



# Application Instructions

## Application Requirements

### ONLINE

1. This completed, signed, and dated LSAC Flexible Application (Flex App.). There are 2 application submission options:
  - a. Apply through LSAC: This application can be submitted electronically through LSAC's Document Assembly Service and may be combined with the LSAC's International Transcript Authentication and Evaluation Service. (LSAC Fees Apply).
  - b. Apply by email and mail (No LSAC Fees): This application and supporting documentation may be emailed to [mioannides1@udayton.edu](mailto:mioannides1@udayton.edu) with a hard copy following by mail to the below address. Degree-seeking applicants selecting this option must obtain a credential evaluation through one of the [California Bar's approved evaluation agencies](#). (Evaluation Agency Fees Apply.)  
The University of Dayton School of Law  
Attn: Margaret Ioannides (Online LL.M.)  
300 College Park  
Dayton, Ohio 45469-2772
2. An official transcript of first degree in law. The foreign first degree in law must be authenticated and evaluated course-by-course through an official evaluation agency (either the International Transcript Authentication and Evaluation Service (ITAES) available through the LSAC or through one of the California Bar's approved agencies). The official transcripts should be sent directly to LSAC's ITAES or to the evaluation agency NOT to the University of Dayton School of Law. Applicants submitting their applications via email and mail must have their evaluations completed through one of the [California Bar's approved agencies](#). Span Tran has a portal set up for Dayton Law Online LLM applicants. You may access it from [here](#). Evaluations other than Span Tran must be emailed to [mioannides1@udayton.edu](mailto:mioannides1@udayton.edu) with an official hard copy mailed to Dayton Law to the following:  
The University of Dayton School of Law  
Attn: Margaret Ioannides (Online LL.M.)  
300 College Park  
Dayton, Ohio 45469-2772  
Non-degree applicants may submit an official transcript from an LL.M. degree program (at an A.B.A.-accredited law school) combined with copies of a previously completed evaluation of their foreign first degree in law.
3. A personal statement in English discussing your reasons for applying for an LL.M. degree and your career plans after completing your degree.
4. A government-issued photo identification.
5. An updated curriculum vitae.
6. Applicants who are NOT U.S. citizens, applicants whose native language is NOT English and applicants who have NOT completed their basic legal or undergraduate studies in a university where instruction was in English: Applicants are required to take the TOEFL and attain a score of at least 80 (iBT) or take the IELTS and attain an overall band score of 6.5. Scores must be from a test taken within the past two (2) years. Scores from tests taken more than two (2) years prior to this application will not be accepted.  
In limited cases, applicants may submit a written proposal and alternate proof of English proficiency to request a TOEFL/IELTS waiver and consideration for conditional admission. In such cases, following a review of the proposal and alternate proof of English proficiency, applicants may be invited to demonstrate English competency through an online video interview. Note: Only non-U.S. citizens should review and select the appropriate English-language proficiency statement in the section of this application entitled Standardized Testing.
7. A photocopy of any attorney registration card (with English translation) you have been issued.
8. Scholarship Request Statement with supporting documentation.
9. Online LL.M. Applicants, please contact: : Margaret Ioannides, Online LL.M. Program Manager, at [mioannides1@udayton.edu](mailto:mioannides1@udayton.edu) or by phone at +1.937.329.8651.

Please email general questions and electronic copies of documents to:  
[onlineilm@udayton.edu](mailto:onlineilm@udayton.edu)



## Type of Program

Select a degree

Non-degree

LL.M.

Select a course delivery method

Online

Full Time or Part Time?

Full Time

Part Time

How did you hear about our program?

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## Biographical

Prefix

Mr.

Ms.

Dr.

First (given) name

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Middle name/initial

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Last (family) name

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Suffix

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Previous (other) name

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## Biographical continued

Preferred first name

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Date of birth

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Place of birth: City

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Place of birth:

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Gender

Male

Female

SSN/SIN (do not include dashes)

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Account Number

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## Contact Information

### **Current Address**

Country \_\_\_\_\_

Street address--line 1 \_\_\_\_\_

Street address--line 2 \_\_\_\_\_

Street address--line 3 \_\_\_\_\_

City \_\_\_\_\_

State/province \_\_\_\_\_

Zip/postal code \_\_\_\_\_

Current mailing address good until date \_\_\_\_\_

Day phone \_\_\_\_\_

Evening phone \_\_\_\_\_



## Contact Information continued

### Permanent Address

Country \_\_\_\_\_

Street address--line 1 \_\_\_\_\_

Street address--line 2 \_\_\_\_\_

Street address--line 3 \_\_\_\_\_

City \_\_\_\_\_

State/province \_\_\_\_\_

Zip/postal code \_\_\_\_\_

Permanent mailing address good until date \_\_\_\_\_

Day phone \_\_\_\_\_

Evening phone \_\_\_\_\_

### Other Contact Information

Primary e-mail address \_\_\_\_\_

Secondary e-mail address \_\_\_\_\_

Mobile phone \_\_\_\_\_

University of Dayton School of Law can send text messages to my mobile phone.

Yes

No

## Emergency Contact

Person to Notify in Case of Emergency:

Name

\_\_\_\_\_

Relationship

\_\_\_\_\_

Street Address

\_\_\_\_\_

City

\_\_\_\_\_

State/Province

\_\_\_\_\_



## Emergency Contact continued

ZIP/Postal Code

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Country

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Home Phone

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Mobile Phone

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E-mail Address

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## Demographics

### **Citizenship**

Citizenship

Immigrant (lawful permanent resident)

Non-immigrant

Refugee, asylum, or other

US Citizen

Country of citizenship \_\_\_\_\_

Visa type \_\_\_\_\_

Visa/SEVIS number \_\_\_\_\_

Permanent resident number \_\_\_\_\_

Permanent city \_\_\_\_\_

Permanent state/province \_\_\_\_\_

Permanent country \_\_\_\_\_

Native language \_\_\_\_\_



## Demographics continued

### **Ethnicity**

Are you Hispanic or Latino?

Yes

No

If you selected 'Yes' to the above question, select an ethnicity.

Chicano/Mexican American

What is your race? Select one or more races to indicate what you consider yourself to be.

### **Aboriginal or Torres Strait Islander Australian**

Aboriginal/Torres Strait Isl. Australian

### **American Indian or Alaska Native**

American Indian/Alaskan Native

### **Asian**

Asian

### **Black or African American**

Black/African American

### **Canadian Aboriginal/Indigenous**

Canadian Aboriginal/Indigenous

### **Caucasian/White**

Caucasian/White

### **Native Hawaiian or Other Pacific Islander**

Native Hawaiian/Other Pacific Islander

### **Puerto Rican**

Puerto Rican

### **Consent**

Decline to respond



## Education

List ALL educational institutions attended.

Institution type  High School  Undergraduate  Graduate  Law  Other Post Graduate

Institution name \_\_\_\_\_

Major \_\_\_\_\_

Country \_\_\_\_\_ Start date \_\_\_\_\_

State/Province \_\_\_\_\_ End date \_\_\_\_\_

City \_\_\_\_\_ Degree \_\_\_\_\_

GPA \_\_\_\_\_ Date degree granted \_\_\_\_\_

Rank \_\_\_\_\_

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Institution type  High School  Undergraduate  Graduate  Law  Other Post Graduate

Institution name \_\_\_\_\_

Major \_\_\_\_\_

Country \_\_\_\_\_ Start date \_\_\_\_\_

State/Province \_\_\_\_\_ End date \_\_\_\_\_

City \_\_\_\_\_ Degree \_\_\_\_\_

GPA \_\_\_\_\_ Date degree granted \_\_\_\_\_

Rank \_\_\_\_\_

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Institution type  High School  Undergraduate  Graduate  Law  Other Post Graduate

Institution name \_\_\_\_\_

Major \_\_\_\_\_

Country \_\_\_\_\_ Start date \_\_\_\_\_

State/Province \_\_\_\_\_ End date \_\_\_\_\_

City \_\_\_\_\_ Degree \_\_\_\_\_

GPA \_\_\_\_\_ Date degree granted \_\_\_\_\_

Rank \_\_\_\_\_

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## Education continued

Institution type  High School  Undergraduate  Graduate  Law  Other Post Graduate

Institution name \_\_\_\_\_

Major \_\_\_\_\_

Country \_\_\_\_\_ Start date \_\_\_\_\_

State/Province \_\_\_\_\_ End date \_\_\_\_\_

City \_\_\_\_\_ Degree \_\_\_\_\_

GPA \_\_\_\_\_ Date degree granted \_\_\_\_\_

Rank \_\_\_\_\_

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Have you ever attended any law school?

Yes

No

Did you leave the law school under less than good standing?

Yes

No

If your education was interrupted, explain the circumstances.

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List the academic honors, awards, or other recognitions you have received and explain the reason(s) upon which awards were made.

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## Standardized Testing

### TOEFL

Test Date

Test Score

_____	_____
_____	_____
_____	_____

### IELTS

Test Date

Test Score

_____	_____
_____	_____
_____	_____

Please review five statements below and select the statement which describes your English language proficiency.

\_\_\_ My native language is English and my legal education at the university level was conducted in English in an English-speaking country.

\_\_\_ Within the period of five years prior to the date of this application, I have been a full-time student for at least one year in a university legal academic program conducted entirely in English in one of the following countries: the United States, the United Kingdom, Ireland, Australia, New Zealand, Canada (English medium universities) or South Africa (English medium universities).

\_\_\_ My native language is not English, but my legal education at the university level was conducted entirely in English in one of the following countries: India, Pakistan, the Philippines, Hong Kong or Singapore, and I have attached a statement from an official at my university verifying that English was the medium of instruction.

\_\_\_ I have taken or will take the TOEFL and have arranged to have my scores sent through the LSAC LLM Credential Assembly Service.

\_\_\_ I have taken or will take the IELTS and have arranged to have an official IELTS score report sent directly to the Law School.

## Professional & Bar Info

Are you licensed to practice law?

\_\_\_ Yes

\_\_\_ No

If so, where are you licensed (State/Province, Country)?

\_\_\_\_\_

Please include with your application form a photocopy of any attorney registration card (with English translation) you may have been issued.



## **Professional & Bar Info continued**

When and where did you take a bar examination?

Please specify: Date (MM/DD/YYYY) and Location

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Was your application to take a bar examination ever denied, delayed, or questioned?

Yes

No

If yes, please explain.

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Are you a registered U.S. patent agent?

Yes

No

If so, when did you pass the U.S. Patent Exam?

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Are you a registered patent agent in any other country?

Yes

No

If so, which country?

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When did you pass the patent exam in that country?

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## Bar Admission

If you are not a member of the bar in any state/country, when do you plan to sit for a bar examination and in which state/country?

Planned bar exam date \_\_\_\_\_

Country \_\_\_\_\_

State or Province \_\_\_\_\_

## Employment

List all employment including internships.

Employment type  Full-time  Part-time  Internship  Unpaid Internship

Employer \_\_\_\_\_

Position \_\_\_\_\_ Country \_\_\_\_\_

Hours per week \_\_\_\_\_ State/Province \_\_\_\_\_

Start date \_\_\_\_\_ City \_\_\_\_\_

End date \_\_\_\_\_

Reason for leaving \_\_\_\_\_

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Employment type  Full-time  Part-time  Internship  Unpaid Internship

Employer \_\_\_\_\_

Position \_\_\_\_\_ Country \_\_\_\_\_

Hours per week \_\_\_\_\_ State/Province \_\_\_\_\_

Start date \_\_\_\_\_ City \_\_\_\_\_

End date \_\_\_\_\_

Reason for leaving \_\_\_\_\_

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## Employment continued

Employment type  Full-time  Part-time  Internship  Unpaid Internship

Employer \_\_\_\_\_

Position \_\_\_\_\_ Country \_\_\_\_\_

Hours per week \_\_\_\_\_ State/Province \_\_\_\_\_

Start date \_\_\_\_\_ City \_\_\_\_\_

End date \_\_\_\_\_

Reason for leaving \_\_\_\_\_

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Employment type  Full-time  Part-time  Internship  Unpaid Internship

Employer \_\_\_\_\_

Position \_\_\_\_\_ Country \_\_\_\_\_

Hours per week \_\_\_\_\_ State/Province \_\_\_\_\_

Start date \_\_\_\_\_ City \_\_\_\_\_

End date \_\_\_\_\_

Reason for leaving \_\_\_\_\_

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Total number of months full-time work experience.

\_\_\_\_\_

List your extracurricular, community, or other activities in the order of their importance to you. Give a brief description of your involvement, including any special responsibilities or leadership positions held.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



## Character and Fitness



## **Character and Fitness continued**

FAILURE TO PROVIDE FULL AND ACCURATE ANSWERS AND COMPLETE DISCLOSURE IN RESPONSE TO THE BELOW QUESTIONS MAY RESULT IN THE UNIVERSITY OF DAYTON SCHOOL OF LAW REVOKING ADMISSION OR IMPOSING OTHER APPROPRIATE SANCTIONS.

In addition to a bar examination, there are character, fitness, and other qualifications for admission to the bar in every U.S. jurisdiction. Applicants are encouraged to determine the requirements for any jurisdiction in which they intend to seek admission by contacting the jurisdiction. Addresses for all relevant agencies are available through the National Conference of Bar Examiners.

Applicants should be aware that all jurisdictions screen applicants on character and fitness issues before admitting them to be licensed to practice law in the jurisdiction. The School of Law is under an obligation to provide any information about an applicant's character and fitness to such jurisdictions upon request.

You have a duty to be truthful and accurate, and to reveal the information requested below even if you do not have complete documentation. Please disclose details of the results of any criminal charges. Disclosure is required even if the charges were dismissed, conviction was reversed, a conviction was set aside, a conviction was vacated and even if the conviction was expunged or the record was sealed.

The Admissions Committee reviews applicants based on all information submitted, including character and fitness information.

You are under a continuing obligation to notify the Director of LL.M. & M.S.L. Programs or the Online LL.M. Program Manager

(if an online LL.M. applicant) of any changes in your answers throughout the application process and, if admitted, until the first day of class. Once enrolled, you are under a continuing obligation to notify the Assistant Dean of Student Affairs and either the Director of LL.M. & M.S.L. Programs or the Online LL.M. Program Manager (if an online LL.M. student) of any changes

in your answers to these questions.

Have you ever been cited, arrested, charged, or convicted for any violation of any law including as a juvenile, including traffic violations, but excluding parking tickets?

Yes

No

Have you ever been subject to a restraining order?

Yes

No

Has a professional association or state licensing board ever suspended or revoked a professional license that you held or has such an association or board ever required you to appear at a proceeding where license suspension or revocation was a possible sanction?

Yes

No

Have you ever been terminated, suspended, disciplined, or permitted to resign in lieu of termination from any job, or from any board or volunteer position?

Yes

No

Have you ever been dropped, suspended, warned, disciplined, placed on scholastic or disciplinary probation, expelled or requested to resign, or allowed to resign in lieu of discipline from any high school, college or university, or requested or advised by any such institution to discontinue your studies therein?

Yes

No



## **Character and Fitness continued**

Have you ever been the subject of a court martial hearing, dishonorably discharged from military service, received a general discharge or administratively separated from the military service with other than an honorable discharge?

- Yes  
 No

Have you ever had any license denied, suspended, or revoked?

- Yes  
 No

Have you ever been the subject of a disciplinary, grievance, disbarment, or similar type of proceeding?

- Yes  
 No

Have you ever been denied a visa?

- Yes  
 No

Have you ever been charged with fraud?

- Yes  
 No

Have you ever defaulted on any debt other than a student loan that was not resolved in bankruptcy?

- Yes  
 No

Have you had a debt of \$500 or more that has been more than 90 days past due within the past three years that was not resolved in bankruptcy?

- Yes  
 No

Have you ever petitioned for bankruptcy?

- Yes  
 No



## **Character and Fitness continued**

If you answered YES to any of the above questions, you must electronically attach a detailed explanation of each incident using the Character/Fitness Statement listed in the attachment section of this application.

1. Date of incident(s) and your age at the time
2. Parties involved
3. Description of the incident
4. Result (expunged, dismissed, conviction, fine, etc.)
5. Information related to post-sentence events (pardon, etc.)

As you review these questions and consider your past conduct, if you have concerns about character and fitness issues that could arise when you apply to a state board of bar examiners, research that state's bar application and admission requirements. The National Conference of Bar Examiners ([www.ncbex.org](http://www.ncbex.org)) provides basic information for each state and may be a place to begin such research. When requested by state bar examiners, the School of Law may be obligated to forward any character/fitness information from your application, including your explanation(s).

## **Official Recommenders**

Please list two professional or educational references. (Include name, organizational affiliation, address, and contact information.)

First reference:

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Second reference:

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## **Financial Declaration**

### On-campus Applicants Only:

The University of Dayton and the United States Immigration and Customs Enforcement (ICE) require that students who meet the academic requirements for admission and plan to enter the U.S. on F-1 (student) or J-1 (scholar/exchange visitor) visas provide proof of financial support before immigration documents (1-20 or IAP66) can be issued. Applicants must submit proof of the financial ability to cover tuition, fees and living expenses for the duration of your studies at the University of Dayton School of Law. If your spouse and/or child/children will accompany you to the United States, sufficient additional funds must be demonstrated.

While financial documents are not required to reach an admission decision, submitting them at the time of application expedites the visa process once an admission decision is reached.

All sources of support which you submit must be:

1. Originals, not photocopies;
2. Shown in U.S. dollars;
3. For the University of Dayton School of Law specifically and no other college or university;
4. No more than one year old; and,
5. Written in English.

In the box below, please enter the number that corresponds to the type of funding you will be receiving, and attach the appropriate official documentation as outlined below (all amounts should be in U.S. dollars).



## **Financial Declaration continued**

1. If you will be funded by your parents or a relative, please submit:
  - A notarized or legalized letter of sponsorship which indicates that your sponsor is willing and able to support you financially and to pay for your academic fees and living expenses throughout the duration of your studies at the University of Dayton School of Law, and
  - A bank statement or credit reference from a bank stating the availability of the minimum estimated expenses. This document should be in English, and the sum should be indicated in U.S. dollars.
2. If you will be funded by your government, an organization, or a company, the sponsor must submit an official letter of sponsorship which states:
  - Your funding is valid for the University of Dayton School of Law specifically.
  - The expenses and the amount your sponsor will cover. (For example: academic fees, living expenses (how much the sponsor will cover), health insurance, financial support for family members, travel and other costs.)
  - The length of time your sponsor will support your law studies.
3. If you will be funded by a bank loan, you must submit an official letter of certification from the lending institution.
4. If you will be funded by a salary or study-leave allowance, you must submit an official letter from your employer validating this information.
5. If you will be funded in a manner not listed above (for example, if you will fund yourself), you must submit official documentation (a bank statement or a credit reference from a bank) clearly stating the amount of financial support to be provided and the length of time for which it will be available.

Please type the number of the funding option you will use to pay for your studies (1-5).

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## **Scholarships**

The University of Dayton School of Law offers a limited number of partial tuition scholarships that are awarded to LL.M. students based on a combination of academic merit, financial need, and personal and professional accomplishments. In order to be considered for a scholarship, you must provide a statement in support of your scholarship request and additional supporting documentation along with your application for admission through LSAC.org. The statement in support of the scholarship request and supporting documentation must be submitted as "Attachments" under the Scholarships section at the time of application.

Are you applying for a scholarship through the University of Dayton School of Law?

Yes

No

If Yes, I have uploaded (as Attachments in the Scholarships section) both my statement in support of the scholarship request and supporting documentation.



## Family Information

Below please give the names of the dependents who will accompany you to the U.S. The definition of dependents who can be listed on your visa document includes only your husband/wife and your children under 21 years of age. If you wish to have other family members and/or employees accompany you to the U.S., please consult the U.S. Consulate for information on which visa would be appropriate for them.

Please indicate the following: (Husband/Wife, Daughter/Son)  
RELATIONSHIP

FAMILY NAME

FIRST NAME

DATE OF BIRTH (MM/DD/YYYY)

CITY AND COUNTRY OF BIRTH

CITIZENSHIP

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Permanent address in your country of citizenship

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If you will be accompanied by your husband/wife, what will he/she do while in the U.S.?

Study

Child Care

Other (be specific)

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## Signature

Any material misstatements on this application form or its accompanying documents or any forms of dishonesty will result in the applicant being disqualified from admission and, if discovered after admission, may affect the student's standing in the School of Law. All applications for admission become the property of the University of Dayton School of Law.

The University of Dayton School of Law Student Body has established an Honor Code which all enrolled law students are to follow. If admitted, I understand that my behavior as a law student at the University of Dayton School of Law is governed by the School of Law Honor Code.

By signing this application, I certify that the information herein is complete and accurate, and that I will notify the School of Law of any subsequent changes. I further agree to allow the University of Dayton to process and maintain the information I provided in accordance with the University's [web privacy policy](#), and to contact me as needed.

Signature

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Date

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### NOTICE OF NONDISCRIMINATION POLICY

Nondiscrimination Policy. The University of Dayton School of Law admits students of both sexes and of any race, color, creed, and national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the University. It does not discriminate on the basis of race, creed, national or ethnic origin, gender, sexual orientation, or against otherwise qualified handicapped students in its admissions policies, and academic and other standards, nor in the granting of scholarships, loans, and other financial aid, nor in the planning and administration of any of its academic and other programs, services, and activities.