



# THE JOHN MARSHALL LAW SCHOOL

## Amendments to Admission Application

1. **Purpose:** As explained on the application for admission, both applicants and students have an ongoing obligation to amend their application for admission to The John Marshall Law School.
2. **Applicants:** Within 30 days of learning of a necessary amendment and before matriculating at the law school, the applicant must submit a written statement to the Assistant Dean for Admission. The amendment should include the information described in Section C(1)(a)–(d) below. The law school will review the amendment and determine whether the student is still eligible to matriculate, and if so, whether the student will be required to take any additional steps either before or after matriculating.
3. **Students:** A student who needs to amend his or her admission application should follow the procedures below.
  - a. **Timing:** Within 30 days of learning of a necessary amendment, the student must submit a written, signed statement to the Associate Dean for Professionalism and Career Strategy, with a copy to the Vice Dean for Academic Affairs. The student should be mindful that any explanations or statements provided will be included in the student’s permanent file in the Academic Services Office and will be provided to the board of bar examiners when the student applies to sit for a bar examination. The statement should:
    - i. Explain what the student needs to amend (for example, “I would like to amend my application by changing my answer to question 19 from “no” to “yes”).
    - ii. Explain how the student would answer the question now.
    - iii. Include all information requested by the question on the admissions application (which typically will require a detailed description of the circumstances of any incident and should describe and attach documentation that reflects how the incident was resolved — such as a charge being dismissed).
    - iv. Indicate why the student did not disclose the incident originally and what caused the student to disclose it now.

- b. **Ongoing Obligation to Update:** If the matter being disclosed is not completely resolved at the time of initial disclosure, then the student will have an ongoing obligation to update the Associate Dean for Professionalism and Career Strategy and provide in writing the requested information within 30 days of submitting the application to amend. If the information is not available, the student should explain, in writing, the reasons for the delay and should request additional time. The student must update the Associate Dean at least once a semester until the matter is resolved, but the Associate Dean may require more frequent updates. A matter that remains unresolved because the student failed to take timely action may impact the student's ability to register for the next semester, or graduate on time. A matter that remains unresolved at the point the student is otherwise eligible to graduate may result in a diploma hold, diploma suspension, dean's certificate hold, negative dean's certification notations, or other sanctions or discipline.
- c. **Review:** The Associate Dean for Professionalism and Career Strategy will review all amendments and recommend to the Dean whether the law school will take any action, and if so, what action it will take. Actions may range from a letter allowing the amendment request, or a letter of warning or reprimand up to revocation of admission; diploma hold, suspension, or revocation; negative dean's certification notations; dean's certification hold; suspension; or expulsion.
- i. **Pre-matriculation events and circumstances:** If the event or circumstances occurred before the student was admitted to the law school, the Associate Dean will consult with the Assistant Dean for Admission and the Chair of the Admission Committee regarding whether the new information would have affected the admissions decision. The Associate Dean, in connection with the Assistant Dean for Admission and the Chair of the Admission Committee, may also develop a list of events and circumstances that typically would not affect the admissions decision. The Associate Dean, together with the Assistant Dean, could then act on these matters without further consultation.
- ii. **Post-matriculation events and circumstances:** If the event occurred after the student was admitted to the law school, the Associate Dean must consult with the Vice Dean for Academic Affairs. The Vice Dean may, in the exercise of his or her discretion, and in consultation with the Chair of the Discipline Committee, determine what action should be taken and/or may refer the matter to the Discipline Committee. The Vice Dean must refer the matter to the Discipline Committee if he or she

believes that the student should be suspended or expelled, if a student's diploma should be held or suspended, if a student's admission should be revoked, or if a graduate's diploma should be suspended or revoked. The Vice Dean will consult with the Dean before any final action is taken.

- d. **Documentation:** Either the Associate Dean for Professionalism and Career Strategy or the Vice Dean for Academic Affairs will prepare a written letter to the student indicating whether action will or will not be taken. The Dean must review and sign the letter. A copy of the letter will be placed in the student's permanent file located in the Academic Services Office.

*Administrative policy effective as of September 13, 2017.*

#### **Additional guidance for students:**

- When you apply to sit for a bar examination, the board of bar examiners will request a copy of your original law school application and all amendments you have made. The examiners will compare these materials to the answers and questions you provide on your bar application. If discrepancies exist, you likely will be required to explain them, provide additional disclosures to the law school, and/or appear for a hearing. Inconsistencies between your law-school and bar-examination applications could also delay or prevent bar admission.
- When you complete your bar application, be sure to review your admission application as a last check for consistency.
- Candor and accuracy are important to both the law school and the bar examiners. Often, it is not the underlying offense, but an individual's lack of candor, that prevents or delays bar admission or results in discipline.
- Application amendments become part of your permanent student file. Please take time to prepare a thoughtful document with an appropriate level of formality.
- Depending on the number and type of amendments, you may want to seek an attorney to assist you. Some attorneys have extensive experience in representing law students who may have character-and-fitness issues that may delay or prevent bar admission.
- Don't delay in amending your application. Delays can raise candor and character-and-fitness issues. Delays can also result in diploma holds, which in turn means you may not be able to sit for the bar examination as scheduled.

- The duty to amend includes both matters that occurred before law school that you did not include on your application and to new matters that arise before you graduate.
- If you cannot locate all relevant documents related to disclosure, describe events in as much detail as possible and indicate all steps you have taken to obtain relevant documents. It will be better to disclose as soon as possible and supplement when other documents arrive.
- When in doubt, disclose.