



Policy Title

Character and Fitness Supplementation Policy

Policy Number

1-018

Responsible Unit: Office of Academic Affairs	Effective Date: June 4, 2021
Responsible Official: Vice Chancellor for Academic Affairs	Last Reviewed Date: June 2, 2021
Policy Classification: Academic Affairs	Last Revised Date: June 2, 2021
	Origination Date: March 5, 2021

I. Policy Purpose

The purpose of this policy is to provide internal guidance to the Law Center on handling attempts by students to supplement their law school records with character and fitness information.

II. Policy Scope

This policy applies to students and provides internal guidance to the Law Center.

III. Policy Compliance

Compliance will be overseen by the Vice Chancellor for Academic Affairs.

IV. Policy Definitions

Not applicable.

V. Policy and Applicable Procedures

A. **Duty to Report.** All Law Center students are under a continuing duty to supplement their file with any information that affects their character and fitness to practice law. All information that is requested on the original law school application, but not originally submitted, must be reported if it would change the status of the original response. This

duty continues from the time of the submission of the original law school application until graduation.

- B. Character and fitness information should be reported within 14 days of the student becoming aware of the relevant information.
- C. **Information to report.** Character and fitness information encompasses all information that could affect a student's character and fitness to practice law. It includes all information included on the original law school application, including any citations, summons, arrests, criminal charges or convictions brought against the student while attending the Law Center. It may include disciplinary action taken against the student by any government or administrative agency, including armed forces. It may also include domestic violence matters, even where there has been no arrest or conviction.
- D. **How to report.** Supplements to a student's character and fitness should be submitted to the Office of Records and Registration. An enrolled student who requests to supplement their file under this policy will be required to formally submit the request in the Maxient system, via the online report form.
- E. Requests by students or graduates to supplement their character and fitness reports will be dealt with in the following manner, depending on the situation.
 - 1. For former students who have graduated or otherwise left the Law Center, the school will not supplement the student's record because the student's academic record at SULC is closed. Nonetheless, any information submitted by a graduate or former student to supplement their file will be placed in the student's file along with the school's responsive letter provided by the Office of Records and Registration Office. The responsive letter shall indicate that no action is being taken on the information because the student has graduated or otherwise left the school. The former student will also be informed that information provided will be made available to any requesting bar authorities, along with the responsive letter.
 - 2. For current students, any information submitted to supplement the student's file shall be submitted in the Maxient system, via the online report form.
 - a. If after consultation between the Vice Chancellor of Academic Affairs and the Vice Chancellor of Student Affairs, a decision is made that the matter does not require further investigation by the Law Center, then a letter will be sent to the student indicating that the student's file has been supplemented.
 - b. In all other cases, the matter will be turned over to the Office of Student Affairs for processing. In such situations, a letter indicating that the matter has been transferred to the Office of Student Affairs for processing will be sent to the student.
 - c. After the Office of Student Affairs has completed its processing of the matter, a letter indicating the final disposition of the matter will be placed into the student's file and serve as the final step in the Law Center's response to the request to supplement the file.

- F. A decision by the Law Center to take no adverse action against a student based on the information reported (within their request to supplement their file) does not mean bar admission committees will refuse to take action on the information reported. Bar admission committees may refuse to certify the character of a graduate based on the information provided or based on the graduate's failure to report such information.
- G. Failure to report a character and fitness issue in compliance with this policy within 14 days of the incident in question may result in an action being brought against the student in violation of Section 8.3(9) of the Code of Student Conduct.
- H. The Law Center's action of supplementing a student's file for character and fitness issues is a separate and distinct matter from any duty imposed by a bar examination authority on a bar applicant to report character and fitness issues. The supplementing of a student's file at the Law Center for character and fitness issues does not alleviate any duty to comply with any reporting requirements imposed by a bar examining authority.

VI. Policy Related Information

This policy includes as appendices the letters described in Part V, Policy and Applicable Procedures.

VII. Policy History and Review Cycle

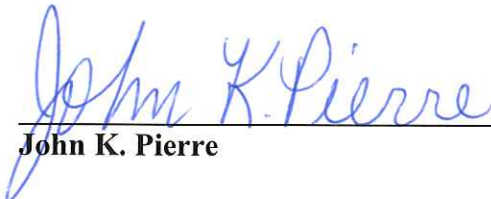
This policy is administrative in nature and does not require approval by the faculty. The policy was originally created, on March 5, 2021, by the Vice Chancellor for Academic Affairs. After consultation between the staff of the Office of Academic Affairs and Office of Student Affairs the policy was revised on June 2, 2021. The policy was reviewed by the faculty, for informational purposes on June 4, 2021. The policy is subject to a five-year policy review cycle and shall be reviewed by the Vice Chancellor for Academic Affairs.

VIII. Publication of Policy

The policy is published on the Law Center's website: www.sulc.edu.

IX. Policy Approval

This policy was approved by:



John K. Pierre

June 4, 2021
Date

Appendix to Character and Fitness Supplementation Policy

**First Standard Letter
Student Requests a Supplement After Academic Record is Closed**

Date

Student's Name
Mailing Address

Dear _____,

The Office of Records and Registration is in receipt of your request to supplement your file with updated character and fitness information. However, you completed your academic studies at SULC prior to submitting your request to supplement your file. SULC does not supplement a file after a student has completed his/her studies. As such, your request to supplement your file is denied.

Despite denial of your request, the request to supplement the file and this letter will be placed in your file for record keeping purposes. Please be advised that if bar exam certification committee seeks a copy of your file due to your application to take a bar exam, the complete copy of your folder will be made available to the committee, to include your request to supplement the file and this letter.

Thanks,

Office of Records and Registration

Second Standard Letter
Student Supplements File with Matters Not Requiring Review by Office of Student Affairs

Date

Student's Name
Mailing Address

Dear _____,

The Office of Records and Registration is in receipt of your request to supplement your file with updated character and fitness information. The information submitted does not fall under the Academic Honor Code (does not relate to an academic matter at SULC) nor does the information involve a Code One, Code Two or Code Three Offense under the Non-Academic Code of Student Conduct. The Office of Academic Affairs and the Office of Student Affairs concur that this matter requires no further investigation by SULC. As such, the information is being placed in your file as per your request. A copy of your request to supplement your file and this letter will be maintained in your file.

Thanks,

Office of Records and Registration

Third Standard Letter
Student Supplements File with Information Requiring Review by Office of Student Affairs

Date

Student's Name
Mailing Address

Dear _____,

The Office of Records and Registration is in receipt of your request to supplement your file with updated character and fitness information. The information submitted falls under either the Academic Honor Code (relates to an academic matter at SULC) or the Non-Academic Code of Student Conduct. As such, the information is being forwarded to the Office of Student Affairs for processing under the Student Code of Conduct.

Whatever action takes place regarding your submission will result in a final report from the Office of Student Affairs. The final report will include our request to supplement your file, this letter, and any other documents produced by the processing of this matter in the Office of Student Affairs. The entire final report will be placed in your file with any restrictions to access as noted by the Office of Student Affairs.

Thanks,

Office of Records and Registration