

areas of intelligence and psychological processes. The assessment must provide data that supports the request for any academic adjustment or accommodation. In the event that a student requests an academic adjustment or accommodation that is not supported by the data in the assessment, or if the initial verification is incomplete or inadequate to determine the extent of the disability, it is incumbent on the student to obtain supplemental testing or assessment at the student's expense.

If Pierce Law requires an additional assessment for purposes of obtaining a second professional opinion, Pierce Law shall bear any cost not covered by any third-party payer.

3. Verification of Temporary Medical Condition

Students seeking accommodations on the basis of a temporary condition must provide documentation verifying the nature of the condition, stating the expected duration of the condition, and describing the accommodations deemed necessary. Such verification must be provided by a professional health care provider who is qualified in the diagnosis of such conditions. The assessment or verification of condition must reflect the student's current level of disability, and shall be no older than 30 days. The cost of obtaining the professional verification shall be borne by the student.

If the initial verification is incomplete or inadequate to determine the extent of the disability and appropriate accommodations, Pierce Law shall have the discretion to require supplemental assessment of a temporary disability. The cost of the supplemental assessment shall be borne by the student. If Pierce Law requires an additional assessment for purposes of obtaining a second professional opinion, then Pierce Law shall bear the cost.

***See Assistant Dean of Students for Accommodation Request Form**



Pierce Law Policy on Participation in Spring Commencement

Pierce Law has, and can realistically have, only one major Commencement ceremony each year. Yet it has three terms in which credit may be earned, and two different starting dates for degree programs. Students may also be

off their intended cycle due to leaves, special part-time arrangements, or unforeseen academic or disciplinary difficulties.

Students understandably desire to participate in a ceremony with those with whom they have been most closely associated, at or near the end of their degree program. The school has an interest in the qualifications of those who participate in the ceremony, in maintaining the meaning of it, and in the accuracy of the annual lists of degree recipients. We have long had a custom of allowing some students who are near completion of their degree requirements to participate in the ceremony, although they receive a blank diploma. With the proliferation of degrees and starting dates the number and variety of requests to join Commencement without having completed all degree requirements has increased. The following rules have been adopted to guide those in charge of Commencement and to inform students of what they can expect in their own situation.

1. All degree candidates who have completed the requirements for their degree shall participate in the Spring Commencement following such completion unless they have already participated in Commencement under the provisions below.

2. JD candidates who would have been on schedule to earn their degree in time for Commencement but-for authorized leave, permission to take a lighted load, or a special part-time schedule and who are not otherwise disqualified may participate in Commencement, receiving a blank diploma. Their names will be foot- or end-noted in the program with their approximate expected completion date.

3. Candidates for graduate degrees (including the graduate portion of Joint Degrees) who have completed more than half the required credits and residency for a degree may participate in Commencement, receiving a blank diploma. Their names will be foot- or end-noted in the program with their approximate expected completion date. As before, January matriculants for graduate degrees are ineligible to participate in Commencement at the end of their first semester.

4. No one who, due to dismissal or suspension, was ineligible to attend classes in the semester immediately preceding Commencement may participate, nor may anyone penalized with prospective suspension during that semester.

5. Unless the faculty or Dean decides otherwise due to the gravity of the case, degree candidates who would have earned their degree in time for Commencement but-for an academic or disciplinary issue arising during their last semester may participate in Commencement, receiving

a blank diploma. In these cases only may candidates be listed without a notation who have not in fact completed degree requirements.



FRANKLIN PIERCE LAW CENTER STUDENT EMPLOYMENT MANUAL POLICIES AND PRACTICES

Pierce Law may modify, delete, add to or otherwise change, as deemed appropriate and/or necessary, the Franklin Pierce Law Center Student Employment Program policies and practices listed here.

General Information

Federal Work-Study Program

Students who apply for financial aid may be awarded Federal Work-Study (FWS) funds by the Franklin Pierce Law Center Financial Aid Office. The number of students offered Federal Work-Study, and thus available to work, is dependent upon a yearly allocation of funds to the program. Currently seventy-five (75) percent of a student's earnings are funded under the Title IV FWS program and are matched by twenty-five (25) percent from Pierce Law and/or an off-campus non-profit agency that employs the student.

FWS students may work a maximum of 20 hours per week when classes are in session and 37.5 hours per week during vacation periods. However, the actual scheduled hours per week will depend on the student's earnings authorization level that has been established by the Director of Financial Aid, as well as the student's academic schedule and the employer's need. FWS earnings are subject to federal and state taxes (State taxes are not withheld). Pierce Law will issue a W-2 to the student at the end of the calendar year which reflects all earnings for the tax period.

The term "work-study" indicates that eligible students will be authorized to seek employment with those on-campus departments allocated hours and those limited number of off-campus agencies who have executed a Contract for Work-Study Services with the Director of Financial Aid. The term does NOT mean students will receive jobs where they may have time to study at their place of employment. An authori-

zation of FWS does NOT guarantee employment nor does it assure a disbursement of funds in lieu of unrealized earnings. Students are to be paid only for hours that are worked.

Other Pierce Law Employment Opportunities

There are a limited number of budgeted non work-study positions available. If a student has a specific skill set or experience that is especially beneficial to a hiring faculty member or department, but is not eligible to be authorized to be employed under the Federal Work Study Program, he/she may be hired under a non work-study program with prior written approval of the Vice President, Finance.

An "Outline" of Student Employment at Pierce Law

I. General

- A. A student employee position, regardless of source of payroll funds, is the one that is:
 - 1. Part-time, temporary, nonclassified;
 - 2. Not eligible for any employee benefits;
 - 3. Covered by the Law Center's Workers' Compensation policy;
 - 4. Not subject to FICA and Medicare during the academic year, but is subject to FICA and Medicare during summer or other vacation period employment;
 - 5. Not eligible for overtime, holiday pay or compensatory time.
- B. The part-time temporary nature of a student employment position is not altered by a student working 37.5 to 40 hours a week for limited periods of time; e.g., semester breaks, summer.
- C. Only currently enrolled students are eligible for student employment.
- D. Preference will be given to students with financial need, as demonstrated by having been authorized FWS.

II. Supervisor Responsibility

- A. A supervisor is defined as the faculty member, department head or outside agency that employees an Pierce Law student worker.
- B. A supervisor may not:
 - 1. Employ a student under FWS for any period of time without prior approval by the Director of Financial Aid.
 - 2. Employ a student under non-work study for any period of time without prior approval by the Vice President, Finance.
 - 3. Employ any student at any time: