

Chicago-Kent
College of Law



ILLINOIS INSTITUTE OF TECHNOLOGY

SUMMER 2019
REGISTRATION BULLETIN

Schedule of Classes
Registration Instructions
Academic Regulations

*Book ordering information will be available in the Bookstore on the
Concourse level, or by going to <http://dtc.bncollege.com>*

April 8, 2019

2019 SUMMER REGISTRATION

REGISTRATION INSTRUCTIONS

Outstanding Balance

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

Credit Hour Limitations

With the exceptions noted below, students may take a maximum of 6 credit hours in the Summer term; there is no minimum. The 6 credit maximum applies whether you are attending Chicago-Kent or another law school, either here or abroad. Students who register for 4 credits of In-House Clinic or Externship courses may take a total of 7 credits with the permission of Prof. Richard Gonzalez. Students taking Strategic Problem-Solving and the Law or Software Patents may take a regular Summer load of up to 6 credits in addition to either of those classes. Any student taking more than 6 credits under one of these exceptions should contact Dean Sowle so that your maximum credit limit can be adjusted in the registration system.

Making Up Incompletes

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

Course Fee

A course fee of \$350, in addition to regular tuition, will be charged to full-time students for regular classroom courses taken during the Summer term, including any courses taken through our exchange

program with DePaul, Loyola, John Marshall, and including classes taken through other ABA-accredited schools. The fee does *not* apply to part-time students; it also does not apply (for any student) to clinical courses, externships, or Independent Research credits pursued at Chicago-Kent; and does not apply to courses taken through Chicago-Kent exchange programs with universities abroad. If you qualify for financial aid loans, those can be used to cover the cost of the fee. (Notice to part-time students: you may see the course fee on your account if you take a regular classroom course, but a credit equal to the fee will be applied to offset the charge at the end of the Summer add/drop period..)

Online Registration

Online registration will take place from **Thursday, April 11, at 9:00 am through Tuesday, April 16, at 9:00 pm**. You may register at any time during that period. (**Please note:** If you do not register during this initial registration period, you will still be able to register for any open class during the add/drop period, which will start on April 19; see below for details.) To register starting April 11, go to the Current Students web page at <http://www.kentlaw.iit.edu/current-students> and click on the Summer 2019 Quick Guide link, and then the Online Registration link.

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

To learn what classes you have been admitted into, you must check the Online Registration site on or after **Friday, April 19. Registering for a class during the initial registration period is no guarantee that you will be admitted to the class – you must check the web site on or after Friday, April 19 to learn what classes you have been admitted into.**

Registration Priority

Unless otherwise noted in the schedule, Evening Division students have priority over Day Division students for Summer registration; and within divisions, registration priority is based on anticipated graduation date, with the earliest graduation date having the highest priority.

Intensive Trial Advocacy

The Law School offers two sessions of Intensive Trial Advocacy 1 each year, one in August and the other in January. The next session will run from August 17 to August 24, 2019. Registration for the August session will take place as part of the Fall 2019 registration process (not Summer 2019 registration).

ADDING & DROPPING COURSES

After the initial registration period, you may add open courses or drop courses using the online system beginning **Friday, April 19**. The add/drop period will run through **Tuesday, June 4, at 9:00 pm**. Please note that there is a special drop date for Strategic Problem-Solving and the Law; if you drop that course, you must do so by **Wednesday, May 15, at 3:00 pm** or you will be charged full tuition for the course unless another student takes your seat.

You may withdraw from any course except a clinical course at any time prior to the date of the final exam or final paper (see § 3.10(c) of the Student Handbook). You may withdraw from a clinical course at any time prior to the end of the fourth week of Summer classes. There is no tuition penalty if you drop a course by Tuesday, June 4 (or Wednesday, May 15, for Strategic Problem-Solving and the Law). *You will not receive a tuition refund, however, if you drop a course after the deadline.*

TUITION CHARGES AND PAYMENTS

Bills

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

mailed.

Payment of Tuition and Fees

All out-of-pocket tuition payments should be made at the time of registration. You will be assessed a 2% late fee on any balance that remains unpaid after June 10, 2019. Payments can be made for free online through the myIIT portal on the Finances tab. Payment options include electronic check (using a bank routing and account number) and some credit cards (credit card transactions carry a 2.85% transaction fee). Please note that, for security purposes, credit cards are accepted exclusively through our online system. For a complete guide to payment options, visit the Student Accounting Office's site at <http://www.iit.edu/sa>.

Students should contact the Office of Financial Aid prior to registering for Summer courses to determine their remaining loan and scholarship eligibility for the academic year (see the sections on Financial Aid later in this Bulletin). Anticipated loans and scholarships for the Fall 2019 semester cannot be used to pay Summer 2019 tuition. Financial aid scholarships and loans supersede all other forms of tuition payment.

Refunds

A refund of credit balances resulting from financial aid credits will be processed once the credit balance is reflected on the student account 14 days after disbursement. You must enroll in direct deposit to receive your refund. You can enroll in direct deposit through the myIIT portal by clicking the Manage My Student Account icon, then selecting eRefunds. For additional information about refunds, please visit the Student Accounting Office's website at <http://www.iit.edu/sa>.

Students should follow up with the Office of Financial Aid prior to the first day of class to ensure that they have fulfilled all requirements for a timely disbursement of their financial aid awards. If you are not receiving loans or scholarships for the Summer term, you will be expected to pay your out-of-pocket tuition payment in full by June 101, 2019. Financial aid scholarships and loans supersede all other forms of tuition payment.

Authorized Users

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

Financial Responsibility

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

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

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

FINANCIAL AID

Financial Aid Checklist

To be eligible for federal loans for the Summer 2019 term, students must:

- ▶ Complete the 2018-2019 FAFSA
- ▶ Be degree seeking
- ▶ Be enrolled for at least half-time status (3 credits for the Summer) in courses that count toward the 87 credits required for graduation. Any credits taken above the 87 credits required for graduation may not be eligible for federal financial aid.
- ▶ Meet all other eligibility criteria for federal financial aid
- ▶ Accept the loan amounts you wish to borrow online via the myIIT portal
- ▶ Meet the credit approval criteria if accepting the Federal Direct Plus Loan
- ▶ Complete Plus Loan Credit Counseling (applies only if the Plus loan is approved with an appeal or endorser; there is no need to complete Plus Loan Credit Counseling if approved without these criteria)
- ▶ Complete the Master Promissory Note (MPN) for each loan type accepted (applies to all first-time borrowers or Plus Loan borrowers with endorser applications)
- ▶ Complete Loan Entrance Counseling (applies to all first-time borrowers and is separate from Plus Loan Credit Counseling required due to appeal or endorser)
- ▶ Complete Visiting Away Financial Aid Form, if applicable (for example: Baylor Program)
- ▶ Complete Study Abroad Google Doc, if applicable

Free Application for Federal Student Aid (FAFSA)

Chicago-Kent students who plan to enroll at least half-time for the 2019 Summer term (half-time status requires taking at least 3 credits), or who are approved to study abroad or visit another law school at least half-time for the Summer, may be eligible to apply for federal loans through Chicago-Kent. In order to apply for federal loans for the Summer term, the Office of Financial Aid requires that students complete the 2018-2019 Free Application for Federal Student Aid (FAFSA) at <http://www.fafsa.ed.gov>, and enter Chicago-Kent as their school, using school code E00773. If you did not list us on your FAFSA, your FAFSA information will not be sent to our office. If

additional information is required, you will be contacted by the Office of Financial Aid by Chicago-Kent email.

Deadlines

Your financial aid file needs to be fully completed by July 22, 2019, in order to receive federal loans for the Summer 2019 term.

Financial Aid Eligibility

For financial aid purposes, the Summer term is the last term of the academic year. For this reason, you will be offered the remaining amount of Federal Direct Unsubsidized Loan eligibility (which is the difference of the full loan eligibility for the academic year less the amount of loans that you borrowed in Fall 2018 and Spring 2019). After your annual Federal Direct Unsubsidized Loan eligibility is exhausted, you will be offered the Federal Direct Plus Loan up to your Summer maximum Cost of Attendance Budget limit. You will be able to view and accept the amount you choose to accept on the myIIT portal.

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

<http://www.kentlaw.iit.edu/current-students/tuition-and-financial-assistance/financial-aid/financial-aid-eligibility/summer-financial-aid-continuing-students>

Visiting at Another Law School

Students who are approved to visit another law school during the Summer term and wish to receive financial aid must complete the form entitled "Financial Aid Request Application to Visit Another Law School" in addition to the 2018-2019 FAFSA and any other eligibility requirements. This form is available in the Office of Financial Aid, or can be downloaded from our website at:

<http://www.kentlaw.iit.edu/current-students/tuition-and-financial-assistance/financial-aid/forms>

The financial aid process for visiting another law school can take 5-6 weeks to complete; therefore we strongly recommend that you complete this form as soon as possible. You will be notified by email when your award can be viewed and accepted on the myIIT portal.

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

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

<https://www.kentlaw.iit.edu/sites/ck/files/public/departments/financial-aid/Visiting-Another-Law-School-Fin-Aid-Req-Form.pdf>

Studying Abroad Through Chicago-Kent

Students who have been granted permission to study abroad through a partner program sponsored by Chicago-Kent during the Summer 2019 term and wish to receive financial aid must notify the Office of Financial Aid as soon as possible. You must complete the 2018-2019 FAFSA and meet all other financial aid requirements. In addition, you will be sent a Google Doc by the Office of International Law and Policy, which you will need to complete. Once both of these forms are completed and you meet all other eligibility criteria, you will be notified by email when your award can be viewed and accepted on the myIIT portal.

Please be aware that your Cost of Attendance during your study abroad term will be based on the living expenses of the partner program, not the living expenses of the standard Chicago-Kent budget. Tuition is based on Chicago-Kent's tuition rate for your class and will be charged to your Kent student account. In addition, some partner programs charge a separate program/administrative fee that is not a part of your charges at Chicago-Kent. You may be responsible to pay this program/administrative fee directly to the partner program.

Please Note: It is crucial for each student to thoroughly research the host school's charges and costs of living prior to their departure. It is the student's responsibility to budget themselves until their financial aid is processed.

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

<http://www.kentlaw.iit.edu/current-students/tuition-and-financial-assistance/financial-aid/financial-aid-eligibility/study-abroad>

Federal Direct Unsubsidized and Federal Direct Plus Loan Procedures

Once you have accepted your loan(s) on the myIIT portal, our office will automatically process the loan(s) with Direct Loans. Approval for the Federal Direct Graduate Plus Loan is credit based. By accepting the loan on the myIIT portal you are authorizing a credit check to be performed and the loan to be processed with Direct Loans. If you have already borrowed a Federal Direct Graduate Plus Loan for the Fall 2018 and/or Spring 2019 semesters, and are borrowing a new summer Plus Loan, Direct Loans may conduct a new credit check to verify continued eligibility for the summer. If you are borrowing the Federal Graduate Plus Loan for the first time you will need to complete the Master Promissory Note (MPN) online with Direct Loans, in addition to any other requirements that may be listed on the myIIT portal. Generally, a student with an adverse credit history may be denied the Federal Direct Graduate Plus Loan. If you are denied, you will need to take the necessary steps to seek approval of the loan. Students may appeal the credit decision (if no other extenuating circumstances exist), or provide an endorser to Direct Loans, if denied. If a student is approved by way of appeal or endorser, the student will need to complete the Federal Direct Graduate Plus Loan Credit Counseling and a new MPN with Direct Loans online after being approved. Also, if your initial Plus Loan for the 2018-2019 academic year required an endorser, you may have to complete a new MPN and a new endorser application each time you accept to receive the Federal Direct Graduate Plus Loan.

Please refer to the Office of Financial Aid website for additional information on the federal loan requirement and procedures:

<http://www.kentlaw.iit.edu/current-students/tuition-and-financial-assistance/financial-aid/loan-requirements>

Private (Alternative) Loans

Students who do not plan to enroll for at least half-time status are not eligible for federal loans. However, private educational loans are available for students, provided they meet the lender's credit approval criteria. It should be noted that students who are eligible for federal loans should apply for these loans before considering private loans since federal loans interest rates and terms are typically better than private loans. To apply for a private loan for the Summer 2019 term, a student must:

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

See our website for more information about private loans:

<http://www.kentlaw.iit.edu/current-students/tuition-and-financial-assistance/financial-aid/types-of-financial-aid/private-loans>

Processing/Notification

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

Summer Loan Disbursement Schedule

Pursuant to federal regulations, schools are permitted to begin disbursing loans 10 days before the term begins. The disbursements for the Summer 2019 term are scheduled to post on May 18, 2019 for students with completed and approved financial aid files prior to this date. Students who complete their financial aid requirements after this date will receive their disbursements within 1-2 weeks after their files are complete and approved. If your file is incomplete, you will receive notification from our office via email regarding your missing documents and what's needed to complete your file. If you are unsure whether your

file is complete, please contact the Office of Financial Aid and we can verify the status.

Study Abroad and Visiting Away Students: Your funds may have a different disbursement date due to the timing of when your classes/program starts. See our office for more information.

SUMMER GRADUATING SENIORS

If you will complete your degree requirements in the Summer term, you must submit an Application for Graduation as soon as possible after your schedule is finalized. Summer 2019 graduates may participate in the May 2019 commencement ceremony. You must notify Dean Sowle immediately if you intend to participate in the ceremony. Summer 2019 graduates will not be eligible, however, to take the July 2019 Illinois bar exam.

PASS-FAIL ELECTION

A student in good academic standing may elect to take courses on a pass/fail basis *except*: (1) required courses, including courses taken to satisfy the Professional Responsibility requirement; (2) seminars, whether or not being taken to fulfill the seminar degree requirement; (3) courses that have been designated by instructors as ineligible for the pass/fail election; (4) courses that are graded *only* on a pass/fail basis, such as clinical courses, Moot Court, and Law Review; (5) LL.M. courses; (6) Trial Advocacy and Appellate Advocacy courses; and (7) courses taken to fulfill the requirements of any certificate program.

No more than six credit hours taken under the pass/fail election will count toward the graduation credit requirement.

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

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

FERPA RIGHTS AND ACCESS TO EDUCATION RECORDS

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

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

FACULTY BIOGRAPHIES

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

J.D. COURSE DESCRIPTIONS

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