



MASTER OF LEGAL STUDIES
STATEMENT OF STUDENT POLICIES

**Revised January
2022**

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MLS STATEMENT OF STUDENT POLICIES

JD, MHREL, MSLB, AND LLM SHOULD CONSULT THEIR RESPECTIVE POLICIES

I. INTRODUCTION

A. Policy Amendments

This document sets forth the College of Law's policies that govern academic life for Master of Legal Studies program (MLS) students. The University's policies may be found at <https://eoss.asu.edu/dos/srr>. Arizona State University and the College of Law reserve the right to change the policies, procedures, requirements, and any other contents of this document at any time. Policy changes that occur during the academic year will be updated in the MLS Statement of Student Policies available on the College of Law website at www.law.asu.edu. Policies specific to MLS online courses are available in Canvas and at www.law.asu.edu/online-policy. Each student is responsible for knowing and abiding by both the College of Law's and the University's policies.

The College of Law uses the SDO designation for courses that have been approved as part of the Master of Legal Studies (MLS) and Master of Human Resources and Employment Law (MHREL) curriculum. The College of Law uses the LAW designation for courses that have been approved as part of the Juris Doctor (JD) and Master of Laws (LLM) curriculum. The College of Law uses the SLB designation for courses that have been approved as part of the Master of Sports Law and Business (MSLB) program. MLS and MHREL students may only enroll in LAW or SLB courses with permission. For purposes of these policies, the "LAW" course designation refers to JD/LLM courses offered by the College of Law, or similar courses offered by other accredited law schools.

Please direct any questions about academic policies or requirements of the College of Law (including who the dean's designee is) to the program Director.

B. Learning Outcomes

Learning outcomes for the MLS degree include competency in the following:

1. Identify and analyze legal issues;
2. Write effectively in a legal context.

II. ELIGIBILITY FOR MASTER OF LEGAL STUDIES (MLS) DEGREE

To be eligible for the MLS degree, a student must satisfy all the following:

- A. Admission to the College of Law as a candidate for the degree and satisfaction of any conditions imposed at the time of admission or before graduation during the course of study;

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- B. Successful completion of a minimum of 30 credits, of which 21 must be graded;
- C. Cumulative GPA of 2.7 or better to graduate;
- D. All credits required for graduation have been earned at the ASU College of Law unless the dean's designee grants prior approval;
- E. Completion is no later than 60 months after commencing study at the law school;
- F. Completion of the following foundational courses:
 - a. US Law and Legal Analysis (must be taken in the first term of study); and
 - b. Any one of the following courses (or equivalent, as approved by the Dean's designee):
 - i. Fundamentals of Contract Law
 - ii. Criminal Law
 - iii. Property
 - iv. US Constitutional Law
 - v. Civil Procedure
 - vi. Criminal Procedure
 - vii. Intellectual Property
 - viii. Business Organizations
 - ix. Tort Law
 - x. Administrative Agencies and Regulation
- G. Earn a B- or better in U.S. Law and Legal Analysis;
 - a. If a B- or better is not earned in U.S. Law and Legal Analysis, the student must meet with the dean's designee to prepare an academic plan, which shall include a mandatory retake of the U.S. Law and Legal Analysis course in the next available term;
 - b. If a B- or better is not earned after taking U.S. Law and Legal Analysis the second time, the student will be withdrawn from the MLS program.
- H. Specific MLS program emphasis (e.g., Sports Law, Criminal Law, Conflict Resolution) course requirements are completed as established by those programs;
- I. Completion of Electives, which may be any other SDO (or LAW) elective courses to fulfill the remaining credits necessary to complete the program.

III. CREDIT HOURS AND ATTENDANCE

A. Calculation of Credit Hours

While students may be required to spend more time per credit as determined in the faculty member's judgment to accomplish the educational goals of a course, a "credit" is awarded for an amount of work that reasonably approximates:

1. not less than one hour of classroom or direct faculty instruction and two hours of out- of- class student work per week for the College of Law semester, or the equivalent amount of work over a different amount of time; or
2. at least an equivalent amount of work as required in subparagraph (1) for other academic activities, including simulation courses, law clinics, field placements, co-curricular experiences, and other academic work leading to the award of credits.

The College of Law faculty have determined the following specific expectations for the different types of courses listed below. Students are expected to spend:

1. Exam courses—At least 42.5 hours/credit in total over the course of a semester, consisting of time spent in class, preparing for class, and preparing for and taking an examination, approximates one credit.
2. Paper courses—At least 42.5 hours/credit in total, consisting of time spent in class, preparing for class and researching and writing the required paper.
3. Field Placements (Internships)—At least 55 hours in total, which may include (if applicable), time spent in class preparing for class, and journaling (subject to course maximums); and performing internship work, approximates one credit. Students are required to log and submit hours to determine the number of credits awarded.
4. Law Clinics—At least 45 hours/credit in total, consisting of time spent in class, preparing for class, and performing clinical work, approximates one credit. Students are required to log and submit hours to determine the number of credits awarded.
5. Independent Study—At least 42.5 hours/credit in total, faculty members shall independently evaluate the work of each student completing an independent study. See the Independent Study rule for additional guidelines.

B. Attendance

Attendance is an essential element of successful academic performance. An instructor in any law school course, seminar, or other offering may withdraw a student for excessive absence. In online courses, professors may withdraw a

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student for excessive absences based on evidence of a student's lack of participation, including but not limited to a student's failure to complete assignments or assessments.

Withdrawal for excessive absences in any course, seminar, or offering for credit shall presumptively be recorded as a failing grade (E). Students who believe they have good cause for failing to attend may petition a committee designated by the dean, which may in its discretion convert the grade to a W.

"Excessive absence" is defined as unexcused absence from more than 15% of class or other instructional time. For courses the administration designates as a "special attendance course" and which are so noted in the course description and syllabus, faculty may define excessive absence differently.

IV. ACADEMIC STANDARDS: RETENTION, DISQUALIFICATION, AND READMISSION POLICIES

A. Cumulative Grade Point Average Requirements, Retention, and Disqualification

1. In General

- a. If an MLS student's cumulative GPA falls below 2.7, that student shall be placed on probation and must meet with the dean's designee to develop an approved Academic Plan, including course selection. Failure to meet the terms of an approved Academic Plan may result in dismissal from the program.
- b. If an MLS student's cumulative GPA is below 2.0, that student shall be disqualified from the College of Law but may apply for readmission.
- c. If an MLS student's cumulative GPA is below 1.7, that student shall be disqualified from the College of Law and may not apply for readmission.

2. Graduation

- a. An MLS student's cumulative GPA must be 2.7 or higher to graduate.

B. Leave of Absence

This policy specifies the process for students who plan to interrupt their studies with the intention of returning at a later date. It applies to all students in ASU Law Master's programs and is in accordance with ASU Graduate College policies. It is each student's responsibility to understand how this policy may affect his/her ability to complete the MLS, MHREL, or LLM degree requirements.

1. Continuous Enrollment

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Students must maintain continuous enrollment by completing a minimum of three credit hours during all phases of their graduate education, including the term in which they graduate. Students who wish to halt progress in their program must contact their Academic Advisor to discuss the policies and outline a plan of study.

2. Request for Leave of Absence

Students planning to discontinue enrollment for a semester or more must submit a "Leave of Absence" form to their Academic Advisor to be reviewed by the ASU Law Graduate Programs Office. This request must be submitted and approved before the anticipated semester of non-registration. If approved, students may take a leave of absence for a maximum of two semesters during their entire program.

An ASU Law Graduate Program approved leave of absence will enable students to re-enter their program without re-applying to the university. During the time of the leave of absence, the maximum time limit policy is not suspended. A student on leave is not required to pay fees; however, he/she is not permitted to place any demands on university faculty or use any university resources.

If a student is requesting a leave of absence as a result of military deployment, the request should include the deployment details and indicate that he/she is being called to active duty. A copy of the DD214 is required to accompany this petition. Once on an approved leave of absence, if the deployment time frame exceeds the two semester time frame an additional "Leave of Absence" form is required to request an extension. The secondary petition may be submitted by the Academic Advisor on behalf of the student.

Students who do not attend classes for a fall or spring semester without an approved request must contact their Academic Advisor before being permitted to register for additional classes.

Students who do not attend classes for any two sequential fall or spring semesters without an approved request are considered withdrawn from the university under the assumption that they have decided to discontinue their program. Students removed for this reason may reapply for admission to resume their degree program; the application will be considered along with all other new applications to the degree program.

3. Maximum Time Limit

All work toward a master's degree must be completed within five consecutive years. The five-year period begins with the semester in which the first credits are taken in the program. Approved graduate courses taken prior to admission to be counted on the plan of study must have been completed within three years of admission to the program.

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C. Readmission

1. The College of Law, in its discretion, may readmit students on such terms and conditions as the College may impose. See also Sec. VIII(D) below.
2. A student disqualified on the basis of a cumulative GPA between 1.7 and 2.0 may apply for readmission. The College shall deny the application unless it believes, on the basis of the student's prior performance and any other relevant evidence, that the student has a reasonable chance to complete the MLS program. Evidence of such reasonable chance of completion may be that the deficiency can be explained by convincing evidence of extenuating circumstances, or that, for students disqualified one or more years before the application, the nature of interim work, activity, or studies indicates a stronger potential for successful legal studies.

V. SCHEDULING OF CLASSES

A. Schedules

Faculty may not change class and examination schedules. All changes in these schedules must have the prior approval of the dean's designee. In-person classes are generally scheduled throughout the day Monday through Friday. Online courses are asynchronous and will follow the ASU Academic Calendar.

B. Makeup Classes

From time to time, professors schedule makeup classes to replace canceled class sessions. Such classes may be offered during any period in the day except 12:00 - 1:30. The regular attendance policy applies to these sessions.

C. Conflicts in Schedules

1. Under no circumstances will students be permitted to enroll in courses that have conflicting meeting times.
2. Students may not register for both an internship and a clinic course during the same semester.

D. Overload

Generally, students may not register for more than 16 credits for a semester or 6 credits during the summer intersession or 6 credits for each of summer session A and B. For online classes, students may not register for more than 9 credits in any given session (e.g., A or B) during a semester. The dean's designee may approve an overload in unusual cases, but in no event will an overload for more than 18 credits be allowed. Generally, 17 is the maximum allowed, even with a waiver. Auditing a course does not constitute an overload.

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E. Auditing Classes

Under University regulations, auditors must register and pay regular fees. Students may not earn credit for audited courses and are not permitted to change from audit to credit after the add period ends.

Non-law students must secure the approval of the dean's designee before registering to audit a law course. In addition, auditing requires the instructor's approval.

VI. GRADING

A. Grading Scale

Grade*		Grade Point Value
A+		4.33
A	Excellent	4.0
A-		3.67
B+		3.33
B	Good	3
B-		2.67
C+		2.33
C	Passing	2
D	Deficient	1
E**	Failure	0
P	Pass	-
X	Audit	-
W	Withdraw	-
I	Incomplete	-
XE	Academic Dishonesty	0
*Other grades (W, X, Y, etc.) are not included in the GPA calculation.		
**Grades EN, EU, XE, E1, E2, E3, E4, E5, and E8 are equivalent to an E for GPA calculation purposes.		

B. Grading Courses and Pass/Fail Grading

All courses are to be graded on the letter grade scale shown above except for (a) offerings in which the faculty/instructor's posted course description states that work will be evaluated on a pass-fail basis; (b) internships where internship agreement form states that the work will be evaluated on a pass-fail basis, and (c) independent studies where faculty/instructor's independent study approval form states that the work will be evaluated on a pass-fail basis.

C. Grade Distribution

While there is no required grading curve for MLS students, grades will correspond to the typical graduate school scale. Generally, the College of Law

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expects approximately 40% of students to receive A grades (including A+ and A-) and 60% of students will receive B grades (including B+ and B-). For student work below minimum standards, grades of C+ and below are appropriate. The lowest grade awarded is an E, which is a failing grade for which no credit is granted.

As MLS students come to law school not necessarily following the traditional law school curriculum (i.e., not taking first-year law foundational courses), it is appropriate for faculty in LAW courses to take MLS students' academic background into account when grading.

() Note: A+ will be awarded only when exceptional work is clearly demonstrated. Faculty may choose not to award A+ grades.*

D. Instructor's Assessment and Grading of Students on Bases Other than or in Addition to Final Exams

1. Assessment on Bases Other Than a Final Exam

Each instructor may assess student performance on a basis other than, or in addition to, a final examination. Such assessments may include written assignments, mid-term or other examinations, papers, projects, discussion boards, or other assessments of performance by students.

When an instructor chooses to assess students on such bases, the instructor shall include all graded course components and their relative weights in the course syllabus. The posted course description should contain a more general description of the grading criteria. Examinations, written assignments, or a combination of the two, should be the most important basis of assessment in non-clinical courses and an important basis of assessment in clinical courses.

2. Attendance, Preparation, and Class Participation

Students are expected to prepare for and attend all classes in their entirety, without tardiness. In all courses, instructors may consider unexcused absence, tardiness, and contributions to class discussion in assigning grades. Instructors in upper-level courses may give such weight as they believe is appropriate to such matters as classroom participation, unexcused absence, tardiness, or inadequate preparation. Instructors shall provide notice of attendance and participation grading policies to students in a syllabus provided to students on or before the first day of classes.

3. Technology Failure

In MLS online classes, technology failure is not an excuse for failure to participate in class or complete assignments in a timely manner.

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E. Incomplete Grades

Students are eligible to receive a grade of Incomplete (I) for a course only if they are otherwise doing acceptable work but are unable to complete the course (e.g., final exam or term paper) due to illness or other exceptional circumstances beyond their control. Eligibility will be determined after a request is initiated by the student for an incomplete grade.

The dean's designee must approve a grade of incomplete and may institute policies governing incomplete grades as necessary.

F. Anonymous Grading

Final examinations, mid-term examinations, and quizzes in LAW courses shall be graded anonymously. Paper courses should be graded anonymously to the extent possible. LAW course instructors may learn the names of MLS students associated with exam numbers before all grades are finalized and recorded to account for academic background differences. SDO courses may also be graded anonymously, although it is not required.

Instructors in law school courses may not alter the final grade except for clerical or mathematical error. Faculty must submit a written statement explaining the reason for the change to the dean's designee for approval before proposed changes will be made.

G. Disclosure of Grades and Transcripts

Faculty may not discuss final grades with students until the Registrar has posted them. Students should request transcripts on the My.ASU.edu webpage. The College of Law cannot provide transcripts.

H. Grading and Honor Code/Academic Integrity Violations

The dean, on the recommendation of an Honor Code/Academic Integrity Hearing Board can impose a sanction for violation of the Honor Code/Academic Integrity Policies.

If an instructor wants to deduct points for an academic defect that the instructor recognizes may also amount to an Honor Code/Academic Integrity violation, he or she must give notice to the student and the dean's designee of the reason for the deduction of points from the grade. A student may appeal such a result, but that will trigger the Honor Code/Academic Integrity process.

I. Student Appeals from Grades

A student may appeal a grade to the dean's designee only on the following grounds:

1. The grade reflects an error in computation or recording.

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2. The grade is based at least partly on an erroneous finding by the instructor that the student engaged in plagiarism, fabrication, or other academic dishonesty in the academic exercise being graded. Students should refer to Section XIV, University Student Code of Conduct and the ASU College of Law Honor Code/Academic Integrity Policies for definitions of plagiarism and academic dishonesty.
3. Lack of good faith - students should refer to the Academic Grievance and Procedure described below.

VII. EXAMINATION PROCEDURES

A. Examination Numbers for LAW Courses

Students in LAW courses will be issued a separate examination number for each semester. An examination should be identified only by the number given for that examination. Students in SDO courses are generally not issued examination numbers.

B. Commencement of Examinations

An in-person examination begins when the person administering the examination gives the direction to begin. No student shall read the examination questions or commence writing until the direction is given. Students using examination software may not proceed past the initial start-up screen into the examination answers until the person administering the examination gives direction to begin.

Commencement of and procedures for online course examinations will vary by course (see Section M below). Instructions for each course will be outlined in each respective course shell in Canvas.

C. Conduct During Examinations

All students shall observe the Honor Code/Academic Integrity Policies during examinations, which is set forth below.

1. No outside materials may be used or be available for use during the examination unless the instructor specifically authorizes them. A list of materials permitted should also be included on the instruction sheet for the examination. The prohibition includes notes, library materials, and any printed or written matter other than the examination questions, bluebooks, or other answer sheets.
2. Students may not discuss the examination until after all examinations have been collected or submitted. For in-person ground program course examinations, students are free to leave the examination room for short periods, but they must defer discussion of the examination until the testing period has ended.

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3. Many students defer exams, and all students should ensure that they discuss the exam only with those who have already taken the exam.
4. In-person ground program course examinations are to be taken in assigned rooms only. Personal computers may not be used unless the following procedures have been followed:
 - a. The student installs and properly uses the exam software required by the College of Law.
 - b. Students may not delay the start or finish times of an examination because of computer problems. If a computer malfunctions, the student shall proceed by handwriting the remainder of the examination and the College of Law will obtain any available backup files directly from the student's computer. Any answers obtained electronically will be added to the hand-written answers. Each faculty member has the discretion to decide what penalty, if any, to apply if the combined answer exceeds word or page limits.
 - c. Any attempt to disable or tamper with the security features of the examination software violates the Honor Code/Academic Integrity Policies. Computers are subject to inspection before and after the examination.
 - d. Students will not be given extra time on an exam if their computers crash during the exam.
5. Other than one computer used to write the examination answers (when permitted pursuant to Section C(5)(a)), no other electronic devices may be used or readily accessible unless specifically authorized by the instructor for the entire class.) "Electronic devices" includes, but is not limited to, laptop computers, tablets, music devices, noise-cancelling headphones, and cellular phones.
6. Faculty may offer "closed" computer exams, where students will only be allowed access to the exam software, "open" computer exams, where students will also have access to all materials on the computer, and "fully open" exams, which will allow students access to the internet as well. Faculty will notify students well in advance of the exam which option will be used.
7. Unless specifically permitted, students are prohibited from communicating electronically in any form during the examination.
8. Accessing records or materials that are not permitted during an exam, at any time and through any means, violates the College of Law's Honor Code/Academic Integrity Policies.
9. Notwithstanding Sections C(2), (5), and (6), faculty members may permit students to use any computer on take-home examinations.

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D. Termination of the Examination

In all exams administered by a proctor, the proctor will announce that the examination has ended, and all students must stop. Answer sheets from students who fail to comply will be marked “late” and the instructor may take the lateness into account in grading the examination. In addition, failing to stop writing when the announcement is given violates the Honor Code/Academic Integrity Policies.

E. Return of Examination Questions

Students must return all copies of all examination questions to the proctor at the end of the examination.

F. Students Late for Examination

Students who arrive late for an examination are expected to complete the examination by the announced end. No extension of time will be granted.

G. Faculty Presence at Examinations

Faculty members should not be present during examinations.

H. Rescheduled Examinations

A student may reschedule an examination only for compelling reasons. A request to reschedule must, if possible, be communicated to the dean’s designee before the exam. A student whose request is approved may take the exam on the next available date as determined by the dean’s designee. Students should not discuss exam scheduling with their professors.

I. Unexcused Failure to Take Examination

Failure to take an examination without approval from the dean’s designee results in a failing grade.

J. Examination Deferrals

Students with (1) more than one examination scheduled on the same day, (2) one examination scheduled in the afternoon and another the following morning, or (3) three or more examinations on successive days, may arrange a change in the schedule. To qualify, the student must complete and submit a deferment form to the Registrar, for approval by the dean’s designee, no later than the last regular day of the semester. The dean’s designee will determine which exam(s) to move and will move them as minimally as possible to comply with these rules.

K. Questions

The dean’s designee shall decide any questions regarding examination procedures and administrative responsibilities.

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L. Take-Home Examinations

Take-home examinations will be administered under the direction specified by the instructor and they must be completed within the scheduled examination period. The instructor shall furnish the dean's designee a copy of the take-home examination instructions before the exam is commenced. Take-home exams may be offered over a number of days, but students must pick up and return the exams to the registrar on the same day. Exams may be picked up at 8 AM and must be returned by 5 PM, or earlier if the professor sets a shorter period.

M. Online Course Examinations (iCourses and oCourses)

MLS students who take online courses are subject to the exam parameters set forth in each individual course. In addition, students are subject to relevant Policies under section VII.

VIII. WITHDRAWAL, ADDING COURSES, AND READMISSION

A. Withdrawal from Courses

1. For SDO instructional offerings, an MLS student may withdraw without administrative approval according to the deadlines established by the University's Academic Calendar. Withdrawal after the established deadlines must be approved by the dean's designee.
2. For LAW instructional offerings, an MLS student may withdraw until:
 - a. the final examination is administered;
 - b. a take-home final examination is made available to students; or
 - c. the last meeting of the class, if no examination is administered.
3. For courses the administration designates as a "special withdrawal course" as noted in the course description, a student who withdraws without the instructor's approval or approval by the dean's designee shall be prohibited from registering for any future special withdrawal courses for 12 months. Special withdrawal courses fall into two categories and have different rules depending on the type of course:
 - a. Internships and Clinics – Students who have applied for an internship or clinic and been accepted may decline upon offer without consequence. However, once a student has accepted an internship or clinic, any student who drops the internship or clinic without prior approval by the dean's designee will be subject to the 12-month ban.
 - b. SDO 501 – U.S. Law & Legal Analysis – Students who withdraw from the required foundation course will be prohibited from taking any other

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courses with the college (SDO or LAW) during the semester in which the withdrawal occurred. This includes classes scheduled for both A and B Sessions. Students who withdraw from SDO 501 must also withdraw from any concurrent courses. No other courses may be taken until a passing grade is earned in SDO 501.

- c. Any other offering designated as a “special withdrawal course” – Such courses must clearly state in the course description the last day students may withdraw without approval by the dean’s designee without being subject to the 12-month ban.

B. Adding Courses

No student may add a course after 15% of the class sessions have been held. In seminars and intercession courses, instructor approval is necessary for a student to add a class after the first session.

C. Retakes

Students may not retake a course that has been assigned a final grade in a previous semester or session without obtaining permission from program administration. Administration reserves the right to deny any retake request.

- a. Retaken courses do not replace the assigned final grade for the previously completed course.
- b. Grades for any retaken course will be averaged with the previous grade when calculated for GPA and degree completion.
- c. Any work completed in the first completion of the course may not be submitted as assignments during an approved retake. Doing so will constitute an academic integrity violation and will be subject to applicable consequences.

D. Withdrawal from the College of Law

A student may withdraw from the College of Law during a semester at any time before the examination period begins. Before withdrawing, the student must arrange for an interview with the dean’s designee.

E. Readmission to the College of Law

A student withdrawing from the College of Law leaves with no assurance of being readmitted and must reapply for admission into the College if he or she wishes to attend later. If a withdrawn student seeks readmission, he or she must apply for readmission to the dean’s designee at least 45 days before the semester for which the readmission is requested. The Committee on Readmission will consider the application. Its decision shall be final.

IX. NON-TRADITIONAL CURRICULUM

A. Non-SDO or Non-LAW Coursework

Course work and independent study in a non-SDO or non-LAW course may satisfy a special need to supplement skills in a chosen field. Such courses may be taken in the College of Law, e.g., SLB courses, or elsewhere at the university.

The College will recognize a maximum of six credits of non-SDO or non-LAW coursework in partial fulfillment of the MLS degrees under the following conditions:

1. The non-SDO or non-LAW work must be related to the student's legal education; the student who petitions for such credit bears the burden of establishing a significant relationship.
2. The dean's designee must approve any request in advance. Students must earn a grade of "B-" or better for the credit to count toward the MLS degree.
3. Though special cases may justify credit for course work at the undergraduate level, graduate course work is normally required. Undergraduate courses will be graded on a pass/fail basis. In addition, undergraduate courses may require an additional supplemental component, such as a paper.

B. Internships

1. General Requirements

- a. MLS students may only enroll in law school-approved internships.
- b. MLS students must obtain approval before registering for an internship and may not earn more than 6 internship credits, without approval of the dean's designee.
- c. All internships shall provide an educational experience of high quality and shall include instruction in professional skills.
- d. Each intern shall be under the general supervision of the Internship Director.
- e. All internships shall involve law-related assignments and typically shall include substantial written work.
- f. All internships shall include an academic component. Students participating in an internship for the first time are required to complete the classroom component provided by the Internship Director. Periodic reflective journals are required of all interns.

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- g. Students participating in one of the Washington D.C. or Los Angeles Programs may register for a maximum of 15 credits, including coursework, for the internship semester.
- h. Students are expected to complete an internship in one semester unless the Internship Director grants an extension for good cause. Students who earn an incomplete grade in a previous internship placement may not participate in the Internship Program again until they complete the previous internship and receive a passing grade.
- i. Students may not do both a clinic and an internship in the same semester or summer session.

X. SPECIAL CURRICULUM POLICIES

A. Clinical Program

There are limited opportunities for MLS students to participate in the Clinical Program. MLS students are not eligible under Arizona's student practice rules (Rule 39) and must either be licensed to practice law in Arizona or work in a clinic that does not require student certification. To find out more, please contact the dean's designee.

B. Independent Study

Students are expected to fulfill their academic obligations by taking courses (including externships and clinics) offered by the law school and included on the schedule. However, in cases where student interests cannot be satisfied through a course, it may be appropriate for students to earn credits through independent study with a faculty member. Students wishing to pursue independent study for credit must obtain prior consent from a faculty member who has agreed to supervise their proposed project and receive approval from the dean's designee. Absent special permission from the dean's designee, adjunct professors may not supervise independent study projects.

1. Analytical Focus

Independent study projects must have a significant legal and analytic component and should result in student work product that can be readily evaluated. For example, a project that involves creating a 50-state survey of laws on a given topic would typically not qualify for credit. In contrast, a research project that leads to written work product(s) demonstrating a student's ability to evaluate and synthesize a body of law likely would qualify for credit. Work done as a research assistant for a professor typically does not qualify for independent study credit.

2. Detailed Proposal

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Each independent study proposal must include (1) a statement of the area of law and legal issue to be examined and (2) an explanation of the differences between the proposed topic or thesis and any other independent study the student has undertaken at the College of Law. Proposals must be specific. For example, a proposal indicating that the topic is copyright law and that the student plans to explore the extent to which copyright laws apply to video games would likely be rejected as too vague. In contrast, a proposal noting a new case or change in statute and proposing to assess the extent to which this change might alter the application of copyright law to video games would likely be approved. Students must obtain approval from a faculty member for their specific proposal before seeking approval from the dean's designee.

3. Advance Planning

It may take a week or more for the dean's designee to review a student's IS proposal, so students should submit proposals well in advance of the start of the semester in which they propose to commence their projects, and no later than the end of the first week of classes in any given semester, to be eligible for consideration in that semester. Students must discuss their topic with their approving faculty member before submitting proposals. Some faculty may not be available shortly before a semester begins, so students should plan accordingly. Failure to submit a timely proposal may result in rejection of the proposal after the add/drop period, leaving the student short of credits and potentially unable to graduate on time.

4. Hours Per Credit

Independent study projects must meet the quantum of work requirements expected from students enrolled in a regular course taken for the same number of credits. The strong presumption is that an independent study project will be for only 1 credit. Only in rare or unusual circumstances will permission be granted for an independent study project to qualify for more than 1 credit. Students seeking more than 1 credit bear the burden of demonstrating in their proposal that their project warrants more than 1 credit. If a student has signed up for a 1- credit project and later believes that the quality and quantum of work warrant a second credit, the student must overcome the strong presumption that only 1 credit should be awarded and must obtain consent from both the supervising faculty member and the dean's designee. For paper projects, simply meeting the stated minimum word requirement for a 2-credit paper alone is not sufficient to qualify for an additional credit.

5. Requirements for Written Work Product

The typical independent study project results in a single, fully-developed paper. Faculty members may set a minimum length for this paper based

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on the complexity of the subject, the existing volume of literature on the topic, the number of redrafts required to complete the assignment, and the originality of the student's work product. Although faculty retain some discretion with regard to minimum paper length, past practices suggest that a 1-credit project should yield a paper of at least 6,250 words (including footnotes). In rare cases where 2 credits are sought, the project should yield a paper of at least 10,000 words. All independent study papers should undergo at least one significant rewrite after review by the advising faculty advisor. Students should expect to receive no more than two rounds of substantive feedback from their faculty advisor on their projects before submitting a final draft for a grade, though faculty members may agree to do more.

While most independent studies result in a single paper, in special circumstances the written work product may be less structured so long as the faculty member and dean's designee determine that it demonstrates sufficient engagement with and analysis of legal issues. Students proposing an independent study that does not result in a paper bear the burden of demonstrating that the project will require sufficient engagement and analysis, will take time commensurate with the credit requested, and will produce written work product that can be adequately evaluated. Independent study projects of this type may be taken only on a pass/fail basis and are eligible for only 1 credit.

6. Maximum Number of Independent Study Credits

Students may apply a total of up to 3 independent study credits toward the graduation requirements. Absent a waiver, which will only be granted in rare and unusual circumstances, students may only complete one independent study with any given faculty member. The dean's designee shall maintain records for each student on the number of independent study hours for which the student has registered, the number completed, the topics covered in their independent study, and their faculty advisors. The dean's designee shall not approve more than 3 independent study credits for any student in a semester. Students who are participating in the Academic Success Program may not register for independent study credits without the ASP Director's consent.

XI. STUDENT OPPORTUNITIES, RIGHTS, AND RESPONSIBILITIES

A. Anti-Discrimination

Arizona State University is committed to providing an environment free of discrimination, harassment, or retaliation for the entire university community, including all students, faculty members, staff employees, and guests. ASU

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expressly prohibits discrimination, harassment, and retaliation by employees, students, contractors, or agents of the university based on any protected status: race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, gender identity, and genetic information.

Inappropriate conduct need not rise to the level of a violation of federal or state law to constitute a violation of this policy and to warrant disciplinary action/sanctions.

All individuals are responsible for participating in and assisting with creating and maintaining an environment at ASU free from all forms of prohibited discrimination, including harassment and retaliation. All individuals must cooperate with any investigation of allegations of violations of this policy.

Providing false or misleading information or failure to cooperate may result in disciplinary action.

B. Accommodations

The College of Law will provide reasonable accommodations for students with documented disabilities. College of Law accommodations can be made after the student requesting accommodations has met with the Student Accessibility and Inclusive Learning Services (SAILS) staff and eligibility has been established and the accommodations have been communicated to the College of Law.

Accommodations that fundamentally alter the prescribed course of studies must be approved by the College of Law. Students with disabilities that require accommodation(s) and/or adjustments should contact the law school registrar to make arrangements for the SAILS-approved accommodations.

C. Access to Student Records

In compliance with the Family Educational Rights and Privacy Act (FERPA) of 1974, the College of Law provides access to educational records at the law school by students and former students.

Application files and transcripts of grades are maintained under the Registrar's supervision. Students may review their own records during regular office hours and may secure copies of the records without charge by filing a signed request with the Registrar.

If a student believes that information contained in the records is inaccurate, misleading, or violates privacy, he or she may request a correction. The law school shall decide whether to accept the proposed amendment; if it refuses to do so, the school shall inform the student and advise him/her of the right to a hearing. If, as a result of a hearing, the law school decides to accept the amendment, it shall correct the record and inform the student in writing. However, if the school decides the information is not inaccurate, misleading, or violates privacy, it shall inform the student of his/her right to place a statement in

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the record setting forth any reasons for disagreeing with the decision of the law school.

A FERPA hearing is not available to challenge a grade or to alter College of Law policy and procedures.

A hearing shall be held within two weeks of receipt of a written request, with written notice furnished in advance of the hearing indicating date, place and time. The hearing shall be conducted by a law faculty member appointed by the dean. The student shall be afforded a full opportunity to present relevant evidence and may be assisted by an individual of his or her choice. The law school issue a written decision within two weeks after the hearing; the decision shall be based solely on evidence presented at the hearing and shall include a summary of the evidence and the reasons for the decision.

D. Disclosure of Information

The following information is designated as "Directory Information" and the law school may release it without the written consent of a student under the provisions of section 99.37 of the Health, Education and Welfare Regulations relating to the Family Rights and Privacy Act of 1974:

Name, address, email address, college, major field of study, participation in officially recognized activities, date of attendance, degrees and awards received and dates of receipts, the most recent previous education agency or institution attended by the student, employment record and name of person to contact in emergency.

A student may challenge the designation of any of these categories as "Directory Information" with respect to that student. Students must submit written notice of the challenge to the law school no later than two weeks after the first semester of enrollment begins.

Under the provisions of Section 99.31 of the H.E.W. Regulations, personally identifiable information concerning a student may be disclosed without written consent to:

1. other school officials within the educational institution who have legitimate educational interests;
2. officials of schools to which the student seeks to transfer;
3. the Comptroller General of the United States, the H.E.W. Secretary, the administrative head of an education agency, or State educational authorities;
4. in connection with a student's application for, or receipt of, financial aid;
5. state and local officials or authorities to which such information is specifically required to be reported under State statute adopted before November 19, 1974;

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6. organizations or educational agencies conducting legitimate research, provided no personally identifiable information about the student is made public;
7. accrediting organizations; and
8. parents of a dependent student upon proof of dependency.

School officials who may receive this information under Section 99.31 (a) include law faculty and administrators, University administrators and Registrar's office staff whose responsibilities with respect to teaching, advising and record-keeping create a legitimate educational interest in the information. In addition, information may be disclosed in an emergency if necessary to protect the health or safety of the student or other individuals.

Disclosure of personally identifiable information from the educational records of the law school to other persons or agencies shall only be made with the written consent of the student. The law school shall maintain a record, kept with the education record of each student that will indicate all individuals, agencies, or organizations (other than those specified) having access to the student's record. Student may inspect the record of disclosures.

E. Academic Grievance Procedure

1. Upon complaint submitted by a student of the College of Law in writing, the dean's designee shall determine whether the complaint makes a prima facie case for existence of an "academic grievance."
2. If the dean's designee determines that a prima facie case exists, he/she shall recommend that the dean appoint a hearing panel. The dean shall appoint a three-person panel composed of two faculty members and one student who shall hear the matter in accordance with the procedures outlined in the Law School Honor Code/Academic Integrity Policies.
3. The panel shall submit its findings and recommendation to the dean. If the dean concurs in the findings and recommendation, they shall be adopted. If the dean does not concur in the panel's recommendation, he/she may reduce the scope of the recommendation. The dean's decision shall be final.
4. The assignment of a grade by a faculty member to a student is reviewable under this grievance procedure solely on the ground that the assignment was not made in good faith.
5. The dean's designee must receive any student complaint asserting the existence of an academic grievance pertaining to a grade within 30 days after the beginning class in the next semester. For this purpose, summer is not considered a semester.

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F. Procedure for Student Complaints Concerning the Program of Legal Education

1. The College of Law is accredited by the American Bar Association. The ABA Standards for the Approval of Law Schools can be accessed on the American Bar Association's webpage, located at this link:
http://www.americanbar.org/groups/legal_education/resources/standards.html
2. Any student who alleges that a significant problem directly implicates the College of Law's program of legal education and compliance with the ABA's accreditation Standards should file a written complaint with the Associate Dean of Academic Affairs. The written complaint must identify the problem in sufficient detail to permit the dean's designee to investigate the matter, including the specific Accreditation Standard(s) at issue, and must be signed by the student. The signed written statement must also include the student's contact information, including name, home and email addresses, and phone number.
3. For purposes of this procedure, the term signed includes an email from the student's email account.
4. The Associate Dean of Academic Affairs shall assess the complaint and advise the student of any action the College of Law is taking to address the matter or of any further investigation into the matter within fifteen business days after receiving the signed written statement.
5. The student may appeal that decision in writing to the dean of the College of Law within ten business days of being advised of any action the College of Law is taking to address the matter. The dean's decision shall be final.
6. The College of Law shall maintain records of all complaints filed under this rule, including the resolution of the complaints, for a period of ten years or until the ABA's next regular comprehensive review.

G. Waiver of Policies

The dean or the dean's designee is authorized to approve in rare and unusual cases and for compelling reasons, exception to the general policies of the College.

H. MLS Employment Policy

The College of Law encourages students who choose to work during law school to take care to ensure that their work does not adversely affect their educational experience. The following policies and procedures govern all students, some of whom may wish to work for pay.

I. Email Policy

Electronic messaging services at ASU are provided to support education, research, scholarly communication, administration and other official ASU

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business. For the official full policy see:
<http://www.asu.edu/aad/manuals/acd/acd125.html>

J. Alcohol Policy

1. Events at Which Alcohol Is Available

Recognized student organizations that sponsor events at which alcohol is made available must ensure that they encourage responsible consumption of alcohol in publicizing, promoting, and executing their events. Before making alcohol available at an event, the student leader(s) of the recognized student organizations are urged to consider that doing so will likely exclude a significant number of students who choose not to attend any events at which alcohol is made available. If alcohol is made available at an event sponsored by a recognized student organization:

- a. Consumption of alcoholic beverages shall not be the primary focus of the event.
- b. The promotion of the event shall not be done in a manner that emphasizes or promotes the consumption of alcohol.
- c. The sponsoring organization shall act responsibly in determining the amount of alcohol to be made available.
- d. Before the event, a member of the sponsoring recognized student organization shall email the dean's designee to provide notification that alcohol will be made available at the event.
- e. The organization shall take appropriate measures to prevent the abuse of alcohol at the event, including not serving or selling or permitting the service or sale of alcoholic beverages at the event to any person who is intoxicated or disorderly.
- f. No alcohol shall be sold or served to anyone under the age of 21, and
- g. no one under the age of 21 may consume alcoholic beverages at the event. Any person authorized to serve alcoholic beverages who has reason to question whether the person ordering or attempting to order alcoholic beverages is under the age of 21 shall require that person to show an identification card that includes a photograph, proving that the individual is at least 21 years of age.
- h. Food and non-alcoholic beverages shall be made available at the event.

If an event sponsored by a recognized student organization does not meet one or more of the preceding standards, any member of the law school community who is aware of the shortcoming is encouraged to report it to the dean's designee. The student leader(s) of the recognized student organization will then be asked to meet with the dean's designee, and

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together the parties will take the necessary steps to ensure these standards will be met at future events.

2. Consequences

If any recognized student organization violates the preceding standards, the dean's designee may elect to dissolve the recognized student organization.

XII. ASU COLLEGE OF LAW HONOR CODE AND ACADEMIC INTEGRITY POLICY

Please see the ASU Law Honor Code/Academic Integrity Policies for the rules governing student obligations and the Honor Code/Academic Integrity process.

XIII. UNIVERSITY RULES

Law students are also subject to all university rules. Please see Student Rights and Responsibilities <https://eoss.asu.edu/dos/srr> for the Student Code of Conduct and other rules that govern student life at ASU.