Master of Legal Studies Handbook

DISCLAIMER

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ACADEMIC CALENDAR

To view the most up-to-date version of the calendar visit:
https://www.american.edu/provost/registrar/academiccalendar/four-term-online-programs-2023-2024.cfm

2023 Term 3 (July - September)

- July 3: Start of term; start of classes
- July 4: Independence Day; no classes
- July 8: Make up day for classes missed on July 4
- July 11: Last day to add or drop classes without penalty; deadline to apply to graduate
- July 16: Last day to withdraw with 50% refund
- July 21: Last day to withdraw with 25% refund
- August 18: Last day to withdraw
- September 4: Labor Day; no classes
- September 9: Make up day for classes missed on Labor Day
- September 9: Last Day of Class
- September 10-13: Finals Period
- September 21-23: Immersion
- September 24: End of Term
- October 1: Degree Conferral

2023 Term 4 (October - December)

- October 2: Start of term; start of classes
- October 10: Last day to add or drop classes without penalty; deadline to apply to graduate
- October 15: Last day to withdraw with 50% refund
- October 20: Last day to withdraw with 25% refund
- November 17: Last day to withdraw
- November 23: Thanksgiving; no classes
- November 25: Make up day for classes missed on Thanksgiving
- December 9: Last Day of Class
- December 10-13: Finals Period
- December 14-16: Immersion
- December 16: End of Term
- December 23: Degree Conferral

2024 Term 1 (January - March)

- January 8: Start of term; start of classes
- January 15: Martin Luther King Jr. Day; no classes
- January 16: Last day to add or drop classes without penalty; deadline to apply to graduate
- January 20: Make up day for classes missed on Martin Luther King Jr. Day
- January 21 Last day to withdraw with 50% refund
- January 26: Last day to withdraw with 25% refund
- February 23: Last day to withdraw
- March 16: Last Day of Class
- March 17-20: Finals Period
- March 21-23: Immersion
- March 24: End of Term
- March 31: Degree Conferral

2024 Term 2 (April - June)

- April 1: Start of term; start of classes
- April 9: Last day to add or drop classes without penalty; deadline to apply to graduate
- April 14: Last day to withdraw with 50% refund
- April 19: Last day to withdraw with 25% refund
- May 17: Last day to withdraw
- May 27: Memorial Day; no classes
- June 1: Make up day for classes missed on Labor Day
- June 8: Last Day of Class
- June 9-12: Finals Period
- June 19: Juneteenth; no classes
- June 20-22: Immersion
- June 23: End of Term
- June 30: Degree Conferral

2024 Term 3 (July - September)

- July 1: Start of term; start of classes
- July 4: Independence Day; no classes
- July 6: Make up day for classes missed on July 4
- July 9: Last day to add or drop classes without penalty; deadline to apply to graduate
- July 14: Last day to withdraw with 50% refund
- July 19: Last day to withdraw with 25% refund
- August 16: Last day to withdraw
- September 2: Labor Day; no classes
- September 7: Make up day for classes missed on Labor Day
- September 7: Last Day of Class
- September 8-11: Finals Period
- September 19-21: Immersion
- September 22: End of Term
- September 29: Degree Conferral

COURSE PLATFORM

2AU, the Digital Learning Platform: https://2au.onlinelaw.wcl.american.edu/login is where you will access your live class sessions and your asynchronous coursework.

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 (January, April, July, October)
- Program is completed in a minimum of 4 terms (12 months) but most often in 5 terms (15 months) with students taking 6 credits per term
- Classes meet synchronously for 2 hours per class once per week for 10 weeks
- Students need a laptop or desktop computer with working audio and web camera to access synchronous class sessions
- Students complete roughly a total of 7-9 hours of asynchronous material and reading per class per week
- Most courses are from Washington College of Law (see *Appendix A*) but students can take up to 3 courses from the Kogod School of Business (see *Appendix B*) and/or the School of International Service (see *Appendix C*). Please refer to the AU Course catalog or to your Student Success Advisor for course descriptions
- Students can change their area of specialization 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
- Students who complete the Health Care & Compliance Specialization with a GPA of at least 3.0 may sit for a CCB exam within one year of graduation
- 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: LGLS-600 (3 cr.) (1st term)
- Intro to Regulation & Compliance: LGLS-601 (3 cr.) (1st term)
- Drafting for Compliance Professionals: LGLS-603 (3 cr.)
- Negotiation & Communication: LGLS-602 (1.5 cr.) OR Electronically Stored Information: LGLS-641 (1.5 cr.)
    - Both can be taken if a student so chooses
    - These classes meet synchronously for 2 hours per class once per week for 5 weeks
- Immersion Program (LGLS-604, LGLS-642 or LGLS 695D-001)
    - Both can be taken if a student so chooses
    - Online Selected Topics in Law courses are sometimes offered in place of an Immersion

Immersion Program

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

General MLS

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

SPECIALIZATIONS

Business

- Required course:
    - Business Associations: LGLS-620 (3 cr.)
- In addition, students must complete at least 3 courses/9 credits from the following list:
    - Contract Drafting: LGLS-625 (3 cr.)
    - Human Resources Compliance: LGLS-624 (3 cr.)
    - Government Contracting: LGLS-621 (3 cr.)
    - Anti-Corruption Law: LGLS-623 (3 cr.)
    - Information Privacy & Data Security Law: LGLS-631 (3 cr.)
    - Business Law, Ethics & Governance: ACCT-635 (3 cr.) (KSB)

Health Care & Compliance

- Required Courses:
    - Health Care Law & Compliance: LGLS-630 (3 cr.)
    - Information Privacy & Data Security Law: LGLS-631 (3 cr.)
    - Health Care Fraud & Abuse: Contracting & Compliance: LGLS-632 (3 cr.)

Information Technology

- Required Courses:
    - Cyber Law: LGLS-640 (3 cr.)
    - Information Privacy & Data Security Law: LGLS-631 (3 cr.)
- In addition, students must complete at least 6 credits from the following list:
    - Electronically Stored Information: LGLS-641 (1.5 cr.)
    - Immersion: e-Discovery: LGLS-642 (1.5 cr.)
    - Cyber Security Governance: ITEC-667 (3 cr.) (KSB)
    - Database and Big Data: ITEC-670 (3 cr.) (KSB)

Cybersecurity

- Required Courses:
    - Cyber Law: LGLS-640 (3 cr.)
    - Information Privacy & Data Security Law: LGLS-631 (3 cr.)
    - Managing Digital Organization: ITEC-616 (3 cr.) (KSB)
    - Cybersecurity Risk Management: ITEC-666 (3 cr.) (KSB)
    - Cyber Security Governance: ITEC-667 (3 cr.) (KSB)

US Legislation

- Required Courses:
    - Ethics in the Law & Public Policy: LGLS-605 (3 cr.)
    - US Legislative Process: LGLS-695A (3 cr.)
    - Legislative Skills: LGLS-695B (3 cr.)
    - State and Local Government: LGLS-695C (3 cr.)

COURSE REGISTRATION

Degree candidates must maintain continuous registration until all requirements are satisfied. Students must initially register for the courses in which they wish to enroll prior to the beginning of each term, or a late registration fee may be assessed.

Students who fail to register and who have not requested and received a leave of absence for four terms will be administratively separated from the University after the add/drop date of the fourth academic term for which they failed to register.

How Do I Register for Courses?

A full description of how to register (with visuals) is on page 27 of this handbook. Students register and pre-register for each term's classes online at Eagle Service (http://eaglefinances.american.edu/student), which you can access within the myAU portal under Academics for Student Planning. Registration is on a first-come, first-enrolled basis. During the registration period and add/drop week (the first week of classes), students may add and drop classes as they wish, provided space is available.
Every term, currently enrolled students are given the opportunity to register in advance (pre-register) for the next term's classes. Whenever possible, students should pre-register to have a better chance of getting into a class.

Students should not register for more classes than they plan to take. The online registration system will **NOT** allow you to register for classes with overlapping meeting times. **There are no exceptions,** even with permission from the professor.

BEFORE you can register:

Registration for all students is not complete until fees have been paid or proper arrangements for payment are made with the Office of Student Accounts. Students who have stops of any kind will NOT be able to pre-register or register for courses. Before the pre-registration period begins, check your account at myau.american.edu to see if you have any stops. Contact the Office of Student Accounts immediately to clear any stops.

You must know your **AU ID number and password** in order to register for courses online.

How Many Credits Should I Take?

Full-time MLS students must be enrolled in a minimum of **six** credit hours during each term. **Part-time** MLS students must be enrolled in a minimum of **three** credit hours during each term.

MLS students may transfer between a part-time and full-time course load. A student who drops below the part-time course load should consult the Office of Financial Aid regarding minimum credit requirements in order to qualify for certain types of aid.

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.**

Add/Drop

The length of the add/drop period and the final day to withdraw from a course for any term in a four-term calendar is determined by the number of days in the terms. The Office of the Registrar will provide a website that will specify these periods based on the number of days in the term.

Can I Drop a Class After Add/Drop Week?

Students who wish to drop a course should do so *prior* to the add/drop deadline to avoid financial penalties. 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 Much Do Courses Cost?

You will be charged the per credit rate. Tuition rates are posted in early spring for the next academic year. Tuition rates increase every fall and can be found here.

COURSE CREDITS & THE GRADING SYSTEM

Credit Hours

Credit hours for four-term calendar courses are equivalent to the Carnegie definition of semester credit hours - a semester credit hour is at least 12.5 hours of direct faculty instruction per semester (in class, online, remote site) with at least 25 hours of student work outside of that direct instruction, typically conducted over a 15-week semester, or an equivalent amount of faculty instruction and work over a different time period. Four-term calendar courses are typically 3 semester credit hours each, meaning that students meet in an instructional venue (in class, online, remote site) for 3.75 hours each week and complete academic work outside the instructional venue at least 7.5 hours each week of a ten-week term. Courses that meet fewer than 3.75 hours a week that are assigned 3 semester credit hours must require students to do additional work outside the instructional venue to achieve the expected learning objectives of a 3.75 hour a week course. Courses that carry more than or less than 3 semester credit hours require proportionately more or less work each week, respectively, both inside and outside the instructional venue. Courses that meet for terms greater than or less than 10 weeks will require proportionately more or less contact hours to the weekly instruction time both inside and outside the instructional venue.

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.

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.

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 the following grading scale:

Traditional Grade Scale based on percentages:

100-95	A
94-90	A-
89-86	B+
85-83	B
82-80	B-
79-76	C+
75-73	C
72-70	C-
69-60	D
59 or below	F

To pass a WCL course, students must receive a "D" or better. Students are only able to retake a course if they have received a failing grade or have withdrawn from the course.

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.

Independent Study

Upon approval from the Assistant Dean of Online Learning, a student can register for up to 3 credits of independent study. To complete an independent study, a student must write a paper with the following minimum word counts and hours of work:

1 credit	3,500 words	42.5 hours of work
1.5 credits	5,250 words	63.75 hours of work
2 credits	7,000 words	85 hours of work
3 credits	10,5000 words	127.5 hours of work

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 week 6 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.

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 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 and inform your Student Success Advisor and Professors of any challenges you may be experiencing.

Disability Services, Academic & Other Accommodations

To register for accommodations and disability services, students must contact the Academic Support and Access Center. Determination of reasonable accommodations is a deliberative and collaborative process that is responsive to each student's disability and individual needs. As accommodations are not retroactive, it is important for registered students to work with the ASAC at the beginning of each term. Students with new or temporary disabilities are encouraged to register as early as possible.

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 Online Learning. **Students cannot retake exams.**

VOLUNTARY WITHDRAWAL

After the add/drop period, students who seek to withdraw from all courses simultaneously must work with the Office of Online Learning and the Office of the Registrar to file a *Withdraw from All Classes* form. The date that the *Withdraw from All Classes* form is received by the Office of the Registrar will be the effective date of the withdrawal.

For all course withdrawals after the end of the Add/Drop period, students will receive a notation of Withdraw ("W") on their transcript and will be subject to the financial policies delineated in the law school's Tuition Cancelation Schedule.

Students who have been charged with or are under investigation for a violation of the **Honor Code** may not withdraw from a course that is implicated in the charge. Additional restrictions on course withdrawals may apply to particular academic programs and students in the United States on a visa. Subject to the provisions of Section VI of the Course Drop and Withdrawal Policy, in no situation may a student withdraw from any class after the applicable Deadline to Withdraw from a Course with a Transcript Notation. The student will receive no reimbursement and will receive a failing grade for any course that is not successfully completed. Discontinuation of attendance at a class or notification to the instructor does not constitute an official drop or withdrawal from a course.

LEAVE OF ABSENCE

Upon approval of the Assistant Dean Online Learning, a student who has completed at least one full term and is in good standing may obtain a leave of absence from the law school for a stated period of time. Students may request leave no later than the end of the add/drop period in the term in which the temporary leave will begin. Students on leave are not required to maintain continuous registration. A temporary leave of absence is limited to **four** consecutive or non-consecutive terms. Students who remain on leave for more than four terms will be **administratively separated** from the university, and tuition and fees will not be reimbursable. Students who are administratively separated must file an application for readmission to the law school with the admissions committee.

Long-term military leaves may be extended beyond the four-term limit.

PROBATION AND EXCLUSION FOR ACADEMIC DEFICIENCY

Students must maintain a cumulative GPA of 2.0 or greater. Students with a cumulative GPA of 2.0 or lower will be placed on academic probation for one term. While on probation, the student must raise his or her cumulative GPA to 2.0 or greater by the end of that term or be dismissed unconditionally.

DEREGISTRATION

Students who have prior balances over $5,000 will be deregistered from their classes.

REINSTATEMENT

Once dismissed for academic deficiency, a student may be reinstated only by petitioning the admissions committee for readmission. Readmission is granted only in extraordinary cases of demonstrated, substantial improvement in a student's potential for continuing the study of law successfully. As a matter of policy, the admissions committee generally requires that a student dismissed for academic deficiency remain out of school for a minimum of two terms before a petition for readmission is acted upon.

The law school follows a five-year rule under which any credits earned more than five years prior to being readmitted will not be credited toward degree requirements, and the student will be required to

replace these disallowed credits after readmission. All credits earned in required courses that are disallowed because of the application of this rule can only be replaced by repeating the same required courses in which the credits are disallowed. Students who maintain their connections with the law school by an approved leave of absence generally are not subject to this five-year rule.

VA EDUCATION FUNDING

The MLS program is proud to support students who are active duty or former duty, or who have family members serving our country.

Please see American University's Veteran Services home page for more information on utilizing VA Educational funding. Students may reach out to our Veteran Services office directly at 202-885-8018 or veterans@american.edu.

GRADUATION AND COMMENCEMENT

Application for Graduation

Students must submit an Application to Graduate at the beginning of the term during which they expect to complete all degree and program requirements. In addition, if a student has completed all requirements to graduate and has not applied for graduation, an academic unit may apply for the student to graduate after one term from completing all requirements.

Diplomas and official transcripts will be withheld from students with financial stops on their accounts.

Commencement Ceremonies

Historically, graduation ceremonies are held in May. On occasion, the college determines whether December graduation ceremonies are possible. If the college decides to have December graduation ceremonies, students who are eligible to participate are notified.

Graduation Honors

The MLS program does not award Latin honors. The student with the highest GPA in each graduating term will be awarded the MLS Highest GPA Award.

Alumni Email

Convert your student email account to an alumni account to maintain access following your graduation from AU. To activate your alumni email, log into the portal at myau.american.edu, click on the Academics menu under Personalized Links on the left, then click Get Your Alumni Email.

WHAT IF I NEED HELP?

If you need help with a class, speak to your professors. They teach because they want you to learn and will work with you if you do not understand a concept or need an extension. If you have questions about the program, you can contact Cathy Schenker, the Assistant Dean of Online Learning, or Jordyn Burnette, the student success advisor. You can also refer to the offices listed in the chart on page 17.

LINKS TO PROGRAMS AT WCL – AREA OF INTEREST

Below are links to programs at WCL. Sign up on each program's website to be included in the listserv to stay connected and to be notified of various events.

- **Tech, Law & Security Program**: https://www.wcl.american.edu/impact/initiatives-programs/techlaw/
- **Program on Information Justice and Intellectual Property**: https://www.wcl.american.edu/impact/initiatives-programs/pijip/
- **Business Law Program**: https://www.wcl.american.edu/impact/initiatives-programs/business/
- **Anti-Corruption Program:** https://www.wcl.american.edu/impact/initiatives-programs/anti-corruption/
- **Health Law and Policy Program**: https://www.wcl.american.edu/impact/initiatives-programs/health/
- **Program on Law & Government:** https://www.wcl.american.edu/impact/initiatives-programs/lawandgov/

LIVE SESSION EXPECTATIONS

Be On Time: Log into the session early enough to have your audio and camera setup. Be ready to work when the class begins. **If you miss class, it is your responsibility to reach out to your professor before class begins. Please note that absences will affect your participation grade.**

Be Professional: The online Master of Legal Studies (MLS) from American University Washington College of Law (AUWCL) is designed for professionals. The live classroom is an extension of the field, and therefore you are expected to treat live class time as you would a professional setting. **Alcohol consumption, smoking and drug use while engaged in the online classroom are prohibited. Light snacks and non-alcoholic beverages are permitted in the online classroom (if necessary). Students' microphones should be muted unless speaking to eliminate disruptive noise as much as possible.**

Respect the Classroom: Be appropriately dressed—comfortable clothing is fine, but you should not attend class in your pajamas or beachwear.

Setting: Make sure that you are in a quiet, private room where people, pets, and other distractions will not interrupt your learning or the learning of your classmates.

Participation: Be sure ***your camera is on and has the appropriate lighting*** so that your professor and classmates can see you. Too much backlight, such as a bright light or window behind you, can make it difficult to see your face. For optimum lighting on camera, position yourself so that you are facing a window or lamp.

Be Prepared: Each week you are expected to prepare for the live session before class time. Please refer to your syllabus or the Coursework section of your online class module on 2AU to know what tasks need to be completed.

Be Engaged: You are expected to be ready to work during your live session. Live sessions require your full presence and commitment to learning. Each week you must be prepared to listen to your classmates, offer feedback, and engage in discussion.

Faculty Interaction: Faculty Members are invested in your success, and we expect respectful interactions among students and professors. Be sure to provide updates to your professor(s) regarding any questions or concerns involving class.

Compliance Certificate Board (CCB) CERTIFICATION

MLS students who successfully complete the following healthcare specialization classes: LGLS-601, LGLS-603, LGLS-630, LGLS-631, and LGLS-632 with a 3.0 GPA will be eligible to sit for one of the following Compliance Certification Board (CCB) Exams: CHC, CHRC, CHPC, CCEP, or CCEP-I. Please see below for additional information on these exam options.

Please note that seeking this certification is *optional*. If you wish to pursue CCB certification, the exam costs $275 for SCCE or HCCA members, or $375 for non-members (costs subject to change) and is at *your own expense*. The exam must be taken within one year of graduation.

The two and a half hour exam comprises of 115 questions; only 100 questions will be scored. The score report will indicate a "pass" or "fail."

Certification Process: The below information provides additional information on how to pursue the CCB certification.

Step 1
There are five different CCB exams available. To help you decide which exam is the best fit for you, please review the web links to the explanations of the various exams and exam handbooks below.

- Certified in Healthcare Compliance (CHC) and CHC Handbook
- Certified in Healthcare Research Compliance (CHRC) and CHRC Handbook
- Certified in Healthcare Privacy Compliance (CHPC) and CHPC Handbook
- Certified Compliance & Ethics Professional (CCEP) and CCEP Handbook
- Certified Compliance & Ethics Professional–International (CCEP-I) and CCEP-I Handbook

Step 2
In your second to last term, send an e-mail to Student Success (studentsuccess@onlinelaw@wcl.americna.edu) stating that you plan to take a CCB exam.

Step 3
Once you complete all program requirements and graduate, you will receive a letter from WCL stating that you are eligible to sit for CCB exam. **You may then sit for an exam within one year of graduating**.

- For the CHC, CHRC, and CHPC exams, you can apply by going to the following link - https://www.hcca-info.org/apply-exam.
- For the CCEP and CCEP-I exams, you can apply by going to the following link- https://www.corporatecompliance.org/apply-exam.

Step 4
Make sure you have reviewed the handbook of your preferred exam thoroughly and reviewed practice questions. There are practice questions within the handbook and on the CCB website.

Step 5
Take the exam.

If you have any questions about the CCB Certification, please reach out to the Assistant Dean Online Learning, Cathy Schenker at 202-274-4065 or schenker@wcl.american.edu.

IMMERSION

WHAT IS AN IMMERSION?

Immersions are experiential learning academic courses involving site visits, guest speakers, in-person exercises, and networking opportunities with fellow MLS students. The MLS immersion is a pass/fail 1.5 credit course in Washington, D.C.

DO I HAVE TO GO ON AN IMMERSION?

Yes, the immersion is an MLS course that students are required to complete.

HOW MUCH TIME SHOULD I TAKE OFF FROM WORK AND HOW LONG ARE IMMERSIONS?

Immersions are 3-day long academic classes held in a conference-style setting. Immersion typically begins on a Thursday at 2 p.m. and ends around 3 p.m. on Saturday. Please refer to the *Immersion Agenda.*

AM I REQUIRED TO PARTICIPATE IN ALL ACTIVITIES DURING THE IMMERSION?

Participation is required in all immersion events, including arranged meals. Even if a meal does not have an academic component, attendance is still required because networking with fellow students and faculty is a wonderful opportunity to engage with your peers. We encourage you to get to know your classmates and learn from their professional experiences.

HOW ARE IMMERSIONS GRADED?

The immersion is graded pass/fail. Students are required to complete minimal asynchronous work in the 2 weeks prior to attending the immersion in D.C. The final grade includes completion of pre-travel work, participation in the immersion, and actively contributing to team projects. **Immersions are 1.5 credits each and should be taken after completing the 1.5 credit 5-week online co-requisite.**

WHAT ARE AMERICAN UNIVERSITY'S EXPECTATIONS OF MY PARTICIPATION, BEHAVIOR AND INVOLVEMENT DURING THE IMMERSION?

Professionalism is expected from students, staff and faculty. This includes your demeanor, appearance, and participation when engaging with speakers and classmates. We all represent American University.

WHAT ARE "BEST PRACTICES" FOR INTERACTING WITH GUEST SPEAKERS?

Business casual and professional etiquette are required when interacting with guest speakers. Please introduce yourself before addressing a speaker and thank them appropriately afterwards.

ARE THERE NETWORKING OPPORTUNITIES AT IMMERSIONS?

Immersions offer an opportunity to connect with your classmates and learn from their professional experiences. We encourage you to bring business cards and introduce yourself to students you have not met before. Please wear your name tag not only for students to get to know you, but also guest speakers, staff and faculty. Networking opportunities will include a welcome reception where you can speak and engage with fellow attendees. You can also leverage break and meal times as opportunities to network with faculty and peers.

IMMERSION ATTIRE

Students are asked to wear business casual outfits for the opening reception. However, business casual or casual attire is fine for Friday's and Saturday's exercises. We also recommend comfortable shoes in case you want to walk to and from the hotel and around downtown DC.

CAN I VISIT THE AU BOOKSTORE?

Yes! We have noticed that our students like to purchase AU swag for themselves and as presents for loved ones. The best times to go to the bookstore are on Thursday during the main campus tour and on Friday during lunch.

CAN I GET MY AU ID DURING IMMERSION?

Yes! Visit: https://www.american.edu/ocl/onecarddining/get-one-card.cfm and follow the "One Card Online Photo Submission" instructions. Once your photo is submitted, email idcards@american.edu. AU ID cards can be mailed ahead of immersion or held for pickup on main campus. We will stop by the office on Thursday during the main campus tour.

HOW DO I ACCESS THE AGENDA FOR THE IMMERSION AND OTHER IMPORTANT LOGISTICAL INFO?

The Agenda will be available in the Immersion Course on 2AU. We will also include helpful tips and other important information.

DO I HAVE TO STAY AT THE HOTEL FOR THE IMMERSION?

You are encouraged to stay at the Courtyard Marriott Bethesda Chevy Chase or the Embassy Suites Hilton, though it is not mandatory.

CAN MY SPOUSE/PARTNER/FAMILY COME ON THE IMMERSION?

Yes, but please let them know that you will be busy for much of the immersion. Academic events are offered exclusively to students participating in the immersion, but guests can accompany you during your free time or to the Friday dinner (at an extra cost). If you do decide to have someone accompany you on the immersion, please inform the program in advance.

HOW ELSE CAN I CONNECT WITH MY ONLINE CLASSMATES BESIDES ATTENDING IMMERSIONS?

You can connect with fellow students by setting up social groups inside 2AU. Students are encouraged to form study groups for their courses to increase academic success, as well to get to know their classmates better.

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

Department	Contact Information	Webpage
Office of Online Learning	online@wcl.american.edu	Office Of Online Learning
Student Success/Tech. Support	(855) 974-4264 studentsuccess@onlinelaw.wcl.american.edu	Chat Feature within 2AU: 2AU - LMS
Student Affairs	(202) 274-4030 studentaffairs@wcl.american.edu	Student Affairs
Financial Aid	(202) 274-4040 finaid@wcl.american.edu	Financial Aid
Student Accounts	(202) 885-8000	Student Accounts
Library Services	(202) 274-4300 circ@wcl.american.edu	Pence Law Library
Course Registration		MYAU Portal
Registrar	(202) 274-4080 registrationservices@wcl.american.edu	Office of the Registrar
Office of Adv. Services for Interpersonal & Sexual Violence	(202) 885-3276 hpac@american.edu	OASIS
Acad. Support & Access Center Disability Services	(202) 885-3360 asac@american.edu and disability@wcl.american.edu	ASAC
Health & Wellness: Counseling Services	(202) 885-3500	Student Counseling
VA/GI Bill Assistance	veterans@american.edu	Veterans Services
Career Services	(855) 832-9702 careerservices@onlinelaw.wcl.american.edu	LMS Career Center – Found under Courses on 2AU
Writing Center	tutoring@american.edu	Writing Center

MyAU Portal

https://myau.american.edu

MyAU is the portal website to many essential university resources, such as Eagle Service (http://eaglefinances.american.edu/student). If you have not 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 have logged in you can:

ACADEMICS TAB: ADD/DROP COURSES (*AFTER AUTHORIZATION*)

ACADEMICS TAB: VIEW GRADES

FINANCE TAB: CHECK YOUR STUDENT ACCOUNT

FINANCE TAB: MAKE AN E-PAYMENT

ACCESS EMAIL

ACCESS 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.)

Appendix A: WCL Courses

WCL Course Options

LGLS-602, LGLS-604, LGLS-641, and LGLS-642 are **1.5 credits** each; all other courses below are **3 credits** each

Course Title	School of Course Offering	Prerequisites
LGLS-600 Intro to Courts & Law	WCL ***(offered all terms)***	None
LGLS-601 Intro to Regulation & Compliance	WCL ***(offered all terms)***	None
LGLS-602 Negotiation & Communication	WCL ***(offered April and October terms)***	None
LGLS-603 Drafting for Compliance Professionals	WCL ***(offered all terms)***	LGLS-601 Intro to Regulation & Compliance
LGLS-604 Immersion: Negotiation and Presentation Skills	WCL ***(offered April and October terms)***	LGLS-602 Negotiation & Communication
LGLS-605 Ethics in the Law & Public Policy	WCL ***(offered January and July terms)***	None
LGLS-610 Criminal Justice	WCL ***(offered January and July terms)***	None
LGLS-620 Business Associations	WCL ***(offered in January and July terms)***	None
LGLS-621 Government Contracts	WCL ***(offered January and July terms)***	None
LGLS-623 Anti-Corruption Law	WCL ***(offered April and October terms)***	None
LGLS-624 Human Resources Compliance	WCL (***offered April and October terms)***	LGLS-601 Intro to Regulation & Compliance
LGLS-625 Contract Drafting & Remedies	WCL ***(offered January and July terms)***	LGLS-620 Business Associations OR ACCT-635 Business Law, Ethics, and Governance (can be taken concurrently)

*Please note the terms that courses are offered are subject to change.

LGLS-630 Health Care Law & Compliance	WCL ***(offered April and October terms)***	LGLS-601 Intro to Regulation & Compliance
LGLS-631 Information Privacy & Data Security	WCL ***(offered January and July terms)***	LGLS-601 Intro to Regulation & Compliance
LGLS-632 Health Care Fraud & Abuse: Contracting and Compliance	WCL ***(offered January and July terms)***	LGLS-601 Intro to Regulation & Compliance
LGLS-640 Cyber Law	WCL (***offered April and October terms)***	None
LGLS-641 Electronically Stored Information	WCL ***(offered January and July terms)***	None
LGLS-642 Immersion: e-discovery	WCL ***(offered January and July terms)***	LGLS-641 Electronically Stored Information
LGLS-695-001 US Legislative Process	WCL ***(offered January and July terms)***	None
LGLS-695-002 Legislative Skills	WCL ***(offered April and October terms)***	None
LGLS-695-003 State and Local Government	WCL ***(offered April and October terms)***	None
Selected Topics in Law	WCL	None

*Please note the terms that courses are offered are subject to change.

Appendix B: KSB Courses

KSB Course Options

All courses below are 3 credits each
Please note students can take up to 9 credits (3 courses) from Kogod School of Business and/or School of International Service

Course Title	School of Course Offering	Prerequisites
ACCT-551 Forensic Accounting: Fraud Examination & Litigation Support	Kogod ***(offered January term)***	ACCT-607 Financial Accounting
ACCT-607 Financial Accounting	Kogod ***(offered all terms)***	None
ACCT-635 Business Law, Ethics, and Governance	Kogod ***(offered all terms)***	None
ITEC-610 Applied Managerial Statistics	Kogod ***(offered all terms)***	None
ITEC-616 Managing Digital Organization	Kogod ***(offered all terms)***	None
ITEC-620 Business Insights Through Analytics	Kogod ***(offered all terms)***	ITEC-610 Applied Managerial Statistics
ITEC-643 Project Management	Kogod ***(offered January, April, and July terms)***	None
ITEC-666 Cybersecurity Risk Management	Kogod ***(offered April and October terms)***	ITEC-616 Managing Digital Organization
ITEC-667 Cybersecurity Governance	Kogod ***(offered January and July terms)***	None
ITEC-670 Database and Big Data	Kogod ***(offered all terms)***	None
FIN-605 Managerial Economics & Corporate Strategy	Kogod ***(offered all terms)***	None
KSB-612 Strategic Thinking	Kogod ***(offered all terms)***	None
MGMT-609 Management of Organizations and Human Capital	Kogod ***(offered all terms)***	None
MGMT-626 Management Consulting Practices & Methodologies	Kogod ***(offered April and October terms)***	None

MGMT-660 Entrepreneurship and Innovation	Kogod ***(offered October term)***	None
MGMT-661 Entrepreneurship Practicum: New Venture Business Plan	Kogod ***(offered January term)***	None
MGMT-670 Innovation for Impact: Social and Sustainable Entrepreneurship	Kogod ***(offered July term)***	None
MKTG-612 Marketing Management	Kogod ***(offered all terms)***	None
MKTG-762 Integrated Marketing Communications	Kogod ***(offered April and October terms)***	MKTG-612 Marketing Management
MKTG-765 Brand Management	Kogod ***(offered January and July terms)***	MKTG-612 Marketing Management

*Please note the terms that courses are offered are subject to change.

Appendix C: SIS Courses

SIS Course Options

All courses below are 3 credits each
Please note students can take up to 9 credits (3 courses) from Kogod School of Business and/or School of International Service

Course Title	School of Course Offering	Prerequisites
SIS-739 Private Sector Engagement with Social Issues	SIS ***(offered all terms unless low student enrollment)***	None
SISG-761 Intercultural Communication	SIS ***(offered all terms unless low student enrollment)***	None
SISG-771 International Negotiations and Conflict Resolutions	SIS ***(offered all terms unless low student enrollment)***	None
SISG-774 Understanding Global Economics and Markets	SIS ***(offered all terms unless low student enrollment)***	None
SISG-776 Global Economic Governance & Organizations	SIS ***(offered all terms unless low student enrollment)***	None

*Please note the terms that courses are offered are subject to change.

American University Washington College of Law
Master of Legal Studies
Advising Worksheet

NAME: _____

START TERM: _____

SPECIALIZATION: _____

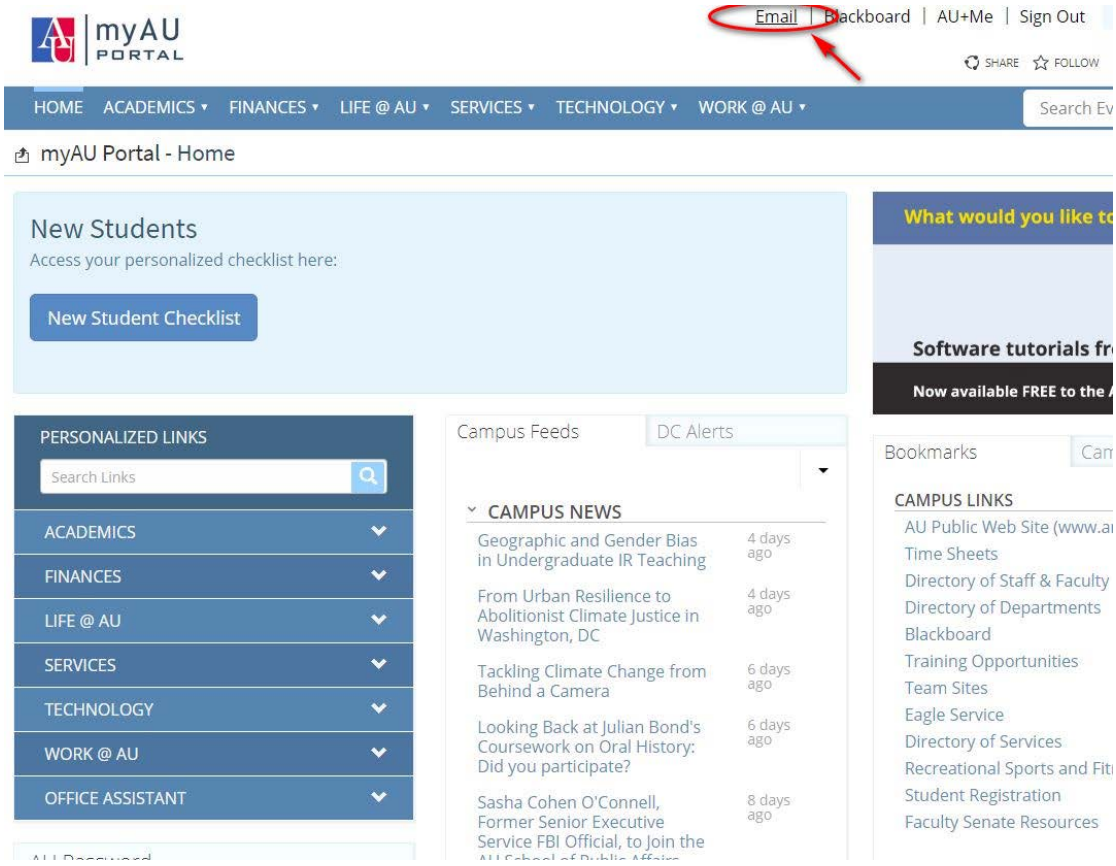
Term	Course 1	Course 2	Course 3
1 _____			
2 _____			
3 _____			
4 _____			
5 _____			
6 _____			

Appendix D: How to Forward your AU Email

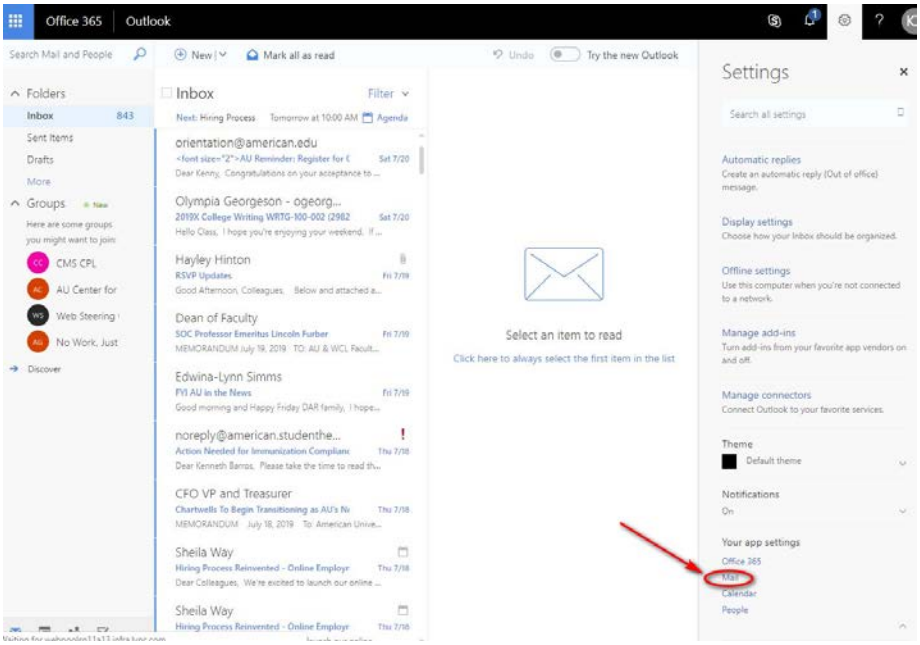
If you do not plan to check your american.edu student accounts, you **MUST** forward your email to the account you check most often. Failure to do so can result in missing emails regarding classes and graduation, and may affect your ability to graduate. As active students, WCL Faculty & Staff will email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

How to forward AU Emails:

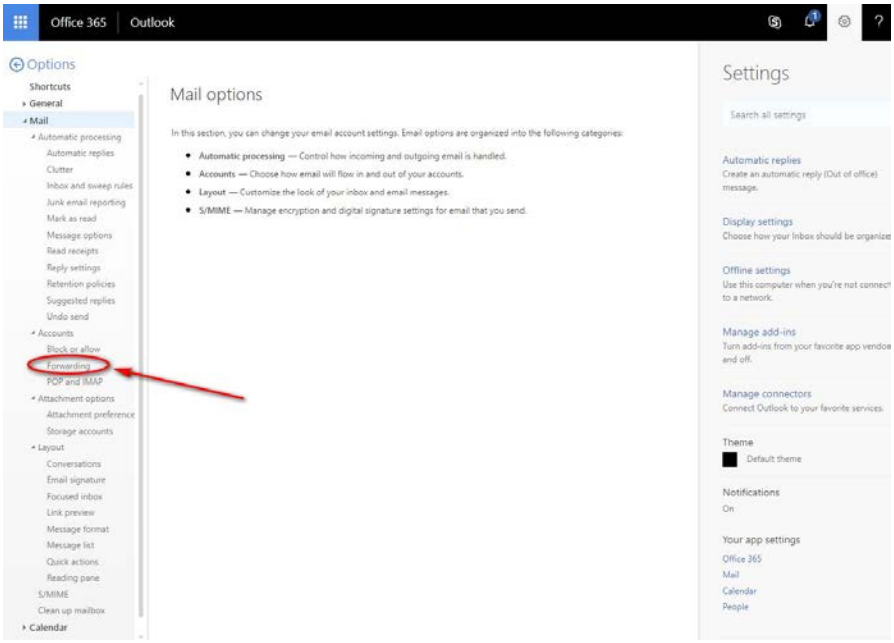
1. Log in to myAU Portal using your AU credentials
2. Once you have logged in, click 'Email' at the top of the page



3. You will be redirected to your AU email address via Office 365 Outlook
4. Select the Settings icon at the top-right hand corner of the page
5. At the bottom of the Settings pane, click 'Mail' under 'Your app settings'



6. On the right side of the page, it will populate a variety of options for you to choose from; click 'Forwarding'

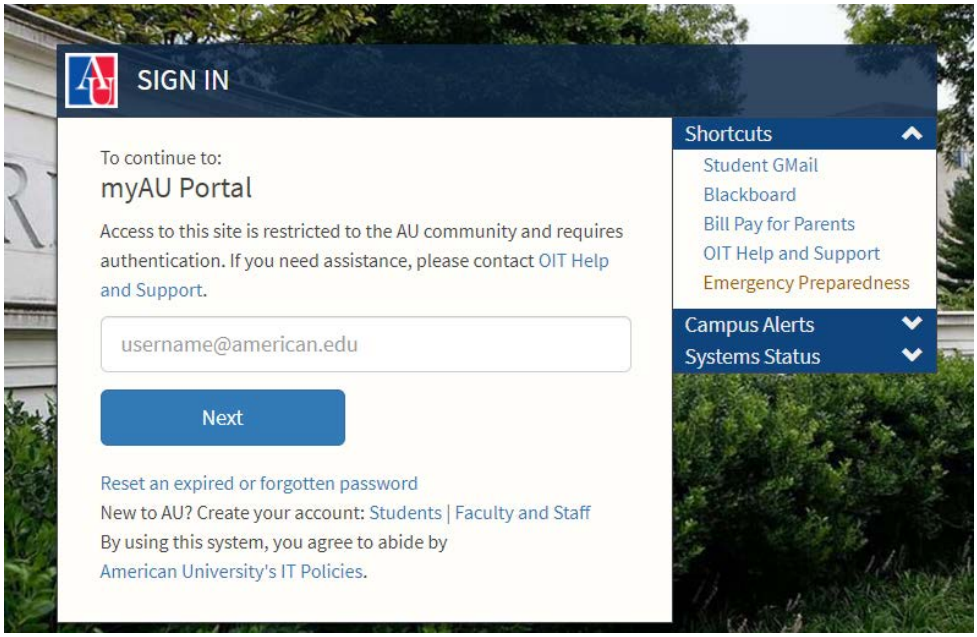


7. Enter the email address you wish to forward your AU emails to

Appendix E: How to Add, Register, Drop Classes & View Your Class Schedule

Adding a Course

Step One: Log into your myAU portal, using your username and password. Click Sign In.



Step Two: Under the Academics tab on the left side of the page, click Eagle Service – Student Planning.

Step Three: Once directed to the Eagle Service page, Click the cap icon "Academics."

Step Four: Select, "Course Catalog."

Step Five: Select the course from the Course Schedule and type the course code in the search bar in the top right-hand corner, under your username, and click the magnifying glass icon.

Step Six: Select appropriate term on the right hand side to filter the search results:

You can only register one term at a time -

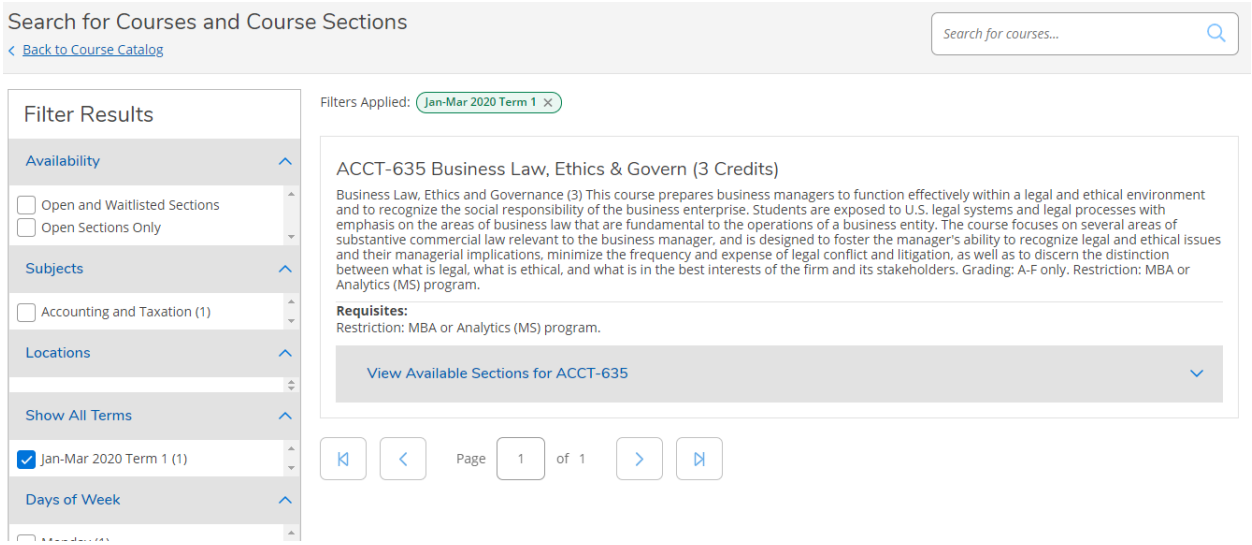
For the January term, select Jan-Mar [Year] Term 1

For the April term, select Apr-Jun [Year] Term 2

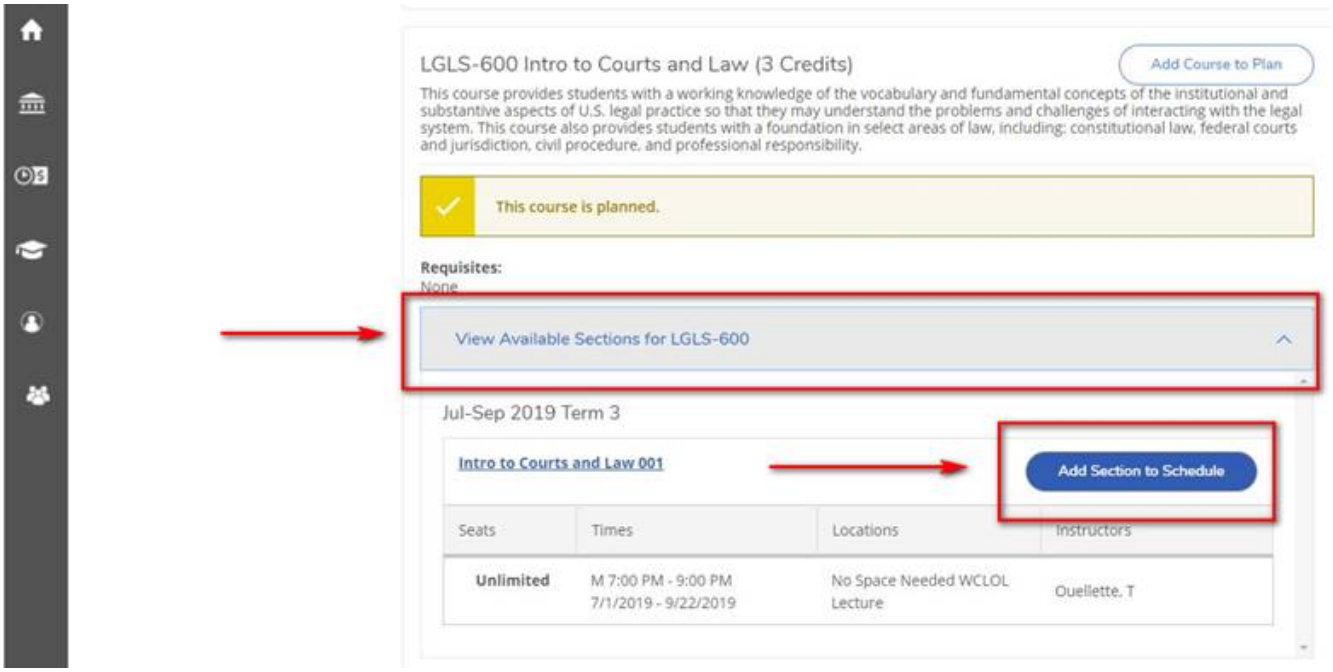
For the July term, select Jul-Sept [Year] Term 3

For the October term, select Oct-Dec [Year] Team 4

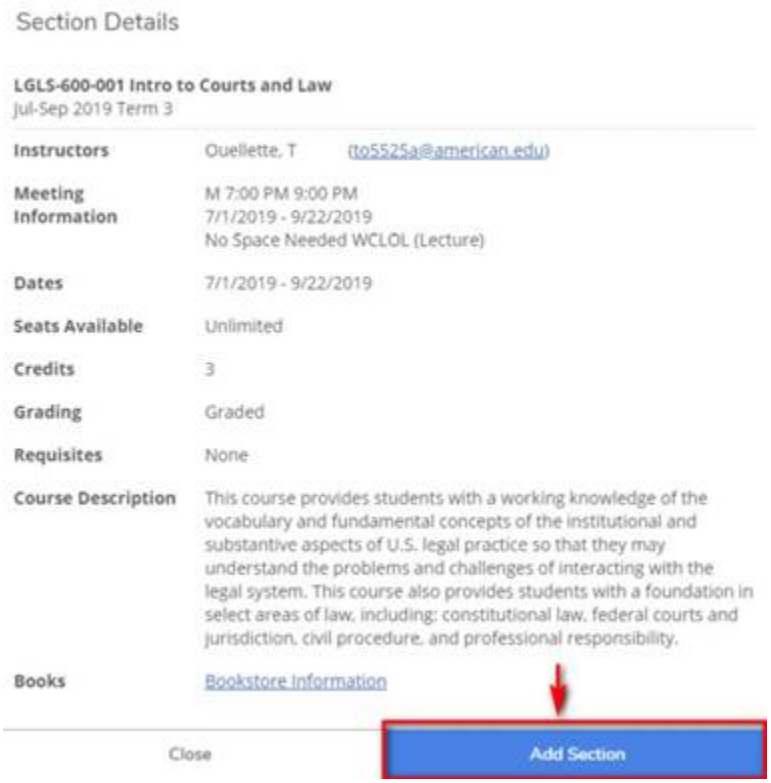
Please note the term date in the picture below is an example and does not reflect the current term.



Step Seven: Select "View Available Sections" and choose your preferred section by clicking "Add Section to Schedule" for the course in which you would like to register.

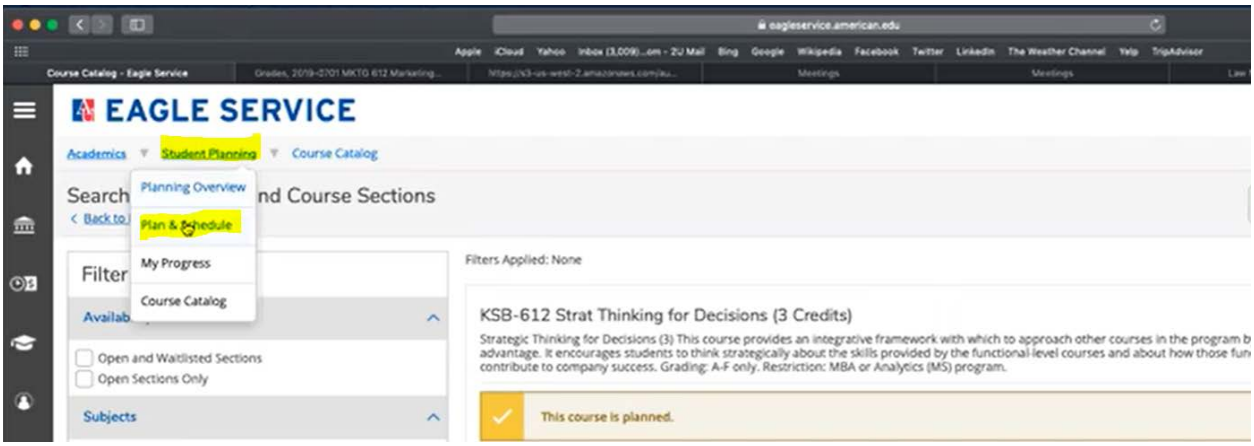


Step Eight: After confirming section details, click “Add Section”



Step Nine: <u>Your courses are now planned so the final step is to Register!</u>

Now go back to student planning by clicking “student planning” and then “plan & schedule” at the top right tool bar (see below)



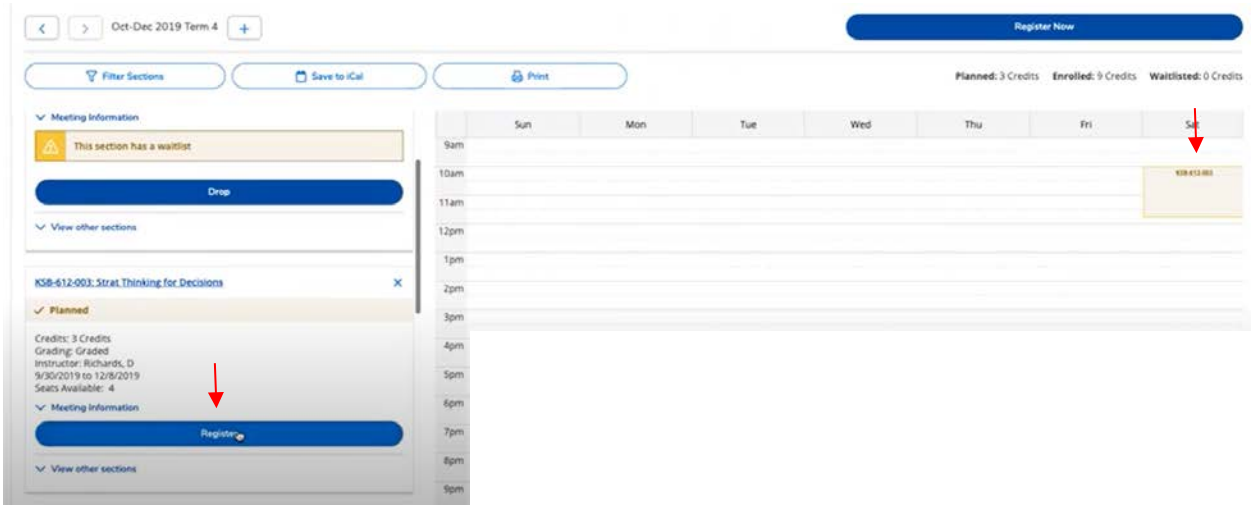
Make sure your calendar is set to the correct term (see below for an example of term Oct-Dec 2019 Term 4)

You have two ways to register for courses that you have planned:

- Register for **all** of the courses in your planned schedule by selecting **Register Now** on the top right corner of your planning page

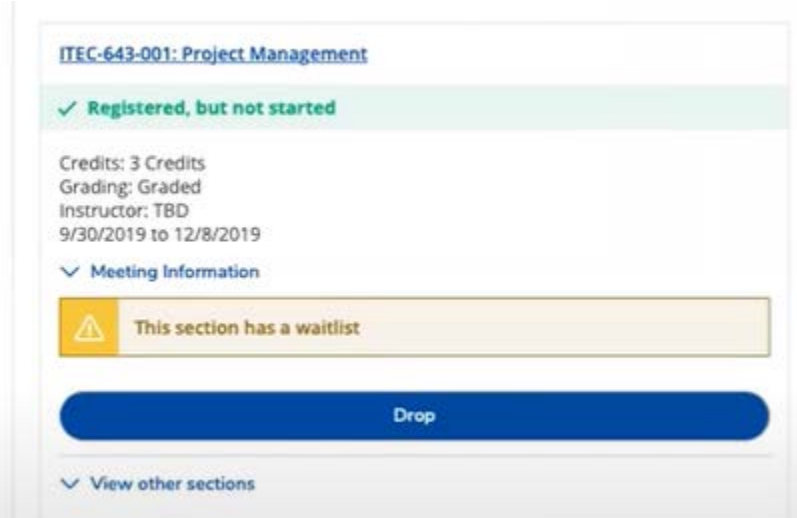
OR

- Register for each planned course individually by selecting **Register** on the left hand side of your schedule for each planned course. Planned courses are typically shown in Yellow font on the left hand side of your schedule and on the calendar itself (see picture below)

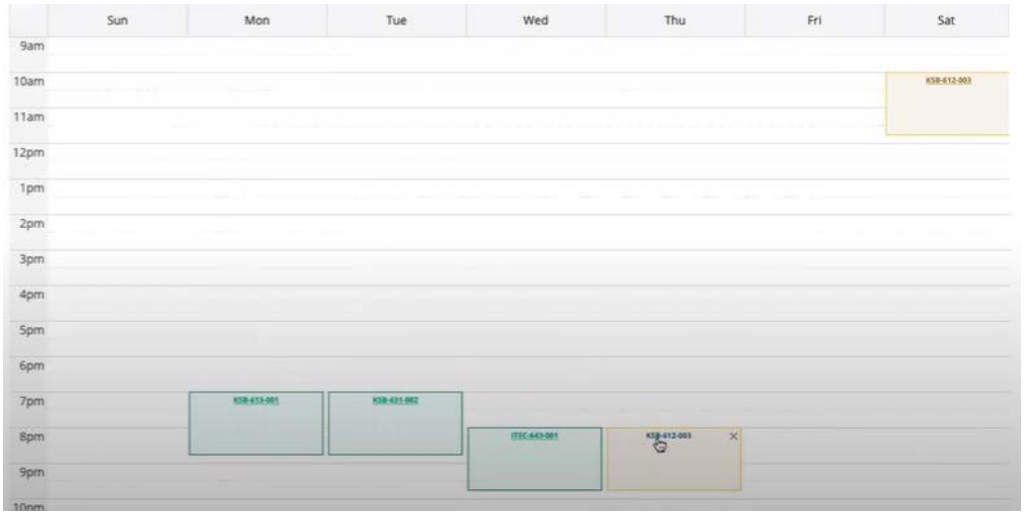


If you succesfullly registered, you should see the courses appear on the left side of your schedule in green for “registered, but not started” (see below).

Please note the dates in the picture below are an example and may not reflect the current dates.



In the calendar that you will also see, any courses on the calendar in green means you successfully registered for them. Any courses in yellow on the calendar (see below) means they are planned or you are on the waitlist and **NOT officially registered for those courses.**

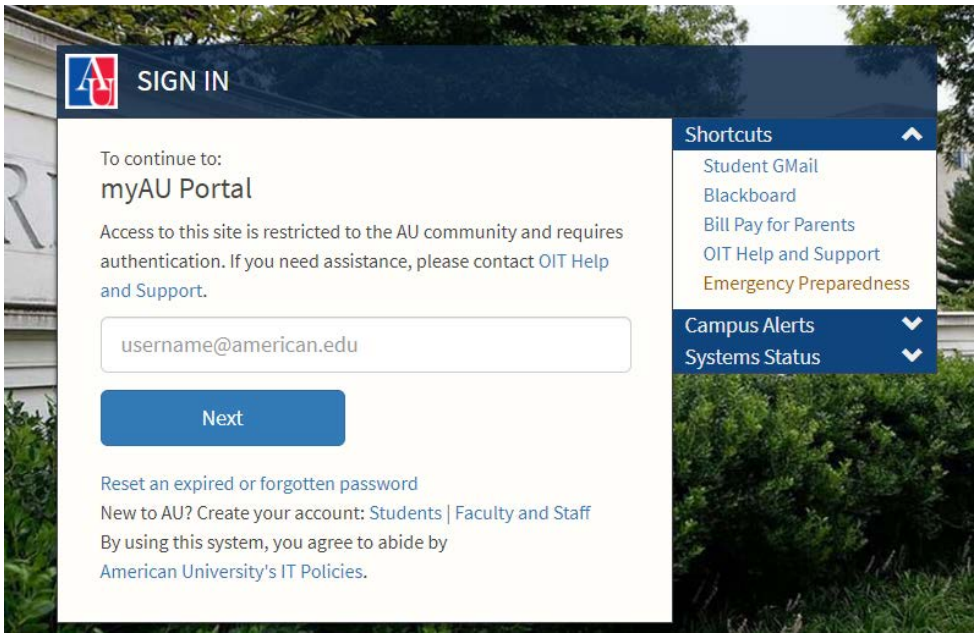


If the section you planned is already full or has a current waitlist, click on Waitlist to be added. You will be notified via your university outlook email if a seat opens, and you will have 24 hours to register for it before the spot is given to another waitlisted student. To view your position on a waitlist, select the My Waitlisted Sections link under Academics in your myAU portal.

Please note the dates in the picture below are an example and may not reflect the current dates.

Dropping a Course

Step One: Log into your myAU portal, using your username and password. Click Sign In.



Step Two: Under the Academics tab on the left side of the page, click Eagle Service – Student Planning.

Step Three: Once directed to the Eagle Service page, Click the cap icon "Academics."

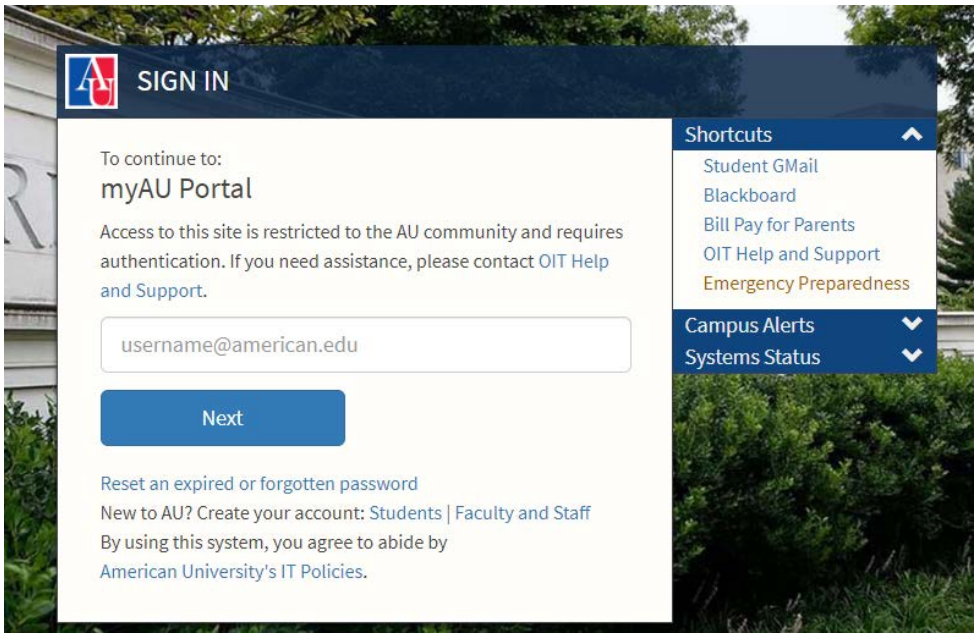
Step Four: Select "Student Planning."

Step Five: Select "Plan & Schedule."

Step Six: View your individual courses and select the "Drop" option to drop a course.

Viewing Schedule

Step One: Log into your myAU portal, using your username and password. Press enter.



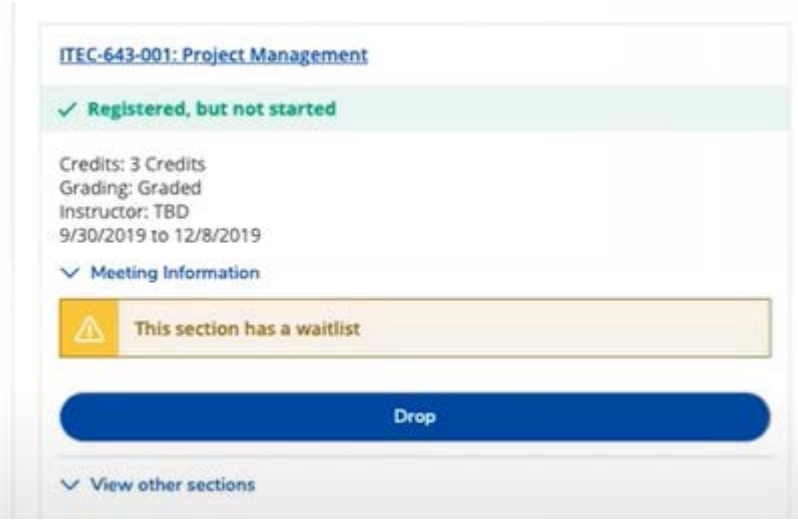
Step Two: Under the Academics tab on the left side of the page, click Eagle Service – Student Planning.

Step Three: Once directed to the Eagle Service page, Click the cap icon "Academics."

Step Four: Select " Student Planning." Make sure you move on to step 5. Courses staying in the student planning phase does not mean you are registered.

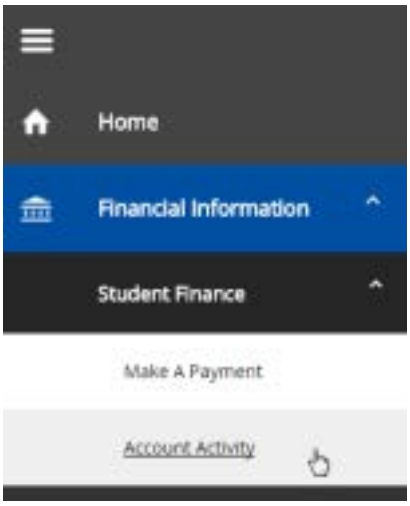
Step Five: Select "Plan & Schedule" to officially register.

***Please note the dates in the picture below are an example and may not reflect the current dates.**

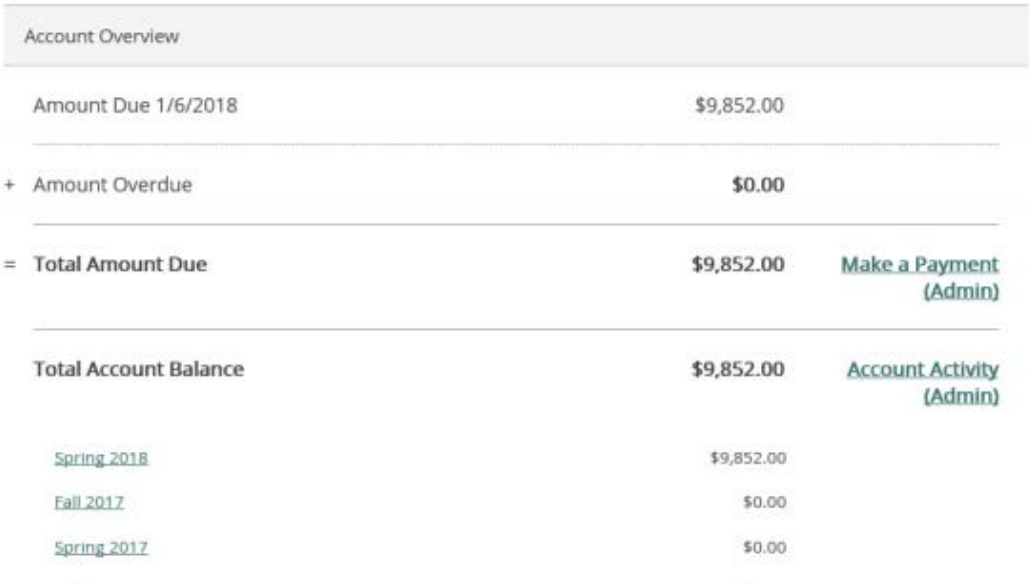


Financial Information

To view your bill while in **Eagle Service – Student Planning**, select **Financial Information** and **Account Activity** located on the left banner.



You can then view a full breakdown of your bill, including financial aid by semester. Spring I/Spring II and Fall I/Fall II will be grouped together. Select the term to view an itemized bill.



Click **Expand All** to view an itemized bill. To print or save as PDF, select **View Statement**

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