Course descriptions and faculty biographies are available online at
https://www.kentlaw.iit.edu/current-students
(click on Fall 2020 Quick Guide)

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

May 13, 2020
FALL 2020 REGISTRATION

REGISTRATION INSTRUCTIONS

BEFORE YOU REGISTER

Immunization Hold

If you have an Immunization Hold, contact the Student Health and Wellness Center on Main Campus at 312/567-7550 or student.health@iit.edu and make arrangements to submit your medical records to have the hold released.

Outstanding Balance

If you are indebted to the university, you will have a financial hold preventing you from registering. Before you can register, you must clear the financial hold by clearing your account balance. If you are uncertain whether you have an outstanding balance, check your account status by visiting https://my.iit.edu and clicking on the Manage My Account icon. If you need assistance, contact the Student Accounting Office at sa@iit.edu or 312/567-3794.

2. SELECTING YOUR COURSES

Using the schedule of classes in this Bulletin, decide which courses you would like to take. Because of enrollment limits, some of your choices of courses or sections may be closed when your registration requests are processed after then end of the initial registration period. If you are not admitted into one or more of the courses you select, you may add additional courses or change your schedule in other ways when the add/drop period starts (see page 3). We do not maintain waiting lists for most courses.

Graduation Checklist

The following courses must be completed to earn the J.D. Students must also earn 87 credit hours, and maintain a cumulative grade point average of 2.300, to earn the J.D.

- Contracts
- Property
- Civil Procedure
- Legislation
- Constitutional Law
- Professional Responsibility
- Legal Writing 1
- Legal Writing 2
- Legal Writing 3
- Legal Writing 4
- One seminar

- Six credits of experiential courses (for students starting Summer 2016 or later)
- Intensive Essay Writing Lab (Spring of final year; mandatory for students in bottom 15% of class)

Sequence of courses: Certain required courses must be taken in a designated sequence, depending on the student’s division. Second-year Day students (full-time) must register in the Fall for Constitutional Law and Legal Writing 3 (unless they qualify for a Legal Writing 4 Equivalency Class; see below) and for Legislation, if they did not take it in Spring 2019. You will take Legal Writing 4 in the Spring.

Second-year Day students (part-time) must register in the Fall for Constitutional Law and Legal Writing 3 (unless they qualify for a Legal Writing 4 Equivalency Class; see below), and for a section of Contracts. You will take Legal Writing 4 and Legislation in the Spring.

Second-year Evening students must register for Civil Procedure and Legislation in the Fall. You will take Constitutional Law in the Spring. In addition, Upper-level Evening students are required to take Legal Writing 3 and Legal Writing 4 (or a Legal Writing 4 Equivalency Class; see below) during their second and third years. Legal Writing 3 is not a prerequisite for taking Legal Writing 4; the courses may be taken in either order. See the final schedule of classes for more information on registering for these classes.
Professional Responsibility: The following courses satisfy the Professional Responsibility graduation requirement: Professional Responsibility, Ethics and Advocacy, Practice and Professionalism, and Professional Responsibility: Business Ethics. You may satisfy the Professional Responsibility requirement at any time after your first year.

Experiential course requirement: In addition to the required courses listed above, students who began in Summer 2016 or later must complete a total of six credits from an approved list of experiential courses. Most students will already satisfy four of these credits through the required sequence of Legal Writing 3 and Legal Writing 4. However, students who opt for the Legal Writing 4 Equivalency Class (see below) should consult the list of approved courses to determine whether the qualifying activity counts toward the experiential requirement. Law Review does not count toward the requirement.

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

Legal Writing 4 Equivalency Classes: Students who are on Law Review in the Fall, or who take Appellate Advocacy (Moot Court Honor Society), Pretrial Litigation, Criminal Litigation 1, or who are doing Judicial Externships, may satisfy the Legal Writing 4 requirement either by taking a regular Legal Writing 4 class next Spring, or by taking Legal Writing 4 Equivalency in the Fall (see page 2 of the Schedule of Classes). If you take Legal Writing 4 Equivalency in the Fall, you may take Legal Writing 3 in either the Fall or the Spring.

Seminar requirement: In order to satisfy the seminar requirement, you must have completed at least 54 hours of credit and Legal Writing 4 prior to beginning the seminar. You may take a seminar before you have earned 54 hours, but it will not satisfy the seminar graduation requirement. Note: You may also satisfy the seminar requirement through Independent Research in Lieu of Seminar; contact Dean Sowle for details.

Intensive Essay Writing Lab: This 2-credit class is offered in the Spring semester and is required for graduating students in the bottom 15% of their class (as determined by their class rank at the end of the previous Spring semester), and is strongly recommended for those in the remaining portion of the bottom 25% of the class. (Other students may petition to take the class but are not guaranteed entry.) Students in the bottom 15% may petition to opt out of the class. Taking the class will satisfy the graduation seminar requirement.

Prerequisites

Course prerequisites that are listed on the schedule of classes must be completed prior to registering for a course. The instructor may waive a prerequisite with the approval of Dean Sowle.

Credit Hour Limitations

Upper-level Full-time Day Division students must take at least 12 credit hours (unless in one of their last two semesters, in which case the minimum is 10 credit hours), and not more than 16 credit hours. Upper-level Evening Division students and Part-time Day Division students must take at least 8 and not more than 13 credit hours.

Credit hours for intersession classes (including Intensive Trial Advocacy 1) do not count as part of your Fall semester course load for purposes of maximum credit hour limitations; but they do count for purposes of determining whether you will be charged for student health insurance. If taking an intersession class will put you over the maximum credit limit for your division, please contact Dean Sowle prior to registering so that your maximum hour limit can be adjusted in the system.

Students enrolled in Law Review and/or Moot Court Honor Society may take one extra credit hour (for a maximum of 17 credits for full-time students, and a maximum of 14 credits for part-time students).

Graduating J.D. students needing fewer than the minimum number of hours to graduate may take fewer
Registering for Courses Not in Your Division

Students must take at least one-half of their credit hours in the division in which they are enrolled. Courses offered only at 4:00 p.m. are considered Day Division for day students, and Evening Division for evening students.

Making Up Incompletes

If you will be making up an Incomplete grade by attending a class in the Fall semester, do not register for the course. You must submit an Incomplete Course Make-up Notice through your Web for Students account by the end of the second week of classes in order to earn credit for the course.

EXAM INFORMATION

Information about Fall exams – which exams will be fixed, self-scheduled, and take-home, and the dates of fixed exams – will be provided prior to the start of the Fall semester. (Under our current procedures, we need enrollment information for elective courses before determining which category they fall into.)

HOW TO REGISTER

Online Registration

To register for Fall classes, log into the myIIT portal and navigate to the registration section.

Registration will take place starting Wednesday, May 20, at 9:00 am and will continue through Tuesday, May 26, at 9:00 pm. You may register at any time during that period. 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 the start of the add/drop period on Monday, June 1. Registering for a class during the initial registration period is no guarantee that you will be admitted into the class – you must check the web site on or after Monday, June 1 to learn what classes you have been admitted into.

Registration Priority

Subject to the provision, below, about students pursuing certificate programs, Day Division students have priority for Day Division classes, and Evening Division students have priority for Evening Division classes. For upper-level elective classes in the 4:00 time slot, seats are allocated proportionately between Day Division and Evening Division. Within divisions, registration priority is based on anticipated graduation date, with the earliest graduation date having the highest priority. Priority for certain courses may be given to students seeking a particular certificate program. Students in the J.D. program have priority for J.D. courses over students in the LL.M. programs. Students in the LL.M. programs have priority for LL.M. courses in their program area over J.D. students.

ADDITION & DROPING COURSES

After the close of the initial registration period (see above), you may add open courses or drop courses using the online registration system beginning Monday, June 1. You may add an open course without special permission until the end of the first week of Fall classes; during the second week, however, you may add an open course only with permission of the instructor. You may not add a course after Tuesday, September 8, 9:00pm. To find out what courses are open, check the Online Registration system.

You may withdraw from any course except a required course, a clinical course, Law Review, Moot Court, or Intensive Trial Advocacy 1 at any time prior to the date of the final exam or final paper (see § 3.10(c) of the Student Handbook.). There is no tuition penalty if you drop a course no later than Tuesday, September 8, 9:00pm. You will not receive a tuition refund, however, if you drop a course after that time.

A student may withdraw from a clinical course only up to the end of the eighth week of classes; you will not receive a tuition refund if you drop the clinical course after Tuesday, September 8, 9:00pm.
**DECEMBER 2020 GRADUATES**

Students who plan on graduating at the end of the Fall 2020 semester must submit an online Application for Graduation. Information about submitting the application, and the deadline for doing so, will be published in the *Record* at the start of the Fall semester.

**TUITION, CHARGES, FEES, AND PAYMENTS**

**Tuition and Fees**

Information about tuition and fees for Chicago-Kent J.D. and LL.M. programs are available on the Law School web site at: [http://www.kentlaw.iit.edu/current-students/tuition-and-financial-assistance/tuition-and-fees](http://www.kentlaw.iit.edu/current-students/tuition-and-financial-assistance/tuition-and-fees)

*Tuition Discount for Graduating Students Taking More than 87 Credits.* If you will be graduating at the end of the Fall semester and will be taking more than the 87 credits required to graduate, you may receive a 50% discount on each credit you take over the required 87 credits. If this affects you, please contact Dean Sowle no later than Tuesday, September 8. **Please note:** Financial aid is not available for any courses you take that are not necessary for you to reach the required 87 credits.

**Student Health Insurance**

All students registered for at least one credit hour in the Fall semester (including intersession classes listed on the Fall schedule; but not including Incomplete make-ups) will automatically be billed for student health insurance. **This applies to both Day and Evening Division students.**

The cost for the 2020-2021 academic year will be $1,687 for individual coverage; please contact the Student Health and Wellness Center at 312/567-7550 for information about family coverage. You may waive insurance coverage if you have comparable coverage by filing a waiver form online at [http://web.iit.edu/shwc/insurance](http://web.iit.edu/shwc/insurance) by September 1, 2020. **IIT requires students who waive the student health insurance to do so every year.** The waiver process goes directly through Aetna Student Health Insurance. **(Please note: If you are on an F1 or J1 visa, you will not be permitted to waive the IIT health insurance.)** If you do not waive coverage by September 1, you will be billed for the insurance. For more information about the plan, including waivers, go to [http://web.iit.edu/shwc/insurance](http://web.iit.edu/shwc/insurance) or call the Student Health and Wellness Center at 312/567-7550. The health insurance coverage runs from August 10, 2020, to August 9, 2021.

and/or attorney’s fees.

**Payment of Tuition and Fees**

Payments can be made online through your myIIT portal via the Manage My Account icon. Electronic check payments can be made for free by using a bank routing and account number (no processing fee). Credit cards are also accepted online, however, credit card transactions carry a 2.85% transaction fee. **Please note that credit cards are accepted exclusively through our online system.** The university also accepts international wire transfers from Flywire. You can view all acceptable payment methods here: [https://web.iit.edu/student-accounting/payments](https://web.iit.edu/student-accounting/payments)

**Payment Plans**

Payment plans are available. For a complete guide to enrolling in a payment plan, visit the Student Accounting Office’s website at: [https://web.iit.edu/student-accounting/payments/payment-plans](https://web.iit.edu/student-accounting/payments/payment-plans)

**Refunds**

You must be enrolled in direct deposit to receive your refund. You can enroll in direct deposit by clicking the Manage My Account icon on your myIIT portal page. For additional information about refunds, please visit the Student Accounting Office’s website at [http://www.iit.edu/sa](http://www.iit.edu/sa). Refunds are issued 14 days after disbursement to your student account. Please use this 14-day timeframe to make arrangements for your finances, including book purchases, rent, etc.

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. Financial aid scholarships and loans supercede 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 by accessing our online system (through the Manage My Account icon on your myIIT portal page) and selecting the Authorized Users tab.

**Financial Delinquency**

You are financially responsible for the payment of all education related charges and fees that become a part of your student account, when those charges are due, regardless of your expected reliance on third-party resources such as financial aid, family gifts, employer reimbursement, private loans, outside scholarships or sponsorships. Any balance due to IIT as the result of adjustments made to your estimated or confirmed financial aid or your refusal to apply for any or all of your financial aid or your inability to complete the financial aid verification become your responsibility for payment. You are responsible for supplying the Office of Financial Aid with any reasonable information or documents that they may request to complete the verification process in a timely manner.

Any outstanding balance due on your student account is subject to late penalty charges and will prevent registration for additional courses at IIT. Official documents such as diplomas or transcripts will not be released until the outstanding balance has been paid in full. Failure to pay any amount due by the due date may result in an unfavorable report with credit bureaus and collection activities against you, including litigation. If that occurs, you will be responsible for the actual expenses incurred in connection with collection of the debt, including but not limited to attorney fees and reimbursement to IIT of the fees of any collection agency, which may be based on a percentage at a maximum of 33% of the aggregate amount of the debt.

**Financial Aid**

Financial Aid Applications

In order to be considered for federal financial aid, you must complete the 2020-2021 Free Application for Federal Student Aid (FAFSA) and list our school code E00773. You must meet all eligibility requirements listed on our website. Once your FAFSA has been received and reviewed, you will receive an email notification indicating that your 2020-2021 financial aid award has been finalized and is ready for you to view and accept or decline online in the myIIT portal. If you choose to accept the offered loan(s) you must complete the corresponding requirements including a Master Promissory Note(s) and Loan Entrance Counseling online. Full and detailed steps on applying for financial aid are available on the financial aid website at:

https://www.kentlaw.iit.edu/current-students/tuition-and-financial-assistance/financial-aid/steps-to-apply-for-financial-aid

Steps to Apply for Financial Aid

Please refer to the Office of Financial Aid website for detailed guidance on the order of steps you need to take to receive federal financial aid:

http://www.kentlaw.iit.edu/current-students/tuition-and-financial-assistance/financial-aid/steps-to-apply-for-financial-aid

Federal Loan Procedures

When you complete a 2020-2021 FAFSA, you will automatically be offered all of the loans for which you are eligible for the 2020-2021 academic year. You are required to actively accept or decline your loans in the myIIT portal.

Once you have accepted your loan(s) in the myIIT portal, our office will automatically process the loan(s) with the U.S. Department of Education’s Direct Loan Program.

Approval for the Plus Loan is credit based. By accepting the loan in the myIIT portal you are authorizing a credit check to be performed by Direct Loans and the loan to be processed. Generally, a student with an adverse credit history may be denied. Students may appeal the credit decision (if no other extenuating circumstances exist), or provide an endorser to Direct Loans, if denied. Please visit our website for more information about appeals or endorsers:

http://www.kentlaw.iit.edu/current-students/tuition-and-financial-assistance/financial-aid/loan-requirements
Deadlines
Your financial aid file must be fully completed by December 1, 2020 in order to receive federal financial aid for the Fall 2020 term.

Private Loans
Students who do not plan to enroll for at least half-time status or do not meet other financial aid criteria are not eligible for federal loans. However, private educational loans are available for students in this situation, provided that the credit approval criteria are met. For more information on private loans see our website:

Visiting at Another Law School
Students who are approved to visit another law school and wish to receive financial aid must complete the form entitled Financial Aid Request Application to Visit Another Law School in addition to the 2020-2021 FAFSA. 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 school can take 5-6 weeks to complete, therefore we strongly recommend that you submit this form as soon as possible.

NOTE: The Office of Financial Aid does not determine the Cost of Attendance (COA) Budget for host schools. The COA is determined by the school you plan to visit; we use the host school's COA to determine your financial aid package for the program. For this reason, it is crucial for each student to thoroughly research the host school's charges and cost of living prior to their departure.

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

Study Abroad
Students who have been granted permission to study abroad through a partner program sponsored by Chicago-Kent and wish to receive financial aid must notify the Office of Financial Aid as soon as possible. You must complete the 2020-2021 FAFSA, and meet all other financial aid requirements. In addition, you will be sent a Google Doc by the Office of International Law & Policy, which you will need to complete. Once both of these forms are complete and you meet all other financial aid eligibility criteria, you will be notified by email when your award can be viewed and accepted in 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(es) and will be charged to your student account. In addition, some partner programs charge a separate program/administrative fee that is not a part of your charges at Chicago-Kent. This fee may be included in your cost of attendance budget but you may be responsible for paying it directly to the partner program before you receive your loan disbursement.

NOTE: It is crucial for each student to thoroughly research the host school's charges and costs of living prior to their departure. Loan disbursements may not be scheduled until the actual program start date. Therefore, you may be required to pay some expenses prior to receipt of your financial aid.

For more information about financial aid procedures and eligibility criteria for studying abroad through Chicago-Kent, see our website at:
https://www.kentlaw.iit.edu/current-students/tuition-and-financial-assistance/financial-aid/financial-aid-eligibility/study-abroad

Notification of Award
Financial Aid award notifications are sent to your Chicago-Kent email address. This typically occurs 2-3 weeks after your FAFSA is received by our office. You will be directed to the myIIT portal to view and accept your loans. If you prefer to receive a paper version of your award notification instead of notification via email, please email us at finaid@kentlaw.iit.edu or stop by the Office of Financial Aid, Room 230.
Attention 2L's and 3L's

Your financial aid is determined differently than in your first year. Please review our website that addresses Most Frequently Asked Questions at: https://www.kentlaw.iit.edu/current-students/tuition-and-financial-assistance/financial-aid/frequently-asked-questions-and-glossary

Fall Loan Disbursement Schedule

Disbursements are scheduled 10 days before the start of each semester. The disbursement date for the Fall 2020 semester is August 14, 2020. This is not the same as the refund date.

Only students with completed and approved financial aid files prior to the disbursement date are eligible to have their funds disbursed on August 14, 2020. If your file is incomplete, you will receive notification from our office regarding possible missing documentation. Students who complete documentation and satisfy requirements after the scheduled disbursement date will receive their disbursements shortly after their files are complete. Please contact our office if you are unsure whether your file is complete.

Visiting Away and Study Abroad Students may have different disbursement dates. Therefore, we encourage you to contact our office for more information.

PASS-FAIL LIMITATIONS

Pass/fail election: Students may elect up to 6 credits pass/fail during their entire time at Chicago-Kent. This pass/fail election applies to upper-level elective courses that normally are letter-graded; classes that are only offered pass/fail do not count toward this 6 credit limit. The following classes may not be elected pass/fail: (1) required courses, including any course taken to satisfy the Professional Responsibility requirement; (2) seminars, whether or not being taken to fulfill the graduation seminar requirement; (3) courses that have been designated by instructors as ineligible for the pass/fail election (these courses are indicated on each semester’s schedule of classes); (4) Taxation and Financial Services LL.M. courses; (5) Trial Advocacy and Appellate Advocacy courses; and (6) courses taken to fulfill the requirements of any certificate program. Pass/fail registration will open shortly before the start of the Fall semester (details will be in Dean Sowle’s section of the Record). 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).

Clinic limitation: You may take no more than 24 credit hours toward graduation for clinical and externship courses combined. (Students in the Litigation and Alternative Dispute Resolution Program (LADR) and the Criminal Litigation Program are exempt from this limitation.)

EMPLOYMENT LIMITATION

Subject to the limitation for full-time first-year students mentioned below, students may work more than 20 hours a week only if they take 13 or fewer credits in a regular semester (Fall or Spring); students are prohibited from working more than 20 hours a week if they take 14 or more credits.

Full-time first-year students are prohibited from working more than 20 hours a week even if they take 13 or fewer credits (e.g., full-time summer-start students, who take only 13 credits in the Fall, are still limited to working no more than 20 hours a week).

EXCHANGE PROGRAMS

Chicago-Kent has a number of exchange programs with foreign institutions. For more information, go to http://www.kentlaw.iit.edu/academics/jd-program/study-abroad.

RECOMMENDED COURSES FOR UPPER-LEVEL STUDENTS

Courses with an asterisk (*) cover material that is likely to be tested on many states’ bar examinations, including the Uniform Bar Exam (now used in Illinois; see next section).

I. The faculty believes that every student should take:

   A. *Business Organizations (4 hours)
   B. *Evidence (3 hours)
   C. Personal Income Tax (3 hours)
   D. *Remedies (3 hours)
II. The faculty believes that every student should take at least 15 hours from the following list of courses, with most courses taken from subsection A and at least one course taken from subsection B. Courses not included in this list should not be thought of as less challenging or unimportant. They may have been left off because they cover advanced or very specialized material, or because they focus on non-traditional legal materials.

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

A. Courses in major areas of law:

1. Administrative Law (3 hours).
2. Civil Litigation: one of the following: Appellate Courts and Procedure (3 hours), Complex Litigation (3 hours), Federal Courts (3 hours).
3. Commercial Law: one or two of the following: *Secured Transactions (3 hours), Payment Systems (3 hours).
4. *Conflict of Laws (3 hours)
6. Criminal Procedure: *The Adjudicative Process (3 hours), or *The Investigative Process (3 hours).
7. *Estates and Trusts (4 hours).
8. *Family Law (3 hours).
9. International Law (3 hours) or Comparative Law (3 hours).
10. *Products Liability (2 hours).

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

1. Antitrust (3 hours).
2. Bankruptcy (3 hours).
3. Copyright Law (3 hours) or Patent Law (3 hours).
4. Employee Benefits Law (2 or 3 hours).
5. Employment Discrimination (3 hours).
7. Labor Law (4 hours).
8. Securities Regulation (3 hours).

FERPA RIGHTS AND ACCESS TO EDUCATION RECORDS

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

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

FACULTY BIOGRAPHIES

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

J.D. COURSE DESCRIPTIONS

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