



Request to Amend Law School Application or File

Honesty and integrity are core values of Detroit Mercy Law and the legal profession. Students are expected to be honest and forthright in their communications with the school. As such, students play a key role in maintaining the accuracy and completeness of their permanent law school student record. The application for admission is part of a student's permanent record and may be presented to law examiners when a student seeks admission to a state or provincial bar. It is the student's responsibility to ensure that the law school application is complete and accurate, as omissions and inaccuracies can raise questions about the student's character and fitness to practice law. If a student determines that his or her application is incomplete, he or she may request that the application be amended by completing this form. Similarly, students have an on-going obligation to the law school to report any incidents that are relevant to the character and fitness process that occur after the law school application is submitted. Students who wish to amend his or her law school record may do so by completing this form.

Name: _____

TNumber: _____

Phone: _____

Email: _____

First term attended Detroit Mercy Law: _____

Expected graduation date: _____

Type of amendment you wish to request:

- Amendment to law school application (to include information about conduct that occurred before your application was submitted)
- Amendment to law school record (to include information about conduct that occurred after your application was submitted and/or while you were enrolled in law school). Please note that any Honor Code or Community Standards Code decision the finds you responsible for a violation will be included in your law school record as a matter of course and need not be disclosed through this form.

For amendments to the law school application:

- 1) Identify the question or questions on the law school application that were answered incorrectly. Provide the accurate answer to the question.
- 2) Provide a description of the incident, including all relevant facts.
- 3) Provide a brief explanation of why you did not answer the question accurately, and what steps you will take to ensure that you provide complete and accurate information in the future, when obligated to do so.

For amendments to the law school record:

- 1) Provide a narrative of the incident that you wish to disclose, including all relevant facts.
- 2) Identify all remedial actions that you have taken to ensure that this conduct does not occur in the future.

Return the Megan Jennings, Associate Dean for Student Affairs
Email: jenninmf@udmercy.edu

Student Affirmation:

I certify that the information I am submitting through and with this form is complete and accurate. I understand my obligation to maintain an accurate law school record. I further understand that providing false or misleading information through this process can be a basis for an Honor Code or Community Standards Code inquiry and process.

Student Signature: _____

Date: _____

For office use only

Action taken:

- Letter included in student's file; no further action needed
- Written reprimand to student's file
- Referral to Honor Code or Community Standards Code process

Other: _____

Student Affairs Signature: _____

Date: _____