday. Students are required to take 27 semester credit hours to graduate. Beyond that, students may take additional elective courses at one-half the current per credit hour rate.

The Summer Immersion Program is offered once a year; there are no breaks in the curriculum. Graduation takes place at the end of August. **Students are strongly discouraged from engaging in full-time employment while they are students in the Summer Immersion Program.**

In order to successfully complete a required course in the Summer Immersion program, the student must have completed all assignments, quizzes, exams, projects and may not have more than 10.5 hours of excused/unexcused absences per semester hour course. Thus, the student must attend 75% (a minimum of 31.5 hours of class sessions) of each 14-week semester course. Once a student is absent more than 10.5 hours of a class session, they are academically dismissed from the course and must repeat that course.

### Legal Nurse Consultant Program

Legal Nurse Consultant Program courses are offered as monthly weekend semester modules bridged by distance learning; it is a 20 semester credit hour program plus a 2-hour mandatory orientation session. At the time of this publication the modules are offered the second weekend of the month, beginning in January and ending in October. The weekend semester module classes occur on Friday evenings from 6:00 to 10:00 p.m., and Saturday and Sunday from 9:00 a.m. until 6:00 p.m. Students are required to 20 semester credit hours (10 semester modules plus a 2-hour orientation) to graduate, and may take additional elective courses at the current credit hour rate. In order to successfully complete a semester module, the student must have completed all assignments, quizzes, exams, projects, discussion sessions, and have attend the 20 live hours with no more than a 25% excused absence rate (5 hours) per module. Any student failing to attend 75% (15 hours) of a module shall be academically withdrawn and have to repeat that module. A detailed schedule will be distributed during orientation.

### Life Care Planner Program

The Life Care Planner Program is offered twice per year as an on-line program consisting of 11 credit hours, starting in November and May. The LCP Professional Certificate Program lasts six months, and Modules I – V are online, while the Trial Practice Module is an onsite module. The LCP Advanced Practice Certificate Program consists of your choice of 4 modules. There are no scheduled breaks in
the curriculum of either program. In order to successfully complete a module, the student must have completed all assignments, quizzes, exams, projects, discussions sessions and have completed the 20 clock hours of online teaching, participate in 4 or more telephone conference chat sessions, and complete all required assignments and discussion board sessions. Failure to do so will result in having to repeat the module. A detailed schedule will be distributed within the orientation packet.

**Custom Education Option (CEO)**

Custom Education Option is a method of allowing non-program admitted individuals to enroll in a specific course or module. Typically this option is used when the individual wishes to take the course/module for continuing education credit. CEO students are permitted to enroll in any elective course offered in the paralegal, legal nurse consultant or life care planner program. If the individual wishes to take any required course/module in any of these programs, they are only permitted to take a maximum of: 15 semester credit hours in the paralegal program; 10 semester credit hours in the legal nurse consultant program; and any number of courses in the life care planner program. CEO students must adhere to the attendance/absence policy for the course in which they are enrolled. *Please note that only a maximum of 5 courses/modules taken under the CEO option can then be later transferred into the program, should the individual decide to pursue the program certificate.*

**Student Printing in Computer Lab**

All program students may use the printers in the computer lab under the following conditions:

1. Students are permitted to print up to 100 pages without charge. All printed pages above 100 will be charged to the student at the rate of fifteen (15) cents per page;

2. Except as provided herein, all students will be billed at the end of their specific program, but will be notified when their bill exceeds $100;

3. Students with charges in excess of $100 will be notified and may have printing privileges terminated pending payment of the charge;

4. Any student with outstanding printing charges will not receive his/her certificate/graduate until such charges have been paid in full;

5. The University Information Technology Department is responsible for billing;

6. All questions regarding a student’s printing charges should be directed to the University Information Technology Department.

**VII. PARALEGAL PROGRAMS DEPARTMENT**

The Paralegal Programs staff has an open-door policy to all Paralegal, Legal Nurse Consultant, Life Care Planner, and CEO students and alumni. Students are also welcome to contact the staff by phone, fax or email. The Executive Director and/or Program Assistant are available to talk with students between 10:00 a.m. and 6:30 p.m. Monday through Friday, or as scheduled by appointment. Given that the department consists of two persons covering multiple programs, it is always advisable to call before coming to meet with any department member.
All supplemental teaching materials, handouts and exams are prepared and distributed by Paralegal Programs Office. The programs staff maintains close contact with all Faculty, and monitors the curriculum to ensure that established competency levels are achieved.

The Paralegal Programs Office is responsible for administering the program and overseeing the policies as stated above, as well as the guidelines of the Columbus & Ohio State Bar Associations, the American Bar Association, and the International Commission for Health Care Certification. The enforcement of all academic and administrative policies is the responsibility of the Graduate Law & Paralegal Programs Director.

**OFFICE LOCATIONS**

Lisa M. Diem, Director, Paralegal Programs  
614-236-6444 or ldiem@law.capital.edu  
Office: Law School, 3rd Floor, Room 370

Tina Meade, Program Coordinator, Paralegal Programs  
614-236-6545 or tmeade@law.capital.edu  
Office: Law School 3rd Floor, Room 367

**VIII. PARALEGAL PROGRAMS INFORMATION**

**TEXTBOOKS**

All program students (paralegal, summer immersion, CEO, LNC, and LCP) must purchase their textbooks on line and access to the Barnes and Noble Online Bookstore is available at

http://capital.bncollege.com/webapp/wcs/stores/servlet/BNCBHomePage?catalogId=10001&storeId=51555&langId=-1

Certain professor-authored materials or case materials will be sold through the Paralegal Programs office. Payments by cash, check or money order, are accepted in the Paralegal Office.

A complete book list, including publisher, ISBN number, and purchase location/price, is provided to the student in their pre-orientation and orientation packets. Additional handouts will be distributed in class as necessary.

Students are discouraged from buying all of their books in advance due to possible last-minute changes in book assignments. The Paralegal Programs office will notify students of any changes in textbooks.

**ANNOUNCEMENTS/HANDOUTS**

All paralegal, summer immersion, CEO, and LNC program students (except the LCP online students) will have an assigned mailbox in the Huntington Commons, here at the Law School. Students are expected to regularly check their mailboxes since class assignments and handouts will be distributed via the mailboxes, or posted in Blackboard for that course. **All students will receive program communications, assignments, and notification of class session cancellations or their grades postings via their email.** Grades will be posted in Blackboard and graded originals are
maintained in the paralegal programs department. In addition, Life Care Planner and Legal Nurse Consultants may receive communications via Blackboard as well. Students will be held responsible for all information provided to them in any of these methods.

*The Paralegal Programs Office will routinely communicate with students via their CULS email account. NOTE: Students are responsible for checking their email DAILY and are responsible for any and all information provided to them via email.*

Announcements, assignments and grades also may be posted on the bulletin board outside the Paralegal Programs office, as well as on iLearn, Paralegal, Legal Nurse Consultant and Life Care Planner grades can be accessed via iLearn.

**EMAIL AND PARKING INFORMATION**

**We communicate with our students mainly through email.** You must use the assigned Capital University Law School email address rather than a personal email address. You will also need to use your user name and password when registering your vehicle for a parking permit.

Email accounts are created by the IT Department here at Capital University Law School. Once your account has been created, you will receive an email to the email address listed on your application (Gmail, Yahoo, Hotmail, etc). This email will contain a welcome Capital University Law School and give you a 4-digit pin number to use for registering and retrieving account information. Once you click on the Register Now link in the email, you will be directed to our User Account Retrieval website: http://uar.capital.edu.

Once there, you will enter your information (name, address, birth date) and pin number, provided in the original email, and click on “Submit”. You will then be shown your account information and default password. Please print this out for your records as it gives you important information on how to change your default account password using our password changing service site: https://pwchange.capital.edu, login to Blackboard, email, Web Advisor, CULSnet and ePay. If you need any assistance, please contact the helpdesk at 236-6432 or email: IT@law.capital.edu.

To access your email account, log on to https://webmail.capital.edu. You will be prompted to enter your username (your full CULS email address) and password (password you created at pwchange page).

To access the parking permit link, log on to www.law.capital.edu and Current Students; then select your specific program, such as “paralegal evening student, legal nurse consultant student, paralegal day student”, etc.; and then select Student Services. Once selected, you need to access the link on the right side of the page:

- For parking select: Parking & Shuttle Services
- For student ID: School IDs

Contact the Donna Garrett at 614-236-6441 if you have any problems. **Please note LCP students will not need a parking permit since it is an online program; however, when attending the on-site Trial Practice Module you will be permitted to park and given a temporary parking pass.**

**PARKING**
Students must display a Capital University parking hang-tag on their vehicle. The initial hang-tag is free; additional ones are $5. Parking passes are applied for online, and the actual parking pass/hang tag may be obtained by contacting Donna Garrett at 614-236-6441.

**Capital University Law School Traffic And Parking Regulations**

Students and employees are subject to all parking/vehicle regulations as stated in this parking regulations document (additional copies available in the Business Operations Office), official notifications posted on law school bulletin boards and/or notification from administrative offices sent via email.

**Law School Policy - Vehicle Registration**

A. All vehicles (including motorcycles) operating or parked on Law School property must be registered annually. Registration is normally on an academic year basis, with the registration year beginning the first day of the fall semester. Parking permit applications are submitted online at: [https://secure.law.capital.edu/facilities/parking](https://secure.law.capital.edu/facilities/parking).

Note: Parking permits and fees provide authorization to park in designated areas as space is available, but do not guarantee a place to park.

B. Parking Permit hangtags are to be affixed to the REARVIEW MIRROR of the vehicle when parked on Law School property. **Registration is not complete until the permit is properly placed on the vehicle.**

C. There is no fee for the parking permits issued in an academic year to a student or employee. Registration for additional vehicles should be for vehicle(s) owned by the student/employee requesting the permit or by a member of their family and is to be used at Capital University only by the student/employee requesting the permit.

D. **Temporary permits** can be obtained on a daily and weekly basis by students or employees who need to park a car on Law School lots on a temporary basis (such as when a registered vehicle is temporarily inoperative) or who need temporary use of handicapped parking (due to injury, operation, etc.). Temporary permits should hang on the inside of the rearview mirror of the vehicle so that it is easily visible from outside the vehicle. Individuals requesting a temporary permit must provide license plate and other pertinent information (including, upon request, a doctor’s statement for handicapped parking) to the Business Operations office to obtain a temporary permit. Students and employees parking an unregistered vehicle must advise security immediately after parking the vehicle and should obtain and post a temporary pass within two hours. A student may phone or email the Business Operations Offices (6441) to request that a temporary pass be left at the security desk for the student. The student must show an ID to receive the pass from security.

E. Information provided for vehicle registration is to be complete and accurate. If information given is not true or is misrepresented, all parking permits issued may be revoked and charges may be brought by the University (including honor code charges for students).

**Parking Areas**
A. Shuttle Service: Shuttle Service is available to transport students to and from the Auxiliary Lots listed below. During Fall and Spring Semesters, the shuttle service will run continuously Monday – Friday from 8:00 a.m. – 6:00 p.m. (service is not available during the lunch hours as posted on the student bulletin board). Escort and/or shuttle service is available after 6:00 p.m. upon request to the on-duty security officer(s). In the event that the van is unavailable, Capital University Law School reserves the right to temporarily discontinue shuttle service and will make every effort to notify students in advance. On-going shuttle service is not available during the summer.

B. Student Parking Areas (applies to students only)

Lots owned by Capital University:

Lot 1: Directly south of the Law School on Capital Street. Students may park in spaces that are not reserved.

Lot 2: East of the Law School at Broad and Grant Streets. Limited spaces are available for students at the direction of the on-duty Security Officer.

Lot 3: East of Grant between Oak Street and Capital Street - 24 hour parking. Students who live in housing adjacent to Lot 3 may request a separate permit for overnight parking.

Auxiliary lots leased by Capital University:

MP3: 7:00 a.m. – 5:00 p.m. Monday through Friday Located North of Franklin Avenue east of Washington Avenue in the east side of the lot only. Vehicles must be parked head-in or will be subject to ticketing.

MP5: 7:00 a.m. – 8:00 p.m. Monday through Friday Located south of Oak Street, second parking lot east of Washington Street. Vehicles must be parked head-in or will be subject to ticketing.

MP7: 7:00 a.m. - 5:00 p.m. Monday through Friday At the southeast corner of S. Washington and Franklin Avenues. Park only in the section marked for Capital Law School students. Vehicles must be parked head-in or will be subject to ticketing.

State Auto: Available 24 hours a day. Located east of Washington St. between Capital Street and Oak Street. Vehicles must be parked head-in or will be subject to ticketing.

Franklin University Lot B: 7:00 a.m. – 5:30 p.m. Monday through Friday Located in the second Franklin lot east of Grant Avenue between Walnut Street and Rich Street. The entrance from Walnut Street is marked ‘Lot B’.

STRS: Evening and weekend use only. STRS permits a limited number of Capital Law Students to park in their parking garage 5:00 p.m. to midnight, Monday through Thursday, and 5:00 p.m. Friday through 5:00 a.m. Monday. Parking in the STRS garage requires a card which may be obtained from the Capital University Law School Business Operations Office. A $20.00 deposit is required.
C. Faculty/Staff Parking Areas are:

Lot 1: Designated Reserved spaces only
Lot 2: East of the Law School at Broad and Grant Streets. Limited spaces are available to students at the direction of the on-duty Security Officer.

D. Handicapped Parking spaces are located in Lot 1 on Capital Street, directly south of the Law School. Vehicles should have either a state handicapped parking permit or a temporary handicapped parking permit from the Business Operations office properly displayed.

E. Motorcycle and Bicycle Parking:

Lot 1: Bicycles are to be parked in the designated bike racks.
Lot 2: Bicycles and motorcycles may be parked in Lot 2 near the security shack at the direction of the security officer. **Bicycles are not allowed in the Law School building.**
Lot 3: Registered motorcycles may be parked in the parking spaces. Two motorcycles may use one parking space.

F. Visitors may park in predetermined spaces with a temporary permit obtained from the Business Operations office. Visitors should check with security after parking or if space is not available. Security may assign one-day guest passes as needed. NOTE: Students are NOT to use guest passes. A student vehicle with a guest pass will not be considered a properly registered vehicle.

Law School faculty, departments and student organizations expecting visitors should notify Security of the estimated time of arrival and the number of vehicles expected. Visitors should be directed to Lot 2, where the on-duty security officer will inform them of available spaces. The Law School does not guarantee available parking for visitors but will make every effort to accommodate requests that are submitted in advance. If no parking is available, visitors will be directed to pay parking options.

**Parking Regulations**

A. All persons parking on Law School property are expected to follow the regulations listed below. Failure to follow regulations may result in fines, towing, or revocation of parking privileges.

1. Parking permits are non-transferable. The hang tag must be (properly) affixed only to the vehicles for which they are registered. Only students may use student permits. Students may not allow permits to be used by any other person.

2. Regardless of how many vehicles are registered in any one name, only one at a time is allowed to park in Law School lots.

3. Students are allowed to park in law school lots only when involved in law school activities. Parking in a CULS parking lot and walking to employment outside CULS is a violation of the parking policy and will be strictly enforced.

4. Students may not park in parking lots and spaces restricted to faculty/staff.
5. Hangtags must be removed from the vehicle upon change of vehicle ownership, termination of association with the Law School, revocation of parking privileges, or receipt of a hangtag which supersedes a prior hangtag.

6. Motor vehicles may not be driven or parked on sidewalks or grassed areas.

7. Parked vehicles must be located entirely within the boundaries of the parking space.

8. Vehicles may not be stored on Law School lots without the written permission of the Assistant Dean of Administration & Finance. Any vehicle remaining stationary for more than two (2) days will be considered a stored vehicle and will be subject to towing at the owner’s expense. Students who live in housing adjacent to Lot 3 may request a separate permit for overnight parking.

9. Removal of or tampering with any Law School parking or traffic signs will result in the issuance of a fine and other appropriate penalties.

10. Operators of vehicles emitting excessive noise or being operated in a reckless manner are subject to fine.

11. University Bexley Campus Parking: Law students wishing to park on main campus during the week (8 a.m. until 4:30 p.m.) will require a $1.00 temporary parking pass good in any student S-lot. Law School (L or LE) permits will be honored in the student S-lots on weeknights from 4:30 p.m. until 8:00 a.m. and weekends and holidays from 4:30 p.m. Fridays until 8:00 a.m. the next university business day, but if staying overnight must be mindful of the No Parking 2:00 a.m. – 6:00 a.m. zones. Employees with a parking permit appropriately affixed to the vehicle may park in FS lots. Employees and students are NOT to park in visitor spaces. Capital University parking regulations may be found at [http://www.capital.edu/19428.pdf](http://www.capital.edu/19428.pdf).

12. The person in whose name the vehicle is registered shall be responsible for all violations, except when the vehicle is being driven by another whose identity can be determined.

13. A student who has a card permitting him or her to park in the STRS garage may not park in other student lots after 5 p.m. Monday – Friday. If a student with an STRS pass parks in the CULS lot before 5 p.m. Monday – Friday and will remain on campus after 5 p.m., that student must move his or her car to the STRS lot at 5 p.m.

**Enforcement**

A. Citations for violations of regulations, signs, and markings may be issued at the scene of the violation or by mail. Fines are as follows.

1. Unregistered vehicle.......................................................... $25 and/or Tow
2. Parking Permit not displayed or not properly displayed ............... $10
3. Unauthorized use, reproduction, altering or tampering with permits.. $15
4. Removal of or tampering with University parking or traffic signs .. $100
5. Reckless vehicle operation(including driving outside permitted areas); excessive noise ............................................. $20
6. Parking other than in designated parking space (including parking

25
outside lines)........................................................................................................ $10
7. Parking other than in designated parking space that blocks other
vehicle(s) or entrance/exit.................................................................................. $20
8. Failure to obey posted signs or markings...................................................... $20
9. Overtime parking............................................................................................$10/day and/or tow

B. Capital University Law School reserves the right to have any vehicle towed and impounded
which is not authorized to park on Center property, is parked illegally, constitutes a hazard,
blocks loading zones, or impedes vehicular or pedestrian traffic. The costs of towing and
impoundment will be the responsibility of the owner of the vehicle. The Law School disclaims
any responsibility for damage or losses, which may result from towing or impoundment.

C. Payment of fees should be made in the Business Operations office within seven (7) days of
the date the ticket was issued. For Students: A late fee of $10.00 and the unpaid ticket fee will
be charged to the students account after 7 days. All unpaid ticket fees and late payment fees
will be included with future university billings to the student. Graduating students must pay all
outstanding fees prior to receiving a diploma or official transcripts. For Employees: After 7
days a late fee of $10.00 is added and the total unpaid fee will be deducted from the employee’s
pay check as indicated on the parking permit request form.

D. Citations may be appealed by filing a written appeal within 7 days from the date the citation
was issued. Written appeals from students and employees are to be submitted to the Business
Office.

E. The parking privileges of any motor vehicle registrant who receives five (5) or more valid
citations or who has three (3) or more unpaid valid citations during the academic year will be
revoked for the remainder of that academic year, and the vehicle will be placed on tow away
notice. Parking privileges may be reinstated when a person with 3 unpaid tickets pays for all
unpaid tickets (provided the person does not already have a total of five tickets). Unlike other
citations, this tow away notice is final and non-appealable.

F. THIS PARKING POLICY WILL BE STRICTLY ENFORCED.

General Guidelines

A. A parking permit does not guarantee a place to park. It only gives the right to park in Law
School parking lots in designated areas as space is available.

B. The Law School assumes no responsibility for vehicles or their contents while on School
property.

C. In case of unavoidable circumstances, which might result in a citation (such as illegal
parking due to a flat tire or engine trouble), Security or the Assistant Dean of Administration
and Finance should be notified immediately.

D. Persons involved in a motor vehicle accident or persons whose vehicle has been vandalized
on School property should contact Security or the Assistant Dean of Administration and
Finance. Security may contact the Columbus Police if requested by the person whose vehicle
was involved in the incident.
E. Capital University Law School reserves the right to modify these policies when appropriate and to make temporary changes to Faculty, Staff and Student parking areas when necessitated by law school events. In such instances, every effort will be made to provide advance notice of any changes.

**Safety Suggestions**

Parking lot safety/security: If attending classes at night, park in well-lit areas. Try to walk in pairs if possible. Have your keys readily accessible as you approach your vehicle. Security is always available and willing to walk you to your car if you desire. Ask for an escort at the main security desk located inside the Capital Street entrance. The security officer can walk you to your car, call for the shuttle or pair you up with someone walking your way.

Make sure to always roll up your windows and lock your doors. Report any broken windows or locks to security upon entry so that special attention can be afforded your vehicle until repairs are made (Security cannot watch every vehicle, but if they are alerted to problems they will try to make extra checks as they pass the various parking areas). It’s best to take your valuables with you. If you cannot take your items with you it is suggested that you keep anything of value in your car out of sight. Locking items of value in your trunk (while no more secure) at least helps conceal these items and is better than leaving them in full view. If you see someone who looks suspicious or out of place, please notify Security A.S.A.P.

Capital University Law School is located in the Discovery Special Improvement District (SID), and as such has access to other safety and security resources. The Discovery SID employs special duty police officers, uniformed safety bike ambassadors, and a uniformed homeless outreach specialist. For assistance with non-emergency situations, contact the SID’s dispatch office at 228-5718 during the SID’s hours of operation (9:30 a.m. – 2:00 a.m. Monday-Saturday

**STUDENT ORGANIZATIONS**

A. Students at Capital University Law School are encouraged to participate in student organizations and activities. Paralegal, LNC, LCP, and CEO students may join the various organizations of the JD students. Students may also form voluntary associations of any type, based upon any community of interest they may share.

B. Students wishing to use the facilities of the University, including the Law School, must first obtain the official recognition of the Law School or its delegate. Recognition is sought by requesting it in writing signed by the organizers of the new organization. This request is presented to the Director of Multicultural Affairs who will present the request to the Dean or his/her delegate.

C. The official recognition of a student organization does not create any agency relationship between the Law School and the organization, nor does it constitute, on the part of the Law School, the endorsement, approval, or ratification of any actions undertaken by the organization.
To access web advisor, go to https://culsnet.law.capital.edu; then select Current Student and click on paralegal/LNC/LCP. You will note the selection WEBADVISOR on the lower left side of this web page, simply click on this tag. To log into Webadvisor, your user name is your first initial and last name, and your password is the pass word you created at the pwchange.capital.edu page. If you have problems accessing/using Web Advisor, please contact the help desk at 614-236-6432

**ATTENDANCE**

The American Bar Association standards require the CULS Paralegal and LNC Programs to ensure that students regularly attend class. Likewise, the Life Care Planner national approval association also requires that students attend and complete a specific clock-hour requirement. Therefore, **regular and punctual attendance is expected of all Capital University Law School students.**

Soon after the commencement of each semester, the Paralegal Programs Office will provide each instructor with a class roster, containing an alphabetized list of enrolled students and “boxes” for each class meeting. The instructor will take attendance utilizing this form during every class, and will also denote any late arrivals (time of arrival) or persons leaving early (time student left class). Since the taking of attendance at every class is required, and seat hours are required, the programs office will monitor individual attendance and you will receive an email notification as your absences and lack of class seat-time occur. US Department of Education regulations pertaining to financial aid require that the law school maintain accurate attendance records of all students receiving federally subsidized or guaranteed financial aid.

If an individual student is not regularly attending class, the instructor will notify the Paralegal Programs Director, who will communicate with the student. **If the student has missed more than 25% of the course content the student will be academically withdrawn from the course(s) and a grade of “W” will appear on the student’s transcript and the course(s) will need to be repeated in its entirety. This applies even in cases of medically-excused absences. This applies to all programs and is described as having been discussed under the “Program Information” section of this policy.**

Faculty members are required to notify the Paralegal Programs office each time a student has incurred an absence, arrives late or leaves a class session early, in addition to submitting attendance records to the Paralegal Programs Office at the end of each semester, along with their final grades.

**CLASS CANCELLATION/RESCHEDULING**

If Capital University Law School is closed for any reason, Paralegal and LNC Program classes will be cancelled. **Please note the Law School does not necessarily close when Capital’s main campus closes.** In the case of inclement weather, please listen to local radio and television stations for closing announcements, **making certain it stated “Capital University Law School, and not just “Capital University”.**

Decisions regarding Law School closing, cancellations and delays due to inclement weather are made separately from decisions about the main campus of Capital University. Information on television or radio indicating Capital University does not include the Law School unless specifically indicated. **If the Law School is closing, then the message includes the words “Capital University Law School.”**
Messages also indicate whether day classes, evening classes or all classes are cancelled.

When the Law School closes or classes are cancelled, this information is placed on the Law School hot line. The hot line is: **614-236-6594**

The following TV and radio stations carry the Law School closing information:

- WBNS-TV (Ch. 10), WBNS-AM (1460), WBNS-FM (B97.1)
- WCMH0TV (NBC4)
- WXYX-TV (Ch. 6), WTTE-TV (Fox 28)
- WSNY-FM
- WOSU-AM/FM

**In the event that a class suddenly needs to be cancelled or rescheduled for other reasons, e.g., a conflict in the faculty member’s schedule, the Paralegal Programs Office staff will email all students with this announcement and may also attempt to contact students via telephone. Please make sure that the office has your current daytime and evening phone numbers.**

In the event that a class needs to be rescheduled and advance notice is possible, the Paralegal Programs Office staff will work with the faculty and class to schedule a make-up class at a time when all students can attend. All make up classes will be scheduled prior to the end of the semester. Remember that each 3-semester credit hour course requires 42 hour of class; and each 2-semester credit hour course requires 28 hours of class.

**FACULTY**

The adjunct faculty is comprised of experienced academic, legal and healthcare professionals. Unless indicated otherwise by the faculty members, students should contact faculty only during the times they indicate they are available for office hours, before or after class or during class breaks. Faculty may make themselves available to students during “office hours” either by phone, email or in person, and this availability must be designated on the course syllabus. Any issues within the course such as assignments, grades, projects, exams, are to be discussed with your course Professor. Should you then have an issue after having spoken with your Professor, please contact the paralegal programs department, Lisa M. Diem or Tina Meade.

**TESTING CONFIDENTIALITY**

Students will submit all papers, projects, assignments, and exams using their full name, and making certain they have placed their name on each page. Students will also receive a grade id number that they will utilize to view the grades posted on the department bulletin boards. All student work submitted in a course must contain the name and course number on the work itself; and it is recommended that the student place their name on each page of the assignment/paper/exam/project. All graded student work is retained in the paralegal programs department as required by the ABA for their approval and re-approval processes and site visits. Students may view their graded work during the class session or by visiting the paralegal programs office.

Students may review their exams in the programs office **but may not keep either the original or a copy of the exam. Students are permitted to keep a copy of their graded papers and other written projects**; Paralegal Programs Office will keep the papers on file until the end of the students’ course of study. The Paralegal Programs Office will keep all examinations and graded documents on file in a
secure manner for seven years, as required by the ABA per their seven-year cycle of program site visits for the approval process.

**RESEARCH AND WRITING AND OTHER OUTSIDE CLASS ASSIGNMENTS**

There is to be no consultation with anyone when preparing a research and writing assignment or any other course assignment unless so indicated by the faculty member teaching that course. Computerized & internet legal research techniques/resources may only be utilized as directed by the Legal Research and Writing instructor. Likewise, in all program courses, students may not work together on any assignment, project or examination, whether an in-class or out-of-class assignment/examination, unless expressly permitted to do so by the instructor. Non-compliance with this policy is a violation of the Honor Code (see attached) and students are expected to notify the programs office of any violation of this policy. It is incumbent upon the student to clarify any issues with the course instructor or Paralegal Programs Director.

**HONOR CODE**

Students participating in any of the Paralegal Programs or as CEO students enrolled in these program courses/modules are bound by the Honor Code (and its procedures) Paralegal Programs Manual of Policies and Procedures and attached hereto as Appendices I and II.

**General Expectations:** Capital University and the Law School expect of its students loyal cooperation in the development and maintenance of the high standards of ethics and conduct, as well as those of scholarship. The student’s ethical obligations begin when the application for admissions is submitted and continues throughout the student’s time at Capital University, The Law School, and the Paralegal Programs.

**DISMISSAL**

The Paralegal Programs Office reserves the right to dismiss students for reasons that include, but are not limited to the Rules of Discipline (see www.law.capital.edu) and the Academic Honor Code of the Paralegal Programs (attached as Appendix I); the Honor Code Procedure is attached as Appendix II. It should be noted that the non-degree programs and the graduate law programs follow a somewhat different procedure than the J.D. program when investigating and conducting a hearing on Honor Code violations.

**Administrative Withdrawal:** Because of ethical obligations imposed upon students, the Law School and Paralegal Programs reserve the power to compel withdrawal of any student whose conduct at any time is not deemed to be satisfactory. Entrance into the program by the student is deemed acknowledgment of this power.

**PLACEMENT**

Assistance in the preparation of resumes and cover letters and with interviewing skills is available upon request to all Paralegal Programs students. Both the Office of Professional Development and the Paralegal Programs staff will provide individual sessions and regular seminars in these areas as necessary to supplement the guidance provided during the Paralegal and LNC Practice course.

No fee is charged to either the student or the prospective employer for placement assistance provided by the Paralegal Programs or Professional Development staff.
Paralegal Programs students and graduates are welcome to utilize the placement resources of both the Paralegal Programs and Capital University Law School’s Office of Professional Development.

All job listings are available to Paralegal Programs students. Submission of a resume and related materials to a prospective employer is at the discretion of the student.

Job listings are available on the Intranet using a program titled Symplicity; details on how to access these listings will be reviewed during orientation.

All information regarding a posted position is available to all Paralegal Programs students, but should be considered confidential as regards non-Graduate Law & Paralegal Program students.

To facilitate placement follow-up, please notify the Paralegal Programs Staff of your intent to interview with a prospective employer. In addition, during the month prior to graduation, the Paralegal Association of Central Ohio (PACO) will be at the Law School providing mock interview sessions. The Programs Office will provide information on these PACO sessions.

**INTERNSHIPS**

While internships are often difficult for students attending an evening program, the Paralegal Programs Office will attempt to secure internships for those students interested in such an experience. During the program, students will be provided with information on several formal internship programs, as well as any informal internship/per diem project availability.

**STUDENT MAILBOXES**

There are individual mailboxes for each student at Capital University Law School in the Law School Commons. Paralegal and LNC student mailboxes are located immediately to the left upon entering the rear doors of the Huntington Commons. Graduate Law student (LL.M. & M.T.) mailboxes are located furthest away from the rear door entrance into Huntington Commons. *(Please note that mailboxes are not applicable to online LCP students.)*

**LOCKERS**

Paralegal Programs students can rent law school lockers. Please contact the Student Bar Association for additional information. *(sba@law.capital.edu)*

**LIBRARY**

Paralegal Program students have 24 hours a day, 7 days a week access to the law library. **Use of the law library and its resources is a privilege afforded law students and paralegal students. Please treat all law library staff with proper courtesy and respect. They are there to assist you;**

**Regulations on Library Access after Closing Time:**

All members of the Law School community, including paralegal, LNC, LCP and CEO students, are eligible to use the library after normal operation hours upon the conditions noted below. Any violation of the rules will result in loss of privileges.
• A valid Capital University Law School ID must be used to gain access to the building. A guard will verify this at the door.

• Food is not allowed in the law library. Drinks are allowed in the law library in authorized, spill proof containers.

• Patrons of the library cannot utilize other parts of the building.

There is to be absolutely no food in the law library; beverages are only permitted in sealed, approved containers that may be obtained from the law library. Noise is to be kept to a minimum at all times.

IX. LAW SCHOOL POLICIES – ALL PROGRAMS

Definitions: For the purpose of the following policies, unless noted otherwise, the following definitions apply:

Faculty: Law School tenure/tenure-track, legal writing, clinical, or programs adjunct professors;

Staff: Law School administrators and support staff;

Students: individuals enrolled in any degree (JD, LLM or MT) or certificate program (Paralegal, LNC, LCP, CEO or MDR) at the law school;

Employees: Capital University Law School faculty and staff.

Law School Policy - Facilities

Law School Building Hours

The established Law School business hours are 8:00 a.m. – 11:00 p.m. Monday through Friday. The building and classrooms are locked from 11:00pm – 8:00am Monday through Friday and all day Saturday and Sunday.

A. Outside established business hours, faculty, staff and students must use their law school ID to enter the building.

B. During reading and exam periods, classrooms will be unlocked from 11:00 p.m. – 8:00 a.m. seven days a week. Students may use these areas to study on a first-come, first-served basis.

C. Faculty, staff and students must wear their law school ID badges above the waist, and available to be seen by security, building officials, staff, faculty and current students.

Building Visitor and Guest Policies

A. Visitors (defined as individuals who are at the Law School on official business):
   a. must show proper identification.
   b. must sign in/out at the Capital Street security desk.
c. must display a Visitor/Guest badge while in the building.
d. must be escorted by the appropriate department staff while in the building.

B. Personal guests (defined as family, friends and acquaintances of faculty, staff or students who are not here on official law school business):
   a. must sign in/out at the Capital Street security desk.
   b. must display a Visitor/Guest badge while in the building.
   c. cannot be disruptive to others while in the building.
   d. brought to class must be approved by the professor.
   e. of employees must be approved by department heads.
   f. of students are not allowed in the building outside of established business hours.
   g. of students are not allowed in the Law Library.
   h. are not allowed in the Computer Lab.
   i. must be escorted while in the building.
   j. may not use a law school ID to enter the building or rooms within the building.

C. Event participants (defined as non-Capital University individuals attending a Law School event or program):
   a. must be included on a list given to Security prior to the start of the event
   b. must check in at the Capital Street entrance (either with Security or at the event registration table)
   c. must display a nametag or Visitor/Guest badge

D. Visitors to the Law Library must follow the established Library policies (see below). Any exceptions to these policies must be approved by the Library Director.

**Regulations on Law Library Access**
The Law Library is available to Capital University faculty, administrators, and Law, MDR, and Paralegal, LNC, LCP students 24 hours a day, 7 days a week upon the conditions noted below. Any violation of the rules will result in loss of privileges.

A. Individuals who are in the library after-hours must show and wear their Capital University Law School ID Badges to Security Officers upon request. Individuals who refuse or are unable to present their ID or cannot be identified as a current student will be escorted off the premises by the security officer.

B. Food is not allowed in the law library. Drinks are allowed in the law library in authorized, spill-proof containers only.

C. The Law Library is available to Capital University Law School alumni until they take the bar exam. After taking the bar exam, their status converts to Attorney-Alumni status (see below). Requests from students who do not pass the bar exam to retain 24/7 access to the library will be considered on a case-by-case basis by the Law Library Director.

D. Attorneys-Alumni: The Law Library is available to members of the bar (or their designee) during open hours (on Saturdays and Sundays, the Library is open but the doors are locked). The individual must present acceptable documentation (to be determined by Law Library staff) to check out materials. Upon presentation of such documentation, the Library will issue a copy card with an affixed bar code to be used as a library card. Attorney patrons are not authorized to use other parts of the building.
E. OhioLINK patrons are permitted to visit the Law Library for the purpose of checking out an OhioLINK loan but are not authorized to use other parts of the building.

F. The Law Library is available during open hours to any student currently attending bar review courses at Capital Law School.

G. Students from main campus are permitted to access the Law Library during open hours and may check out a total of five items.

H. Request for access to the Law Library by other law school students will be considered by the Law Library Director on a case-by-case basis.

I. Study rooms are available on a first-come, first-served basis to Capital University Law School students when the Law Library is open. Hours are posted throughout the library and on the website.

Use of Facilities

All reservations for space in the Law School, including both internal and external spaces, will be made through the Administration and Finance Department. These facilities may be used by any registered student organization, academic and administrative department of the Law School, individual members of the Law School community, and the general public.

A. Recognized student organizations may reserve the Law School facilities for their activities. There is no charge for space except when special equipment or labor is needed. Reservations should be made at least five business days in advance using the Event Reservation Form available on the student organization web site. All questions on the form must be answered before space for the meeting or event can be reserved. Incomplete forms will be returned without reservations. It is the student organization’s responsibility to check the law school’s web calendar BEFORE setting the date for a special event or speaker to avoid conflicting with a previously scheduled event.

B. Outside vendors, individual members of the Law School community, and the general public may reserve space at the Law School by contacting the Events Coordinator. The date, time, expected number of attendees, and room needed must be specified. Extra time before the event begins for set-up, rehearsal, etc. may also be requested. Any need for equipment not normally in the room, (whiteboard, PA system, projector, TV/VCR, room arrangement, lobby signs, tables, etc.) should be included as part of the room reservation so appropriate arrangements can be made. Final set-up arrangements must be made at least one week prior to the event. If the scheduled activity is canceled, the Events Coordinator should be notified as soon as possible. This allows time for another group to schedule the room and also for the notification of Law School personnel. Parking in the CULS lots is not included with rental of meeting space. Paid parking is available at various lots and meters near the law school.

C. Law School academic and/or administrative departments may reserve space in the Law School by using the electronic Outlook calendar. The Events Coordinator will confirm the reservation and reply with questions regarding visitors and set-up for the event. If the scheduled activity is canceled, the Events Coordinator should be notified as soon as possible.

D. Any arrangements for food should be confirmed at least three (3) working days before the event. IF BEER/WINE IS TO BE SOLD AT AN ON-SITE EVENT, ACCORDING TO STATE LAW, A PERMIT MUST BE OBTAINED AT LEAST FIFTEEN (15) WORKING DAYS BEFORE
THE EVENT. It is the responsibility of the sponsoring organization to secure the permit. Information about beer/wine permits is available from the Assistant Dean of Student Administration. For more information see the Policy on Alcoholic Beverages.

E. Some events will require the presence of security personnel. These include events that are all-school or open to the public; require the organization to be in a building after the regular hours when the building is open; or at the request of the security office. A list of those attending may sometimes be required by the security office. Arrangements for additional security personnel will be made at the discretion of the Administration and Finance Department.

F. Sponsoring organizations are responsible for equipment and facilities, proper clean-up and return of all equipment and supplies. Individuals and organizations WILL BE CHARGED for the repair and replacement of facilities and equipment, and are also responsible for any and all expenditures.

G. Capital University Law School assumes no liability for the loss of, or damage to, personal or organizational property that occurs during the rental or use of the facilities.

Animals: Due to health and safety considerations, animals are not allowed in the building. The only exceptions, granted by the Director of Business Operations, are for trained guide dogs for the visually impaired.

Decorations: Any group desiring to decorate for a special function must obtain special permission from the Director of Business Operations. Safety and fire regulations must be followed.

Display Cases: There are a variety of display cases used for students, and for academic and Administrative departments. All cases are marked for use. Violations in posting may result in loss of privileges. The Law School is not responsible for items placed in any of the display cases. See the Director of Business Operations for questions related to the posting of items.

Food: Eating is restricted to designated areas, i.e. dining areas and special activity areas. Items from vending machines must be kept in the immediate areas and all refuse should be placed in appropriate containers. During class sessions, food is not allowed in the classrooms, except that snack food may be permitted at the discretion of the professor. Nonalcoholic beverages are allowed in closed containers. Food is not allowed in the law library. Drinks are allowed in the law library in authorized, spill-proof containers. No one using University facilities may contract or provide their own food service without the express written approval of the Director of Business Operations.

Guidelines on Closed Containers For Use in Classrooms

The Law Council approved the consumption of non-alcoholic beverages in classrooms during class time subject to the following approved guidelines. Special events for which beverage are to be served must be approved as with all special events. In approving the following guidelines, it is with the view to permitting beverage consumption during class while minimizing the chance for damage to the property of the law school or of others, or an increased amount of work for the housekeeping staff. Although the notion of a “spill-proof” container is in most respects a misnomer, some containers are more spill-proof than others. A container with a broad base and screw-on or snap-on lid is generally preferred over other types of containers. However, it is recognized that many forms of beverage containers are now commercially
available and are used by students. To be effective, the student should keep the lid or cap closed when the container is not in actual use.

A). Acceptable Containers
   1. Water or pop/soda in bottles that contain a screw-on cap (e.g. bottled water, pop or soda in plastic bottles, etc.)
   2. A beverage container with a screw-on or snap-on lid (e.g. coffee cups similar to those purchased in coffee shops, those distributed by the law school during orientation, etc.)

B). Unacceptable Containers
   1. Pop/Soda in a can
   2. Cups made of paper, waxed-paper, or Styrofoam (those received at most fast food establishments), whether or not they contain a plastic or paper lid.

**Lobby Tables:** To assist in communicating student organizations' purposes, services, and events, display tables are available in the Huntington Commons hall for use by the organizations. The tables are available by reservation only. Student or student organization use of tables without reservations is not permitted. Reservations for a table on behalf of a student organization should be made at least 24 hours in advance by emailing the proper, completed reservation form to studentorgevents@law.capital.edu. The use of audio equipment and the selling of food, services, or goods must be approved by the Assistant Dean of Student Administration. All student organization fundraising events must be approved by the Assistant Dean of Student Administration. A representative from the student organization that has reserved the table must be at the table within 15 minutes of the start of the reservation. If a representative is not at the table within 15 minutes, the organization forfeits the table reservation and another organization may use the table, with the permission of the Office of Student Administration.

**Lost and Found:** The Law School maintains a "Lost and Found" at the security desk. All unclaimed items will be disposed of at the end of each semester.

**Sales and Solicitation:** No sales or solicitations are permitted in lobby areas, meeting rooms, lounges, dining rooms, or outside areas, without written permission of the Assistant Dean. All fund raising events of student organizations must be approved by the Director of Business Operations. Sales and/or solicitation on public sidewalks or on non-University areas must comply with city regulations.

**Law School Solicitation Policy for Solicitors Representing Groups or Companies Which Are Not Connected with Capital University:**

A). Solicitation will be allowed with approval from the Director of Business Operations. The Only exception shall be if an organization specifically requests a solicitor to be present at one of its meetings.
B). Appropriate rental fees may be assessed to approved solicitors.
C). All publicity shall be subject to existing regulations. There shall be no advertising distributed in student, student organization, or other law school mailboxes.
D). In order to use the facilities, a vendor shall be required to register with Security at the time of his/her arrival. At the time of registration the vendor shall state with whom he/she has an appointment, the company or group he/she represents, and the length of time he/she shall be in the building. All solicitation shall be by reservation only. When the appointment is finished,
the vendor shall sign out at the Security desk.

**SMOKING POLICY**

A. Smoking is prohibited at both Broad Street Entrances (the main entrance which includes the front steps of the law school and the Clinic entrance). At the front entrance, the cement ash trays have been strategically placed in areas where smoking is allowed. They are located beneath the two flagpoles at the bottom of the steps. The front steps are off limits to smoking. Cigarettes should be discarded in the cement ash trays when finished. There is no excuse for littering on law school or city property.

B. Smoking is not permitted at the Capital Street entrance. Cement ash trays are located at the North East corner of Parking Lot 1 near the benches. Cigarettes should be discarded in the cement ash trays when finished. There is no excuse for littering on law school or city property.

C. The smoking ban near the entrances to the law school will be enforced. Students who do not comply with these rules should be reported to the Associate Dean of Academic Affairs. A decision will then be made as to whether the incident warrants inclusion in the student’s law school record.

**Fire Evacuation Procedures and Fire Safety Guidelines:**

The fire alarm system at the Law School (303 E. Broad Street) provides for the automatic detection of smoke in areas throughout the building. Building occupants are notified of fire alarm conditions by audio (horns and pre-recorded emergency message) and visual (strobe lights) located throughout the building. When the fire alarm sounds our fire system vendor (Simplex) and security will notify the fire department. Security and assigned administrative and maintenance staff will investigate the alarm situation and follow procedures for determining appropriate action. A complete Security Fire Alarm Procedure document is available in the Business Operations office.

**NOTE:** Fires grow at an extremely fast rate. Do NOT take chances during a fire emergency. Your personal safety must take precedence. If you observe any fire hazard or have a fire safety concern, please notify security at 236-6161.

**Basic Fire Safety Guidelines:**

A). If you smell smoke or observe a fire, activate the Fire Alarm System using the closest Fire Alarm Pull Stations and/or call **Security 6161**. Pull stations are located at each exit and at the entrance to each stairwell.

B). When the fire alarm sounds, ALL occupants should immediately leave the building using the nearest, safe exit route.

C). Faculty and Administrators check their respective areas (classroom/department) to make sure students and staff evacuate.

D). Close all doors as you evacuate the building. Limiting the spread of smoke and fire saves lives. If you must open a door to leave your classroom or office, feel the door first. If the door or handle is hot, do NOT open the door. Use another exit if possible.

E). Heat and smoke rise. If you encounter smoke while exiting, use another exit if available or stay very low in order to breath the coolest, safest air.

F). Use the stairs. Do not use elevators.

**If you unable to use stairwells and need assistance for evacuation:**
Evacuate to an area of refuge and wait for professional assistance to exit the building. Go to either the 6th Street stairwell or the Capital street stairwell and remain on the landing inside the stairwell. These are fire stairwells and will provide refuge until professional fire fighters can assist you. Security will advise firefighters to check the stairwells for people needing evacuation assistance. If you are unable to reach a stairwell, enter a room with a window, shut all doors to the room and make yourself as visible as possible in a window (turn lights on and off, wave colored or white material or paper by the window). Ask another evacuee to inform security of your location. If a phone is available in the room, dial (9) 911 to report your location. The front lobby on the second floor and the area outside the southeast (Capital Street) bank of elevators on the second floor are equipped with sprinklers.

**After exiting:** After exiting the building in response to a fire alarm, move away from doors and stay off the street in order to permit the fire department free access. The student parking lot behind the building and the faculty/staff parking lot are designated gathering sites.

**STUDENT I.D. CARD**

Students must obtain a Capital University Law School student identification card. This card is necessary to obtain access to the buildings after regular business hours and on weekends. It is also necessary to obtain access to the Law Library and to check out library materials. This picture identification card may be obtained from Donna Garrett, 236-6441; please contact Donna Garrett and schedule time with her to have your photo ID taken. Your photo ID Badge is to be worn at all times and must be displayed by wearing it above the waist. Not applicable to the online LCP students.

**COMPLAINT PROCEDURE**

The Director of Paralegal Programs is the initial point of inquiry for any student dissatisfied with any aspect of the program. If the problem cannot be resolved at that level, the student will be asked to put his/her complaint in writing and submit it to the Assistant Dean of Student Affairs of the Law School.

**STUDENT REQUESTS FOR ACCOMMODATIONS AND EXCEPTIONS TO ACADEMIC PROCEDURES BASED ON PHYSICAL OR MENTAL HANDICAP**

The Paralegal Programs Office follows the policy as set forth in the Manual of Policies and Procedures of Capital University Law School JD Students, chapter 6, student affairs. (see www.law.capital.edu).

**INSURING COMPLIANCE WITH NON-DISCRIMINATION POLICIES**

The Paralegal Programs Office follows the policy as set forth in the Manual of Policies and Procedures of Capital University Law School JD Students, chapter 6, student affairs. (see www.law.capital.edu)

**Nondiscrimination Policy**

The Paralegal Programs Office follows the policy as set forth in the Manual of Policies and Procedures of Capital University Law School JD Students, chapter 6, student affairs (see www.law.capital.edu)

**AFFIRMATIVE ACTION POLICY**
The Paralegal Programs Office follows the policy as set forth in the Manual of Policies and Procedures of Capital University Law School JD Students, chapter 6, student affairs (see www.law.capital.edu).

**HUMAN DIGNITY POLICY**

The Paralegal Programs Office follows the policy as set forth in the Manual of Policies and Procedures of the Capital University Law School JD Students, chapter 6, student affairs (see www.law.capital.edu).

**POLICY ON SEXUAL HARASSMENT**

The Paralegal Programs Office follows the policy as set forth in the Manual of Policies and Procedures of the Capital University Law School JD Students, chapter 6, student affairs (see www.law.capital.edu).

**STUDENT RECORDS**

The Paralegal Programs Office follows the policy as set forth in the Manual of Policies and Procedures of the Capital University Law School JD Students, chapter 6, student affairs (see www.law.capital.edu).

**STUDENT RIGHT TO KNOW AND CAMPUS SECURITY ACT**

The Paralegal Programs Office follows the policy as set forth in the Manual of Policies and Procedures of the Capital University Law School JD Students, chapter 6, student affairs (see www.law.capital.edu).

**RULES OF DISCIPLINE**

Capital University and the Law School expect of its students loyal cooperation in the development and maintenance of the high standards of ethics and conduct, as well as those of scholarship.

Ethical obligations of students in the Paralegal Programs begin when the application for admissions is submitted. Students are asked several questions that may be relevant to ethical character, including:

- Have you ever been apprehended, arrested, cited, charged with, or convicted of any crime or offense, including civil or criminal contempt? Answer this question irrespective of whether the incident was a felony or misdemeanor. You need not disclose minor traffic offenses that were not connected with the use, abuse or possession of alcohol, drugs, or other chemicals, or incidents that, in fact, have been officially expunged. If you answer yes, please provide a written explanation of the occurrence. Please note that a separate policy exists concerning the admission of persons with felony convictions.

- Do you have any unsatisfied judgments against you? Have you ever had a bond cancelled? If so, please explain why.

- Have you ever had a license denied, suspended, or revoked? If so, please explain why?

- Have you ever been charged with fraud, formally or informally? If so, what was the outcome?
Have you ever been suspended, expelled, discharged or asked to resign from any school, employment, professional organization, or public office? If so, please explain.

Applicants for admission are expected to answer these questions truthfully and fully. Applicants and Paralegal Programs students have a continuing duty to inform the programs office of any and all changes to the answers to these questions. The failure of a student to make such a disclosure may result in revocation of admission or disciplinary action by the Law School.

Because of the ethical obligations imposed on students, the Paralegal Programs office reserves the power to compel the withdrawal of any student whose conduct at any time is not deemed to be satisfactory. Entrance to any of the Paralegal Programs by the student is deemed to be acknowledgment of this power.

These expectations are implemented in part by the Honor Code, and all students are expected to know the Honor Code and are bound by it. Acceptance into the programs and attendance at courses is acknowledgement that the student will adhere to the Policy and Procedure Manual, including the Honor Code.

**APPENDIX I**

**HONOR CODE POLICY FOR PARALEGAL, LNC, LCP, CEO PROGRAMS**

_The Capital University Law School Academic Honor Code (revised for Paralegal/LNC/LCP programs) is applicable to all certificate program students. Acceptance into any of these programs makes this Honor Code applicable to you. This Honor Code should be read in its entirety and its provisions taken seriously. Penalties for violation of the Honor Code can be severe, up to and including expulsion. Students are advised to pay particular attention to the Section on Students’ Rights and Responsibilities. It is incumbent upon the student to seek clarification from the Professor and/or the Paralegal Programs Director regarding any issues in the Policy Manual and/or The Honor Code. All students are expected to know the Honor Code and are bound by it._

**6.2.1 Preamble**

**6.2.1.01** We, the faculty and students of Capital University Law School Paralegal Programs, in recognition of our obligations as members of a profession that is responsible for the administration of justice in our society, affirm our belief in the following precepts:

A. It is essential to the welfare of the legal profession and people whom it serves that the integrity of all of its members be beyond reproach at all times;

B. There is, beyond purely professional considerations, an overriding moral obligation to conduct the learning process in an ethical fashion;

C. The success or failure of an Honor Code is dependent on the willingness of those governed by it to enforce it. If the Honor Code is to be effective, each student must make a personal commitment to comply individually with its provisions and must
accept the responsibility of assuring compliance by other students. A student's sense of
justice and integrity should obligate him or her to report violations of the Honor Code in
order to preserve the academic integrity of the Paralegal Programs. Therefore, it is the
student’s responsibility to seek clarification from the Professor and/or the Paralegal
Programs Director on any issues regarding the Honor Code.

Relying upon the above precepts, we hereby adopt the following rules and procedures
as the Academic Honor Code of the Paralegal Programs, including all
Paralegal students, LNC students, LCP students, and CEO students.

6.2.2.01 The Honor Code

A. The Honor Code shall serve as the basis for determining whether an Honor Code
violation has occurred and shall govern alleged violations of the Honor Code. The
Honor Code applies to all students enrolled at Capital University Law School, all
Graduate Law programs, all CEO students, and those students enrolled in certificate
programs. The certificate programs, paralegal, life care planner and legal nurse
consultant, have modified the processes and procedures utilized when an alleged Honor
Code violation occurs so that they are more appropriate for these programs; these
procedures are contained in the Paralegal Programs Policy & Procedures Manual, as
Appendix I and II.

B. The failure to correct an inaccurate application to the Law School and/or Paralegal
Programs may constitute an Honor Code violation once the student has been admitted.

C. The failure to adhere to professional conduct, provide respect for peers, administrators,
and faculty, or acts of incivility in the classroom or in the Law School, may constitute
an Honor Code violation once the student has been admitted.

6.2.2.02 Withdrawal/Dismissal

A. The withdrawal of a student from the Law School and/or certificate programs, or the
dismissal of the student for reasons of academic deficiency or for other reasons, does
not prevent Honor Code proceedings from continuing.

B. A student who has withdrawn or has been dismissed with Honor Code proceedings
pending is entitled to have the allegations or charges adjudicated. Upon request, the
Honor Code Violation Hearing Committee must adjudicate the allegations or charges or
dismiss the case.

6.2.2.03 Scope

A. This Honor Code does not limit the power of the University, the Law School, the
Faculty, the Paralegal Programs Director, or the Dean or his delegate to take action that
any of them has the power or the duty to take. Specifically this includes but is not
limited to:

1. Sanctions imposed on students who are determined to have violated the
the University, the Law School, or Paralegal Programs rules, regulations, and
policies.

2. Acts of disrespect, common courtesy, incivility, or unprofessionalism to peers, faculty, administrators, staff, or visitors of the Law School building.

6.2.3 The Honor Code Committee & The Honor Code Violation Hearing Committee

6.2.3.01 The Honor Code Committee for the certificate programs is a sub-committee of the Paralegal Programs Advisory Board. The Chair of the Advisory Board appoints the members of the sub-committee (Honor Code Committee) for a term certain. When an Honor Code Violation Hearing Committee is needed, the Chair of the Advisory Board may appoint any 2 non-faculty members of the sub-committee to serve on that committee along with the additional required Honor Code Violation Hearing Committee members (see Appendix II, section 6.2.2, The Honor Code Violation Hearing Committee.).

6.2.3.02 If a member of the Honor Code Violation Hearing Committee is unable to serve, the replacement may be selected by the Chair of the Advisory Board or the Paralegal Programs Director. A faculty member may not serve on the Committee if the alleged Honor Code violation occurred in or is related to a class he or she teaches.

6.2.3.03 The Honor Code Violation Hearing Committee shall select a Chairperson. The Paralegal Programs Director shall serve as the point of contact for submission of documents during the Honor Code Violation Committee Hearing process, and shall serve as Investigator in the alleged Honor Code violation matter. However, the Director shall serve only as an ex-officio member of the Honor Code Violation Hearing Committee.

6.2.4 Student Rights and Responsibilities

6.2.4.01 Any student alleged to have violated the Honor Code has the right to a clear, concise statement in writing of the charges, which includes the specific provisions and section numbers of the Honor Code that are alleged to have been violated. This written statement shall be provided by the Paralegal Programs Director, and shall be dated and signed by the person(s) who are alleged to have violated the Honor Code.

6.2.4.03 In the event of a hearing before the Honor Code Violation Hearing Committee, the accused student has the right to:

- A clear, concise written statement of the alleged violation which includes the specific provisions and section numbers of the Honor Code that are alleged to have been violated;
- Adequate notice to prepare any defense for the Honor Code Violation Hearing that the student wishes to offer;
- A personal appearance before the Honor Code Violation Hearing Committee;
- Present oral, documentary or other evidence to the Honor Code Violation Hearing Committee during the actual hearing;
• Make an opening and closing statement to the Honor Code Violation Hearing Committee during the actual hearing;
• Hear the testimony of any other participant in the hearing process;
• Seek the assistance of the Honor Code Violation Hearing Committee in requesting the presence of a witness or the production of documents or other evidence at the actual hearing;
• A presumption of the accused student’s innocence until a majority of the Honor Code Violation Hearing Committee is convinced by clear and convincing evidence that the student engaged in the alleged misconduct in violating the Honor Code; and
• A copy of the committee’s decision in writing, timely upon rendition.

6.2.4.04 The student may waive any right conferred by giving notice of such waiver in writing to the committee. The student will waive the rights in 6.2.4.03 if the student fails to appear at the hearing without good cause after being duly notified.

6.2.5 Violations

6.2.5.01 Cheating on Exams

A. No student shall give or receive aid (even if unsolicited) during any examination; even if the exam is provided as a “take home exam”

B. No student shall attempt to give or receive aid (even if unsolicited) during any examination, even if the exam is provided as a “take home exam”

C. Definition:

1. "Aid" means information from any source or help of any nature not specifically permitted by the instructor.

2. "Give or receive" means voluntary transmission or receipt of aid (even if unsolicited) in any manner, and includes (but is not limited to) receipt or aid from persons, notes, books, objects, or email messages and/or text messages even if these messages were unsolicited by the receiver.

6.2.5.02 Improper Cooperation on Outside Work (Assignments)

A. No student shall seek to, or offer to, work with another student or with any individual in the preparation of outside work assigned, unless cooperation on that specific assignment/work has been expressly permitted by the instructor. It is incumbent on the student to clarify any issues regarding cooperation on outside work with the instructor or the Paralegal Programs Director.

B. No student assigned outside work shall solicit or receive unsolicited cooperation or assistance in the preparation of said work from persons, sources, or objects (including but not limited to computers), where such cooperation or assistance on the specific assignment has been expressly forbidden by the instructor.

6.2.5.03 Plagiarism
A. No student shall submit any of the following for credit:

1. work in which a significant portion was prepared by another person, including that of another student;

2. work copied, in whole or in part, whether word for word or in substance, from the work of another person, including that of another student, without clearly identifying it as the work of another with appropriate quotation marks and footnotes or with an appropriate written explanation and attribution.

B. A student may not offer for credit any work the student has previously or contemporaneously prepared for compensation, offered for credit, or prepared for any other purpose unless the student secures the instructor’s written permission in advance of submission.

6.2.5.04 Fraudulent or Deceitful Conduct

No student shall engage in an act, practice or course of conduct, which acts as a fraud or deceit or attempted fraud or deceit on the Law School or any of its faculty members or students.

6.2.5.05 Misappropriation or Destruction of Property

A. No student shall misappropriate or destroy, or attempt to misappropriate or destroy, the property of the school, the property of another student, or the property of a faculty or staff member.

B. "Misappropriate" includes the intentional and unauthorized use, taking, keeping, or concealing of property for any period of time. This offense does not include unintentional failure to return properly checked out library materials within the authorized time period.

6.2.5.06 Improper Knowledge of Contents of Examination

A. No student shall voluntarily acquire any knowledge of the content of a forthcoming examination without authorization from the instructor.

B. No student who has voluntarily or involuntarily acquired knowledge of the contents of any forthcoming examination without authorization from the instructor shall fail to report this fact to the instructor immediately.

C. No student who has taken an examination, and who knows that one or more other students are to take the same examination at a later time, shall disclose the contents of said examination, until after all students in the course have taken the examination.

6.2.5.07 Non-Disclosure
No student shall fail to report any violation of the Honor Code, which he or she knows, or reasonably believes, or may even suspect has occurred. A report to the Paralegal Programs Director or Assistant Directors shall be sufficient compliance with this subsection.

6.2.5.08 **Duty of Confidentiality**

A. No prior student member of the Honor Code Violation Hearing Committee or any individual who makes a report to the Paralegal Programs Director or to the Honor Code Violation Hearing Committee, or who is called upon to give information to or testify before the Honor Code Violation Hearing shall divulge any information as to any proceedings of either; except as expressly authorized in the Honor Code. Proceedings of the Honor Code Violation Hearing Committee are confidential unless specified otherwise. This duty of confidentiality applies to all stages of the proceedings.

6.2.5.09 **Perjury**

A. No student shall intentionally give false information in any investigation or hearing under the Honor Code.

B. No student shall make a report to Paralegal Programs Director or Assistant Director unless the student reasonably believes or suspects a violation of the Honor Code may have occurred. A student should confer with the Director when he/she suspects a violation may have occurred as a means of clarifying their suspicions.

6.2.5.10 **Unauthorized Alterations**

No student shall make any changes, without authorization from the instructor, in any writing submitted for a grade prior to or after the student has turned in the writing.

6.2.5.11 **Noncompliance with Examination Time Limits**

No student, without authorization from the instructor or proctor, shall continue to write on an in-class examination after the instructor or proctor has indicated that the time for completion has expired.

6.2.5.12 **Request to Provide Information**

No student shall fail to respond to a request from the Paralegal Programs Director or from the Honor Code Violation Hearing Committee or its Chairpersons to provide information relevant to Honor Code proceedings.

APPENDIX II
HONOR CODE – 6.2.6
PROCEDURE IN CASE OF ALLEGED VIOLATION
The Honor Code is set forth as Appendix I in the Policy Manual. The following is the process to follow in the event that there is an alleged violation of the Honor Code.

**The Honor Code**

The Honor Code shall serve as the basis for determining whether an Honor Code violation has occurred and shall govern alleged violations of the Honor Code. The Honor Code applies to all students enrolled at Capital University Law School, all graduate programs, and those students enrolled in certificate programs. Honor code proceedings are neither criminal nor quasi-criminal in nature. The Honor Code Violation Hearing Committee is not bound by rules of evidence or procedure except as provided in the Honor Code. The goal of the proceedings is to arrive at the truth through a fair and prompt resolution of reported violations.

**The Honor Code Committee & The Honor Code Violation Hearing Committee**

Two members of the Advisory Board Honor Code Committee and the Chairperson of the Advisory Board shall serve on the Honor Code Violation Hearing Committee for the certificate programs. The Honor Code Violation Hearing Committee shall be composed of the Paralegal Programs Director (an ex-officio members), the Advisory Board Chairperson, two (2) non-faculty Advisory Board members, one (1) program faculty member who does not sit on the Advisory Board, and one graduated student representative (this graduate shall be from the program involved in the specific Honor Code Issue (IE: Paralegal graduate, LNC graduate, or LCP graduate).

The Paralegal Programs Director serves *ex officio* and is not a voting member of the Honor Code Violation Hearing Committee, although Paralegal Programs Director does have the ability to vote for the purpose of breaking a tie vote of the Honor Code Violation Hearing Committee. The Honor Code Violation Hearing Committee shall select a Chairperson.

A faculty member may not serve on the Committee if the alleged Honor Code violation occurred in or is related to a class he or she teaches.

**The Paralegal Programs Director shall serve as the point of contact for submission of documents during the Honor Code process, and shall serve as Investigator in the matter. As Investigator, the Paralegal Programs Director may consult with the person providing the written and signed allegation, the alleged violator(s), any faculty member or administrator in whose course or activity a violation may have occurred, and any other person who might have relevant information to provide.**

The Investigator/Paralegal Programs Director shall promptly write a concise summary of the statement of the charges and investigation and deliver this to the student, along with a copy of the Honor Code and Procedure.

**Student Rights and Responsibilities**

A. An accused student has the right to a clear, concise statement in writing of the charges.

B. In the event of a hearing, the student has the right to:
• Adequate notice to prepare any defense for the Honor Code Violation Hearing which the student wishes to offer;
• A personal appearance before the Honor Code Violation Hearing Committee;
• Present oral, documentary or other evidence to the Honor Code Violation Hearing Committee;
• Make an opening and closing statement to the Honor Code Violation Hearing Committee;
• Seek the assistance of the Paralegal Programs Director and/or the Honor Code Violation Hearing Committee in requesting the presence of a witness or the production of documents or other evidence;
• A presumption of the student’s innocence until a majority of the Honor Code Violation Hearing Committee is convinced by clear and convincing evidence the student engaged in the alleged misconduct; and
• A timely copy of the Committee’s decision in writing.

Procedure in Case of Alleged Violation

Honor Code Violation Hearing Committee proceedings are neither criminal nor quasi-criminal in nature. The Honor Code Violation Hearing Committee is not bound by rules of evidence or procedure except as provided in this Honor Code. The goal of the proceedings is to arrive at the truth through a fair and prompt resolution of reported violations.

A. Initial Report

A student, faculty member, administrator, or other person who has reason to believe that an honor code violation has occurred, reports such to the Paralegal Programs Director. The initial report must be submitted as a written and signed report to the Paralegal Programs Director or Assistant Director. Reports cannot be made anonymously.

B. Initial Review

1. The Paralegal Programs Director shall review the matter and conduct a preliminary investigation. The Paralegal Programs Director may consult with the alleged violator, any faculty member or administrator in whose course or activity a violation may have occurred, and any other person who might have relevant information to provide.

2. After the preliminary inquiry, the Paralegal Programs Director will render a decision as to whether it is more likely than not that a violation occurred. If not, the matter is terminated. If so, the matter will proceed to a hearing.

C. Process

If the latter is the case, the Paralegal Programs Director shall promptly write a concise summary of the statement of the charges, including specific references to the applicable section of the Honor Code. This summary document will be promptly delivered to the student, along with a copy of the
Honor Code. A hearing shall promptly be scheduled, and notification of the Honor Code Violation Hearing location, date and time will be sent to the alleged violator.

The student may submit a statement of position as to the alleged charges, signed by the student, to the Honor Code Violation Hearing Committee within 14 calendar days of receipt of the notification of the scheduled hearing. The statement will become part of the record. The statement of position should include:

1. All tangible and documentary evidence;
2. Names of all witnesses, the substance of their testimony or their substantially verbatim statements; and
3. Any other relevant evidence or statements the student wishes the Honor Code Committee to consider.

D. Hearing

1. The Honor Code Violation Hearing Committee may consult with the alleged violator(s), the investigators, the faculty member or administrator in whose class or activity the alleged violation occurred, and any other person who might have relevant information to provide.

2. The decision of the Honor Code Violation Hearing Committee is based on the rules of the Law School, the Program, the Policy Manual, the Honor Code and the evidence adduced at the hearing.

3. The Paralegal Program’s Director must make every reasonable effort to secure the presence at the hearing of any witness whose attendance is desired by the Honor Code Violation Hearing Committee conducting the hearing, or by the accused student.

E. Sanctions

1. If a majority of the Honor Code Violation Hearing Committee conducting the hearing determines by clear and convincing evidence that a violation has occurred, and that the accused student committed the violation, then the Honor Code Violation Hearing Committee decides upon the appropriate sanctions to be imposed by the Program.

   a. On occasion, the consequences imposed on an accused student may be limited to the context of the course or activity in which the violation occurred.

   b. On other occasions, there may be other or additional consequences such as a requirement to make restitution, reprimand, and disciplinary probation for a fixed or indefinite period of time, suspension for a fixed or indefinite period of time, or expulsion.

   c. If a student is found to have violated the Honor Code, the Honor Code Violation Hearing Committee may recommend that this fact and the sanction imposed be entered or not be entered on the student’s official transcript.
F.  **Written Report of Hearing**

1. After a hearing, the Honor Code Violation Hearing Committee conducting the hearing writes a report that states the decision, the reasons for the decision, and the sanctions to be imposed, if any. The report, together with any records of hearing, is given to the Paralegal Programs Director. All documents relating to the hearing, as well as the decision and the sanctions, are kept confidential, unless the Paralegal Programs Director decides that the decision of the Committee, and any accompanying sanctions, are to be noted on the student’s transcript.

2. The Paralegal Programs Director shall prepare and deliver a letter containing the findings of and any sanctions by the Honor Code Violation Hearing Committee to the student. Should such sanctions include notation on the student’s official transcript, the Paralegal Programs Director has made such notation.

G.  **Loss of Privileges**

1. Students who are found to have violated the Honor Code and who have received a sanction of probation, suspension, or expulsion, are not permitted to receive financial aid from Capital University, and are not permitted to engage in extracurricular activities during the period of the probation.

H.  **Appeals**

1. The Appeals Committee shall be composed of three members of the Advisory Board who are not members of the Honor Code Committee. The Appeals Committee members shall be appointed by the Chair of the Advisory Board or the Paralegal Programs Director for a term certain. The Appeals Committee may elect to hear testimony from the Honor Code Violation Hearing Committee.

2. The student shall have one appeal as of right from any decision of the Honor Code Violation Hearing Committee to the Appeals Committee. The Appeals Committee shall make any decision by a majority vote.

I.  **Grounds for Appeal**

The grounds for appeal are:

1. The failure to substantially comply with procedural provisions of the Honor Code, thereby resulting in prejudicial error; or
2. A clearly erroneous interpretation of the code, thereby resulting in prejudicial error; or
3. A recommended penalty that is too severe in light of the circumstances; or
4. The Honor Code Violation Hearing Committee’s findings of fact are clearly erroneous.

J.  **Procedure for Appeals and New Hearing**

1. The student shall file a timely notice of appeal (7 calendar days from the date of the original decision), and within a short time thereafter (14 calendar days) shall file a memorandum setting forth all of his or her arguments.
2. The Appeals Committee may meet as soon as possible to determine whether to grant or deny the appeal. At this meeting, the Appeals Committee shall review the record and report of the Honor Code Violation Hearing Committee hearing and the student’s memorandum. The Appeals Committee shall invite the student and the members of the Honor Code Violation Hearing Committee to appear before the Appeals Committee to give further explanation of their positions and respond to questions of the Appeals Committee members. The Appeals Committee shall determine the procedures to be used at the hearing including, for example, time limitations and the receipt of responsive memoranda.

2. If the Appeals Committee sustains the appeal, it shall memorialize the reasons for doing so. The Appeals Committee shall then either make a final decision or remand the case to the Honor Code Committee for further proceedings that are consistent with the decision of the Appeals Committee, which may include a new hearing. Upon remand, the Honor Code Committee shall meet and comply with the instructions of the Appeals Committee.

K. Other Post-Hearing Procedures

1. After all appeals to the Appeals Committee are final, the Appeals Committee shall transmit all records to the Paralegal Programs Director. The student may request that the Dean of the Law School or his/her delegate review the Appeals Committee decision. The only basis for this discretionary review is the failure to substantially comply with the procedural provisions of the Honor Code, resulting in prejudicial error.

2. The student shall file a timely notice of request for the Dean’s Review (7 calendar days from the date of the Appeals Committee decision), and within a short time thereafter (14 calendar days) shall file a memorandum setting forth all of his or her arguments based upon the failure to substantially comply with the procedural provisions of the Honor Code, resulting in prejudicial error.

3. The decision of the Dean and/or his delegate is final. If this decision has not been rendered within 30 calendar days of receipt of the student’s memorandum, it results in an affirmation of the Honor Code Violation Hearing Committee’s decision.

Please review this Policy Manual in its entirety, as accepting admission into a program, a course or a module, and then attending a class session, you are hereby acknowledging that you will adhere to the Paralegal Programs Policy and Procedure Manual, including the Honor Code. Any questions, please contact the Paralegal Programs Office:

Lisa M. Diem, Director, ldiem@law.capial.edu 614-236-6444
Tina Meade, Program Coordinator, tmeade@law.capital.edu 614-236-6545