



### **Amendments to Admission Application**

Students have an ongoing obligation to amend their application for admission to the College of Law. A student who needs to amend his or her application should follow the procedures below.

- A. Within 30 days of learning of a necessary amendment, the student must submit a signed statement to the Associate Dean of Academics. The statement should detail the circumstances of any incident and should describe and attach documentation that reflects how the incident was resolved (such as a charge being dismissed).
- B. If the matter is not completely resolved, then the student will have an ongoing obligation to update the Associate Dean of Academics at least once each semester.
- C. The Associate Dean of Academics will review all amendments and determine whether the College of Law will take any action.
  - 1. If the event or circumstances occurred before the student was admitted to the College of Law, the Associate Dean of Academics should consult with the Executive Director of Admissions and Financial Aid or the Chair of the Admissions Committee regarding whether the new information would have affected the admissions decision. The Associate Dean may also develop, in connection with the Executive Director of Admissions and Financial Aid, a list of events and circumstances that typically would not affect the admissions decision; the Associate Dean could then act on these matters without further consultation.
  - 2. If the event occurred after the student was admitted to the College of Law, the Associate Dean may determine what action should be taken and/or may refer the matter to the Honor Court Investigator for further action. The Associate Dean must refer the matter to the Honor Court Investigator if he or she believes that the student should be suspended or expelled, or if a graduate's diploma should be revoked.
- D. The Associate Dean will prepare a written letter to the student indicating whether action will or will not be taken. If action is taken, the letter will specify that action. A copy of the letter will be placed in the student's permanent file in the Registrar's Office.

**Cross-reference:** Students should consult the Academic Honor Code and Code of Student Professionalism and Conduct.