

CHARACTER AND FITNESS SUPPLEMENT POLICY

(Updated June 2021)

- 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 his or her file under this policy will be required to formally submit the request in the Maxient system via the online report form located at <https://www.sulc.edu/page/registrar-forms>.
- 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 for Academic Affairs and the Vice Chancellor for 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 in 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.

Upon entry into the Law Center, students will be required to sign an acknowledgement form indicating that the student is aware of this duty, agrees to comply with the duty, and understands the consequences for failure to comply with the duty.