



# **MLS Handbook 2019**

## DISCLAIMER

This Student Handbook is intended for the exclusive use of students enrolled at American University Washington College of Law (WCL). The information in this Handbook is provided with the understanding that the authors and WCL are not herein engaged in rendering legal or other professional advice or services. The information it contains was accurate at the time of publication.

WCL is not responsible for any errors or omissions, or for the results obtained from the use of this information. Fees, deadlines, academic requirements, courses, degree programs, and other matters described in this brochure may change without notice.

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## **STAYING INFORMED**

**The MLS listserv:** Stay informed of news and events relevant to MLS students.

**The LMS:** Stay informed about courses, course changes etc.

## **MLS DEGREE REQUIREMENTS**

- Full-time = 6 credits | Part-time = 3 credits
- 30 credits with a grade point average of 2.0 (C) or better
- Degree must be completed within 5 years
- 1 immersion program
- Academic year is broken into 4 terms
- Program is completed in a minimum of 5 terms (15 months) with students taking 2 courses per term
- Classes meet synchronously for 2 hours per class once per week for 10 weeks
- Students complete roughly a total of 7-9 hours of asynchronous material and reading per week
- Courses are a mix of WCL and Kogod Business School classes
- Students can change their area of concentration at any point until they have completed 18 credits, usually at the end of the student's third term of study.
- Students cannot transfer credits from another university.
- Program confers an academic degree, and does not grant students a qualifying credential to sit for a state bar exam.

### **Required Core Courses**

- Intro to Courts & Law (3 cr.) (1st term)
- Intro to Regulation & Compliance (3 cr.) (1st term)
- Drafting Policies, Procedures & Contracts (3 cr.) (2nd term)
- Negotiation & Communication (1.5 cr.) (2nd term)
- Immersion Program (1.5 cr.) (2nd term)

### **General MLS Concentration**

- In addition to the 4 required courses and Immersion, students must complete:
  - 6 courses/18 credits from available electives

### **Business Concentration**

- Required courses:
  - ACCT-635 Business Law, Ethics & Governance (3 cr.) (Kogod)
  - Business Associations (3 cr.)
- In addition, students must complete at least 2 courses/6 credits from the following courses:
  - Human Resources Compliance (3 cr.)
  - Securities Law & Corporate Finance (3 cr.)
  - Government Contracting (3 cr.)
  - Banking and Financial Services Compliance (3 cr.)
  - Anti-Corruption Law (3 cr.)
  - Information Privacy & Data Security Law (3 cr.)

### **Health Care & Compliance**

- Required Courses:
  - ACCT-635 Business Law, Ethics & Governance (3 cr.) (Kogod)
  - Health Care Law & Compliance (3 cr.)
  - Information Privacy & Data Security Law (3 cr.)
  - Health Care Fraud & Abuse: Contracting & Compliance (3 cr.)

### **Information Technology**

- Two tracks
  - Cyber Track: must complete the following 4 courses/12 credits:
    - Cyber Law (3 cr.)
    - Information Privacy & Data Security Law (3 cr.)
    - ITEC-666 Cybersecurity Risk Management (3 cr.) (Kogod)
    - ITEC-667 Cyber Security Governance (3 cr.) (Kogod)
  - General Track: must complete at least 4 courses/12 credits from the following list:
    - Cyber Law (3 cr.)
    - Information Privacy & Data Security Law (3 cr.)
    - Electronically Stored Information – eDiscovery (3 cr.)
    - ITEC-666 Cybersecurity Risk Management (3 cr.) (Kogod)
    - ITEC-667 Cyber Security Governance (3 cr.) (Kogod)
      - ITEC-616 Management of Information Systems (3 cr.) (Kogod)

### **Immersion Program**

- On-campus long weekend (Thursday-Saturday)
- Opportunity to meet classmates in person
- Pass/Fail; 1.5 credits

## COURSE REGISTRATION

The MLS students enrolling in April and July 2019 will be automatically registered for their courses in both terms. Beginning in October 2019, students will be able to register on their own via Eagle Service. Directions for registration will be sent over the summer 2019.

### **How Many Credits Should I Take Per Term?**

For the first two terms, you are required to complete 6 credits per term.

### **How Much Do Courses Cost?**

You will be charged the per credit rate (\$2,058/credit for the April and July 2019 academic terms). Tuition rates are posted in early spring for the next academic year. Tuition rates increase every fall and can be found [here](#).

### **Can I Drop a Class After Add/Drop Week?**

To withdraw from a course after the add/drop deadline, you must fill out a [Request for Registration Action form](#) available from the [Office of the Registrar](#).

[Online course refunds](#) are calculated proportionately using percentage of days elapsed from the first day of class until the last day of class. If an online course has non-standard beginning and end dates, the 100 percent, 50 percent, and 25 percent refunds are based on the percentage of days elapsed from the first day of the course until the last day of the course.

If you withdraw from a course after the add/drop deadline, the course will still be listed on your transcript with a “W” next to it.

### **How Does the Waitlist Work?**

If a course is full when you register, you can get on the course’s waitlist. MLS students can be on up to 2 waitlists. Students are notified that spaces have opened in a course via an e-mail to their AU e-mail address. The spot will remain open for 24 hours and will then be offered to the next student on the list. **To see if you are offered a spot in a course, please check your AU e-mail account daily.**

## ASSIGNMENT OVERVIEW & RUBRICS

All assessments will have detailed instructions in the online course platform and will be scored using the rubrics that are attached to the assignment. You should review all of the instructions and the rubrics before submitting each assessment. If you have questions about an assessment or rubric, contact your instructor to schedule a time to speak one-on-one.

## **COURSE CREDITS & THE GRADING SYSTEM**

**Credits:** A course’s “credit hours” represents the number of hours of direct faculty interaction per week. You can expect a 3-credit online course to include roughly 220 minutes combined of asynchronous and synchronous class time per week.

**How Grades Are Determined:** Professors generally base students’ final grades on a variety of assessments that include exams, research papers, group projects, discussion board posts, in-class participation, and attendance. Your professors should specify clearly at the beginning of the course which assessments they will use to determine your final grade, and their relative weight or importance.

**Measuring Student Performance:** WCL uses a grading system that is based on a four-point scale. Each letter grade is given a numerical point value to make it easier to compute the average:

<b>Grade</b>	<b>Points</b>
A	4.0
A-	3.7
B+	3.3
B	3.0
B-	2.7
C+	2.3
C	2.0
C -	1.67
D	1.0
F	0.0

**Grade Point Average (GPA):** Your GPA gives an overall picture of how you are performing academically. Admissions offices and prospective employers are often interested to know your GPA. The registrar’s office calculates cumulative and term GPAs. As a result, if you want to know your GPA, look on your unofficial transcript, which you can access on <https://eaglefinances.american.edu/Student>.

**Incomplete courses:** Any course for which an “*Incomplete*” (I) or “*In Progress*” (IP) has been entered must be completed by the end of the next term or the grade automatically is converted to an F, unless an extension is granted. Students on academic probation may not receive “*Incomplete*” (I) or “*In Progress*” (IP) grades.

At the discretion of the faculty member and before the end of the semester, the grade of I (Incomplete) may be given to a student who, because of extenuating circumstances, is unable to complete the course during the semester. The grade of Incomplete may be given only if the student is receiving a passing grade for the coursework completed. Students on academic probation may not receive an Incomplete. The instructor must

provide in writing to the student the conditions, which are described below, for satisfying the Incomplete and must enter those same conditions when posting the grades for the course. The student is responsible for verifying that the conditions were entered correctly.

Conditions for satisfying the Incomplete must include what work needs to be completed, by when the work must be completed, and what the course grade will be if the student fails to complete that work. At the latest, any outstanding coursework must be completed before the end of the following term, absent an agreement to the contrary. If the student does not meet the conditions, the Office of the WCL Registrar will assign the default grade automatically.

The Associate Dean of Student Affairs, with the concurrence of the instructor, may grant an extension beyond the agreed deadline, but only in extraordinary circumstances. Incomplete courses may not be retroactively dropped. An Incomplete may not stand as a permanent grade and must be resolved before a degree can be awarded.

**Appeal of Grades:** To request a review of a grade, students should first contact the instructor. If questions still exist, the student can meet with the Assistant Dean of Part-time and Online Education. **Students cannot retake exams.**

**Class attendance:** To receive credit, students must attend classes and complete asynchronous material regularly. Excessive absence indicates a lack of seriousness on the part of the student. If a student accumulates an excessive number of absences without good cause (e.g., illness), he or she may be denied credit for that term or be barred from taking the final examination. Please review your professors' attendance policies on the course syllabi.

**Leave of Absence:** Upon approval, a student who has completed at least one full term and is in good academic standing may obtain a leave of absence from the law school for a stated period of time. A student who fails to observe the terms and conditions of the granted leave of absence must file an application for readmission to the law school. Students must complete the MLS degree within 5 years.

## GRADUATION AND COMMENCEMENT

**Application for Graduation:** During your final term, **you** must complete the graduation application on Eagle Service. The application triggers a review of your academic record to determine whether you will meet the degree requirements. Students who fail to complete all degree requirements by the end of the term for which they applied to graduate must reapply to graduate later.

**Commencement Ceremonies:** Graduation ceremonies are only held in May. Students who complete their degree requirements in June may choose to participate in the preceding May commencement ceremony. Those who graduate in September, December, and March, may participate in the following May ceremony.

\*MLS students do not receive Latin honors (cum laude, magna cum laude, summa cum laude) or Order of the Coif.

## THE HONOR CODE

All WCL students must adhere to the Statement of Academic Honesty, which is codified in an Honor Code. [Please read the entire WCL Honor Code](#), which can be found in the WCL catalog, at the WCL registrar's Web site, and at the end of this Handbook.

## ESSENTIAL ELEMENTS OF THE HONOR CODE

- Plagiarism is prohibited. In other words, you may not incorporate the words or ideas of another into any written work product (term paper, memorandum, etc.) without proper attribution. You may not submit as your own any written work product that has been prepared by another person. The verbatim reproduction of the words or ideas of another person in your written work product must be enclosed in quotation marks. Generally, you may paraphrase the words or ideas of another in your written work product without quotation marks, but you must include a comprehensive footnote. Paraphrasing requires you to change another person's ideas and text into your own words and to change your sentence structure significantly; changing a few words is not sufficient!
- During exams, you may not consult any materials except those permitted by the instructor. During “closed book” exams the use of any materials is prohibited, except perhaps a dictionary. Ask your professor to clarify what materials, if any, are acceptable to use during an exam.
- You may not communicate with any other student during an exam.
- You may not discuss an exam you have taken with a classmate who has deferred it to a later date.
- All members of the WCL community (faculty, staff, and students) are required to report possible violations when there are reasonable grounds to believe a violation has occurred.
- **Failure to report possible violations is a specific offense under the Honor Code.**

## **SANCTIONS FOR FAILURE TO COMPLY WITH THE HONOR CODE**

Engaging in plagiarism can be disastrous for one's graduate school and career. Sanctions for plagiarism can include a failing grade, disqualification from the activity for which the paper was submitted, and suspension or expulsion from the law school. The finding of plagiarism may be entered onto the student's transcript or permanent file.

## DISCRIMINATION: AU POLICIES

American University is an equal opportunity, affirmative action institution. The university does not discriminate on the basis of race, color, religion, national origin, sex, age, marital status, sexual orientation, or disability. Policies of equal opportunity, affirmative action, and nondiscrimination apply to every aspect of the university's operations and activities, including admissions, employment, and access to university programs and services. Further information about the university's discrimination policies can be found in the Student Affairs office.

## SEX DISCRIMINATION and SEXUAL HARASSMENT

Consistent with Title IX of the Education Amendments of 1972 and the D.C. Human Rights Act of 1977, sex discrimination is prohibited in the American University community. This includes:

- Any sex discrimination in the areas of admissions, financial aid, employment, conduct of classes, and other university-related activities.
- Visible disparities in the funding and treatment of student-related activities.
- Sexual harassment between members of the same or opposite sex.

The American University community values the individual's right to live, work, and study without fear of intimidation, coercion, or exploitation. Sexual harassment creates a hostile environment that is incompatible with the mission and goals of the university. Moreover, sexual harassment is a form of discrimination and is illegal. The university will respond to all reports of sexual harassment.

## WHAT IS SEXUAL HARASSMENT?

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- Submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic advancement;
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions or academic decisions affecting such individuals;
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive working or academic environment.

**Examples of Sexual Harassment:** Sexual harassment can range from sexual humor and innuendo to physical threats. Some examples of sexual harassment include direct or subtle pressure for dates or sexual activity, unwelcome brushes or touches, physical aggression such as pinching or patting, inappropriate sexual innuendos, sexist jokes or remarks, or obscene gestures or comments.

**Sexual Harassment Project Team:** The Sexual Harassment Project Team helps prevent and address problems of sexual harassment campus-wide; to provide information and education on sexual harassment, complaint procedures and related university policies to members of the campus community; and to develop and review educational or informational materials regarding sexual harassment.

**Reporting sexual harassment:** The university will respond to all reports of sexual harassment. If you feel you have been the target of sexual harassment, and would like to report it, you have three options:

- **Information and Referral:** Members of the Sexual Harassment Project Team can provide students with information about sexual harassment and complaint procedures. Call the WCL Office of Student Affairs: 202-274-4031.
- **Informal Complaint:** American University is committed to the voluntary, timely, and informal resolution of sexual harassment complaints. If you believe that you have been sexually harassed, you are encouraged to make an informal complaint. This can include addressing the alleged harasser directly, whether in person, in writing, or in a facilitated meeting with an appropriate university official.
- **Formal Complaint:** If informal measures do not stop the behavior, or if you prefer a formal procedure, contact the Office of Diversity and Inclusion: 202-274-4032.

**Retaliation:** Retaliation against anyone who files a sexual harassment complaint, who supports or assists an individual in pursuing a complaint, or who participates in the resolution of a complaint is prohibited. Any retaliatory action may be the basis for another complaint under this policy.

**False or Frivolous Charges:** This policy must not be used to bring false or frivolous charges against students, faculty members, or other employees. Those bringing false or frivolous charges may be subject to disciplinary action.

**Confidentiality:** All reports or complaints of sexual harassment will be kept confidential, except that individuals with a legitimate need to know will be informed of the complaint in order for the university to conduct a meaningful review of each complaint and for the purpose of determining whether the complaint is isolated, frequent, part of a pattern of practice, or pervasive. All records are confidential with access only to individuals with a legitimate need to know.

## **IF YOU ARE SEXUALLY ASSAULTED**

If you have been the target of sexual assault and would like report it, you have several options:

- Call friends or family to assist you.
- Call outside sources such as the D.C. Rape Crisis Center: 202-333-7273.
- Go to the hospital for an exam. If you choose to report the assault for criminal prosecution, hospital officials will call the MPD Sex Offense Squad to collect evidence for criminal prosecution. *Do not shower or bathe prior to this exam.* Bring with you, in a plastic bag, any clothes or articles you were wearing when the assault occurred. If needed, a staff member from Public Safety or Residential Life can help you arrange transportation to the hospital.
- Receive counseling or a counseling referral from AU's Counseling Center (number below).
- Receive medical attention at the Student Health Center (SHC). The SHC can provide testing for sexually transmitted diseases and other services; however, the SHC cannot collect evidence for MPD in preparation for possible criminal prosecution. It is therefore very important that you go to the hospital if you think that you might press criminal charges.

- Report the assault to local authorities (in DC, the Metropolitan Police Department) and tell them that you want to file charges.
- Report the assault to campus authorities. Your first point of contact WCL's Office of Student Affairs (202-274-4031). Other steps could include reporting the incident to Public Safety or the Counseling Center.
- You may file charges at the university through AU's internal judicial system, Judicial Affairs and Mediation Services (202-885-3314). This would be in addition to charges you may have filed through the court system (criminal/civil).
- Ask for assistance regarding academic matters or living arrangements, if needed. You might consider getting a note from a doctor or psychologist. With a doctor's note, you won't have to share information with more people than you choose to, but will still be able to show that you are having a medical/personal emergency.

## IMPORTANT CONTACTS

<u>Department</u>	<u>Contact Information</u>	<u>Webpage</u>
<i>Office of Online Learning</i>	Phone: (202) 274-4336	
<i>Student Success</i>	Hotline Phone: (855) 974-4264  Email: <a href="mailto:studentsuccess@onlinelaw.wcl.american.edu">studentsuccess@onlinelaw.wcl.american.edu</a>	
<i>Student Affairs: Office of the Dean of Students Disability Services</i>	Phone: (202) 274-4030  Email: <a href="mailto:STUDENTAFFAIRS@WCL.AMERICAN.EDU">STUDENTAFFAIRS@WCL.AMERICAN.EDU</a>	<a href="https://www.wcl.american.edu/here/student-life/studentaffairs/">https://www.wcl.american.edu/here/student-life/studentaffairs/</a>  <a href="https://www.wcl.american.edu/here/student-life/studentaffairs/accommodations/disability-support/">https://www.wcl.american.edu/here/student-life/studentaffairs/accommodations/disability-support/</a>
<i>Financial Aid</i>	Phone: (202) 274-4040  Email: <a href="mailto:finaid@wcl.american.edu">finaid@wcl.american.edu</a> <ul style="list-style-type: none"> <li>• Monday-Friday</li> <li>• 9:00 a.m.-5:00 p.m.</li> </ul>	<a href="https://www.wcl.american.edu/school/admissions/finaid/">https://www.wcl.american.edu/school/admissions/finaid/</a>
<i>Student Accounts (Paying Tuition)</i>	Phone: (202) 885-8000  Service Desk: <a href="https://americanuniversity.service-now.com/csm?sysparm_stack=no">https://americanuniversity.service-now.com/csm?sysparm_stack=no</a>	<a href="https://www.american.edu/finance/studentaccounts/">https://www.american.edu/finance/studentaccounts/</a>
<i>Library Services</i>	Phone: (202) 274-4300  Email: <a href="mailto:circ@wcl.american.edu">circ@wcl.american.edu</a>	<a href="https://www.wcl.american.edu/impact/library/">https://www.wcl.american.edu/impact/library/</a>
<i>Registration Portal</i>	<a href="https://myau.american.edu/my.policy">MyAU portal</a> <a href="https://myau.american.edu/my.policy">https://myau.american.edu/my.policy</a>	
<i>Registrar</i>	Phone: (202) 274-4080  Email: <a href="mailto:registrationservices@wcl.american.edu">registrationservices@wcl.american.edu</a>	<a href="https://www.wcl.american.edu/academics/academicservices/registrar/">https://www.wcl.american.edu/academics/academicservices/registrar/</a>

<i>Office of Advocacy Services for Interpersonal and Sexual Violence (OASIS)</i>	Phone: (202) 885-7070 Email: <a href="mailto:OASIS@american.edu">OASIS@american.edu</a>	<a href="https://www.american.edu/ocl/promote-health/OASIS.cfm">https://www.american.edu/ocl/promote-health/OASIS.cfm</a>
<i>Academic Support and Access Center (ASAC)</i>	Phone: (202) 885-3360 Email: <a href="mailto:asac@american.edu">asac@american.edu</a>	<a href="https://www.american.edu/provost/academic-access/">https://www.american.edu/provost/academic-access/</a>
<i>Health and Wellness: Counseling Services</i>	Phone: (202) 885-3500	<a href="https://www.american.edu/ocl/counseling/">https://www.american.edu/ocl/counseling/</a>
<i>24/7 Crisis Text Line in the US</i>	Text HOME to 741741	<a href="https://www.crisistextline.org/">https://www.crisistextline.org/</a>
<i>VA/GI Bill Assistance</i>	Phone: 1-888-442-4551 Email: <a href="mailto:veterans@american.edu">veterans@american.edu</a>	<a href="https://www.american.edu/veterans/">https://www.american.edu/veterans/</a>
<i>International Student and Scholar Services</i>	Phone: (202) 885-3350 Email: <a href="mailto:iss@american.edu">iss@american.edu</a>	<a href="https://www.american.edu/ocl/iss/">https://www.american.edu/ocl/iss/</a>
<i>Office of Information Technology</i>	WCL: (202) 274-4021 Email: <a href="mailto:helpdesk@wcl.american.edu">helpdesk@wcl.american.edu</a>  Main Campus: (202) 885-2550 Email: <a href="mailto:helpdesk@american.edu">helpdesk@american.edu</a>	<i>WCL:</i> <a href="https://www.wcl.american.edu/here/student-life/technology/">https://www.wcl.american.edu/here/student-life/technology/</a>  <i>Main Campus:</i> <a href="https://www.american.edu/OIT/">https://www.american.edu/OIT/</a>
<i>Career Services</i>	Phone: (855) 832-9702 Email: <a href="mailto:careerservices@onlinelaw.wcl.american.edu">careerservices@onlinelaw.wcl.american.edu</a>	<i>LMS Career Center</i> (Go to “courses” on <a href="#">2AU</a> )

# Eagle Services

<https://eaglefinances.american.edu>

This website is your portal to many essential university resources. If you haven't already, go online as soon as possible to create your myau.american.edu account (you will need your AU ID number), and familiarize yourself with this website. Once you've logged in you can:

ADD/DROP COURSES *(AFTER AUTHORIZATION)*

CHECK YOUR STUDENT ACCOUNT

MAKE AN E-PAYMENT

VIEW YOUR GRADES

ACCESS YOUR NETWORK DRIVE

DOWNLOAD SOFTWARE

Available are antivirus software, web browsers, Adobe Acrobat Reader, software updates and more.

FORWARD YOUR AU EMAIL ACCOUNT!!!

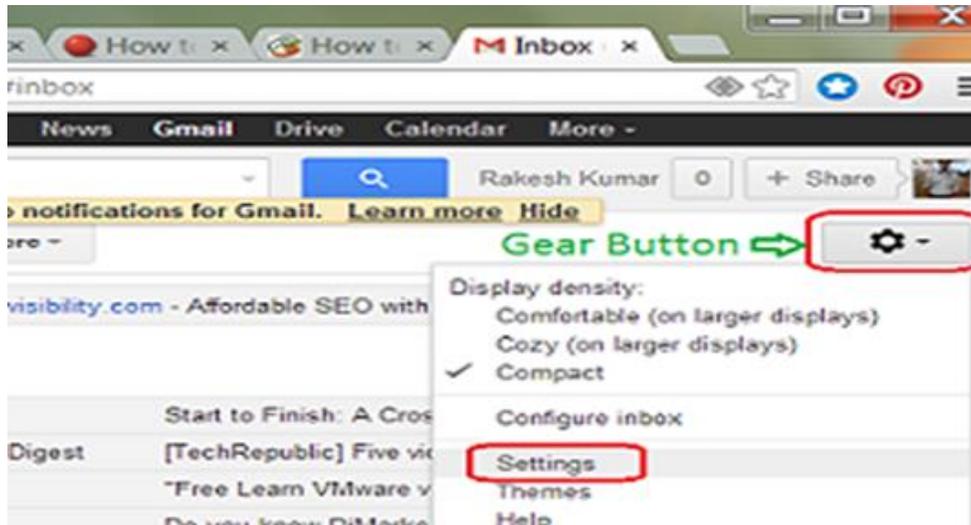
Important AU and WCL announcements will be automatically sent to your AU email account. You may choose to use your AU email account directly, or you may forward ("POP") your AU email account to your personal account (such as Hotmail, Yahoo, AOL, etc.)

...AND MORE!

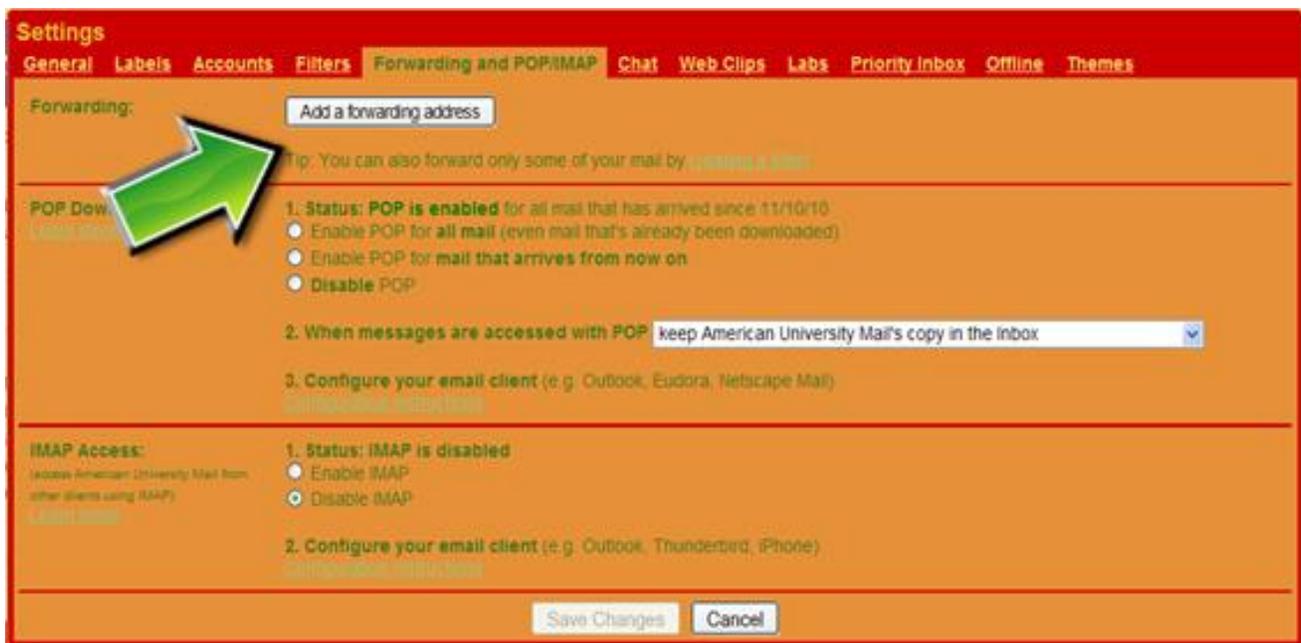
## Appendix A: How to Forward your AU Email

If you do not plan to check your american.edu student accounts, you **MUST** forward your email to the account you check most often. Failure to do so can result in missing emails regarding classes and graduation, and may affect your ability to graduate. As active students, WCL Faculty & Staff will email students only at their american.edu account.

**Step One:** Log into your AU Student Google email account and click on Settings in the upper right-hand corner of the screen.



**Step Two:** When the “Settings” options appear, select the “Forwarding and POP/IMAP” tab. Directly below that, click the “Add a Forwarding Address” button.



**Step Three:** A pop-up window will appear. Enter the email address to which you want your email forwarded, and click “Next.” The system will then notify you that a confirmation email has been sent to the address you entered.

**Step Four:** Check the forwarding address for the confirmation email and follow the email’s directions to complete set-up of the email forwarding process.