



# Student Handbook

## Kline Online Graduate Programs Student Handbook

Revised August 2025

**DREXEL UNIVERSITY THOMAS R. KLINE SCHOOL OF LAW**  
**ONLINE GRADUATE PROGRAMS STUDENT HANDBOOK 2025-2026**

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# Drexel University Thomas R. Kline School of Law

## Online Graduate Programs: 2025-2026

**From time to time, Drexel University's Graduate College issues communications to all graduate students across campus referencing certain academic policies, deadlines, etc. Please be advised that Kline's Online Graduate Program policies are housed in this Handbook and may differ from those of the Graduate College. If there is any conflict, Kline's policies govern. You should contact your academic advisor if you have any questions.**

***The Kline School of Law expects that all communications, regardless of modality, between students and faculty members or staff, will be courteous, respectful, and professional. Accordingly, all communications should use professional language, appropriate tone, and proper grammar and spelling.***

### **Associate Dean, Graduate Studies and Online Education**

The Associate Dean of Graduate Studies and Online Learning oversees all aspects of Kline's online graduate programs.

The Associate Dean of Graduate Studies and Online Learning provides students with personal and academic advice, receives complaints, and addresses any student issues of an academic or personal nature. The Associate Dean also grants approvals for leaves of absence, changes in plans of study, and withdrawals.

**Mischa Wheat** Associate Dean, Graduate Studies and Online Learning,  
msw86@drexel.edu, 215.571.4818

### **Associate Director of Graduate Programs**

The Associate Director of Graduate Programs serves as an academic advisor to students in Kline's online graduate programs and aids with course registration and other academic issues.

**Stephanie Leigh**, Associate Director of Graduate Programs, [snj22@drexel.edu](mailto:snj22@drexel.edu),  
215.571.4749

### **Assistant Dean, Student Life**

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## I. ACADEMIC RULES AND POLICIES

### A. Program Requirements

#### Online Master of Legal Studies Graduation Requirements

The degree of Master of Legal Studies (“MLS”) will be awarded to candidates who have:

1. successfully met the course requirements for graduation, set forth *infra*;
2. successfully completed 45 quarter credits of eligible coursework,
3. achieved a minimum cumulative grade point average of 3.00 at the time of graduation.

#### **Required Core Curriculum Courses**

LSTU 550	Introduction to the Legal System	4.0 credits
LSTU 551	Compliance Skills: Auditing, Investigation, & Reporting	4.0 credits
LSTU 552	Ethics and Professional Standards	4.0 credits
LSTU 553	Legal Research and Analysis	4.0 credits
LSTU 554	Risk Assessment and Management	4.0 credits
LSTU 560	MLS Masters Capstone I	3.0 credits
LSTU 560	MLS Masters Capstone II	2.0 credits

#### **Electives or Concentration**

*Complete LSTU/LAW electives or any combination of electives & concentrations* 20.0 credits

**Total Credits** 45.0 credits

Optional Concentrations:

The Kline School of Law currently offers nine optional concentrations within the Master of Legal Studies degree. Students may complete up to two concentrations. Additional credits will be required if a student chooses to complete two concentrations. The student’s academic advisor will assist with academic plan of study:

- Criminal Law
- Cybersecurity and Information Privacy Compliance
- Entrepreneurship and Law
- Financial Regulatory Compliance
- Health Care Compliance
- Higher Education Compliance
- Human Resources Compliance
- NCAA Compliance and Sports Law
- Pharmaceutical and Medical Device Regulatory Compliance

Review specific program requirements on the website here:  
<http://catalog.drexel.edu/graduate/schooloflaw/>

### **Capstone**

All Master of Legal Studies students must complete a capstone course and project. Human Resources Compliance, Health Care Compliance, NCAA Compliance, and Higher Education Compliance concentrators, Cybersecurity and Information Privacy Compliance, and Financial Regulatory Compliance will develop a compliance program for their industry. Criminal Law, Entrepreneurship and Law, and non-concentrators will complete a thesis on the topic of their choice under the guidance and supervision of a faculty member. Students will be administratively registered for the appropriate capstone. Students may petition to the Associate Dean of Graduate Studies if they wish to complete the capstone project that does not correspond with their concentration.

### **Online Graduate Certificate Program Requirements**

The Graduate Certificates will be awarded to candidates who have:

1. successfully met the course requirements for graduation, set forth *infra*;
2. successfully completed 20 quarter credits of eligible coursework,
3. achieved a minimum cumulative grade point average of 3.00 at the time of graduation.

#### **Required Core Courses for all Certificates:**

LSTU 551	Compliance Skills: Auditing, Investigating, and Reporting	4 credits
LSTU 554	Risk Assessment and Management	4 credits

Review specific program requirements are on the website here:  
<http://catalog.drexel.edu/graduate/schooloflaw/>

## **Online LL.M Program Requirements**

The LL.M degree will be awarded to candidates who have:

1. successfully met the course requirements for graduation, set forth *infra*;
2. successfully completed 32 quarter credits of eligible coursework,
3. achieved a minimum cumulative grade point average of 3.0 at the time of graduation

### **Required Core Courses for all Online LL.M Programs:**

LSTU 551	Compliance Skills: Auditing, Investigating, and Reporting	4 credits
LSTU 554	Risk Assessment and Management	4 credits

Review specific program requirements are on the website here:

<http://catalog.drexel.edu/graduate/schooloflaw/>

## **B. Academic Progress Requirements and Commencement**

### **Satisfactory Academic Progress**

Failure to achieve “satisfactory academic progress” (SAP) may result in loss of eligibility for federal financial aid. To achieve SAP, MLS students must

- 1) maintain good academic standing (cumulative GPA of 3.00)<sup>1</sup>;
- 2) complete 75% of the credits they attempt; and
- 3) earn their degree within 150% of the published program time to completion

Students can read more about SAP guidelines and the SAP appeal process at

<http://drexel.edu/drexelcentral/finaid/forms/losing-eligibility/satisfactory-academic-progress/>.

### **Course Program of Study (CPoS)**

The U.S. Department of Education requires that institutions distribute federal and state financial aid funds only for courses that apply to a student’s specific degree program. Students will be notified by Drexel Central if their registration may affect their eligibility for financial aid. See the Drexel Central CPoS page for full information:

<https://drexel.edu/drexelcentral/registration/enrollment/course-plan-of-study/>

Information about eligibility for federal aid, including the descriptions of the types of federal loans available can be found on the Financial Aid Page of the Drexel website at

<http://www.drexel.edu/drexelcentral/finaid/loans/>.

### **Time to Completion**

Students pursuing the MLS on a full-time basis must complete the degree in 3 years. Students pursuing the MLS on a part-time basis must complete the degree in 4.5 years. Students pursuing a Graduate Certificate must complete the program in 4.5 years but are not eligible for federal financial aid. Note that time limits continue to run during leaves of absence. Exceptions to the time limit are subject to appeal through the Associate Dean of Graduate Studies.

### **Change of Program**

Students changing from a Graduate Certificate program to the Master of Legal Studies, or from the Master of Legal Studies to a Graduate Certificate, must consult with their academic advisor and complete the required paperwork. Final approval is given by the Associate Dean of Graduate Studies. When changing programs, the student is held to the requirements that are in effect for that degree at the time of the degree change and not at the time of original matriculation.

### **Degree Conferral**

Students in their last term of their program should apply for their degree or certificate through DrexelOne by the published deadline. Once the application has been processed (i.e., the information verified and recorded by the University Registrar), the student is considered a candidate. Diplomas and Graduate Certificates will be mailed by the university approximately one month after graduation.

Master of Legal Studies, Graduate Certificate, and LL.M students are not ranked and do not receive Latin honors at graduation.

### **Commencement**

The Kline School of Law has one commencement ceremony, usually held in the third week of May. MLS and LL.M students who complete their degree in the Fall or Winter Quarter of an academic year or in the Summer Quarter of the previous academic year may walk in Kline's Commencement ceremony. Because Kline's Commencement ceremony occurs before the end of Spring Quarter, students who complete their degree in the Spring Quarter of an academic year may walk at the University Commencement ceremony in June and may walk at Kline's graduation the following year. \* MLS students enrolled in Capstone in the Spring Quarter and LL.M students enrolled in their final 8 or fewer Quarter credits in the Spring Quarter may be permitted to walk in Kline's commencement ceremony the same academic year. Students with unresolved Code of Conduct allegations may be ineligible to participate in Commencement.

## **C. Registration and Coursework**

### **Advisors**

All students will be assigned an academic advisor. The academic advisor will give guidance on course selection and plan of study. Students are encouraged to keep in close contact with their advisor to ensure adequate progress toward degree/program completion.

### **Maximum/Minimum Courses/Credits**

Students pursuing an online graduate degree or certificate may take a maximum of 8.5 credits per term. Students who are enrolled in fewer than 9 credits are considered part-time. Note that the minimum number of credits to qualify for federal financial aid is 4.5.

Students who wish to take more than 3 courses in a term must obtain approval from the Associate Dean of Graduate Studies and Online Education. Students who are engaged in employment, paid or unpaid, for more than 15 hours/week outside of their program may take no more than 3 courses per quarter. Any student seeking an exception to this rule must receive permission from the Associate Dean of Graduate Studies.

### **Repeating Courses**

If a student receives a failing grade (below “C”) in a required core course or a course required to complete a concentration, the student must retake and pass the course to graduate. Both the failing grade and the grade from the retake will appear on the student’s transcript and both grades will be factored into the student’s cumulative grade point average.

### **Adding, Dropping, and Withdrawing from Courses**

Course adds and drops are generally permitted through the first week of the term. Students may not add courses after the end of the first week of the term. Other time limits may apply to courses that do not start at the beginning of the quarter.

Students in their first term must work with their academic advisor to add and drop courses. Continuing students will be permitted to add or drop classes online and should contact their academic advisor for assistance, if needed. Students who self-register will be permitted to add and drop courses on DrexelOne from the time registration opens for the term through the first week of the quarter. Students should consult with their academic advisor to discuss changes to their plan of study.

Absent a finding of extraordinary circumstances by the Associate Dean of Graduate Studies, dropping a course after the first week of the quarter is considered a course withdrawal and a grade of “W” will be recorded on the transcript. No later than the Friday of week seven, students may withdraw from a class by (1) notifying the Academic Advisor/Associate

Director of Graduate Studies in writing of the intent to withdraw, and (2) submitting the appropriate withdrawal form via DrexelOne. Failure to properly withdraw from a course by the Friday of week seven in a term will result in a failing grade being entered for every course in which the student has not completed all course requirements.

Students who withdraw from courses may be liable for all or part of the tuition for those courses in accordance with Drexel University's tuition refund and credit policy and must comply with all financial aid rules with respect to any loan monies they may have received.

Master of Legal Studies or LL.M students who request to withdraw from individual courses should be aware that if their credit load for the quarter drops below 4.5 credits, they may no longer be eligible for federal financial aid and that any aid distributed may have to be returned immediately. Students should be aware that withdrawals may cause other financial aid implications, such as failure to meet [Satisfactory Academic Progress](#), and should arrange a meeting with the Financial Aid Manager before finalizing their withdrawal. Students who receive tuition remission or reimbursement from their employer should refer to their employer's policy regarding course withdrawal.

Students who have withdrawn from all courses for which they were registered in more than one term must seek approval from the Associate Dean to register for courses in a later term or to re-apply, if necessary, to the program.

### **Leaves of Absence**

- **Military Leave of Absence**

A student may request a leave of absence to fulfill a military service obligation at any time and the leave will be granted upon submission of the appropriate documentation. Students will be held to the withdrawal dates and tuition refund and credit policy. Any student who receives a military leave of absence will be entitled to return to the Kline School of Law within a reasonable time after discharge from service or deployment.

- **Leaves of Absence for Any Other Reason**

A student who wishes to take a leave of absence for any reason other than military service must submit a Leave of Absence form and Responsibility Sheet to the Associate Dean of Graduate Studies before the end of the second week of the effective term. The request should set forth the requested length of leave, the reasons for the leave, and if appropriate, include any documentation in support of the leave. If the student does not notify the Associate Dean of Graduate Studies of their intent to take a leave of absence in writing, a failing grade will be entered for every class in which the student has not completed all course requirements.

A leave of absence may be granted for no more than three quarters. Returning students must comply with all required documentation. Students who request a leave of absence may be liable for all or part of the tuition for that term in

accordance with the tuition refund and credit policy set forth *infra* and must comply with all financial aid rules with respect to any loan monies they may have received. A leave of absence does not extend the time limits allowed for completion of degree.

A student who wishes to return from a leave of absence must notify the Associate Dean of Graduate Studies in writing before the date designated when the leave was granted. Failure to submit notification of the intent to return in a timely manner will result in withdrawal from the Kline School of Law.

### **Withdrawal from the Drexel University Thomas R. Kline School of Law**

A student must submit a Withdrawal form and Responsibility Sheet to the Associate Director of Graduate Studies before the last day of the class period, as shown on the Academic Calendar. The student will consult with the Associate Director before the University processes the withdrawal. Once the reading period and examinations have begun, as shown on the Academic Calendar, a student may not withdraw except under extraordinary circumstances and with permission of the Associate Dean of Graduate Studies. If the student does not notify the Associate Director of his or her intent to withdraw in writing by the last day of classes in the term, a failing grade will be entered for every class in which the student has not completed all course requirements.

A student who withdraws from the Kline School of Law will not be readmitted, except under extraordinary circumstances and with the permission of the Associate Dean of Graduate Studies and Online Learning who may impose conditions of readmission. In all other situations, the withdrawn student must reapply to the law school through the Admissions Office, who may also impose conditions of readmission.

### **Tuition Refund and Credit Policy**

Students who withdraw from a course for the quarter are subject to the University's tuition refund and credit policy which can be found here:

<http://drexel.edu/drexelcentral/billing/refunds/policies/>.

Students who were awarded financial aid should contact their advisor and a Financial Aid counselor to discuss the financial implications of withdrawal. Questions about the refund policy linked above should be directed to [Drexel Central](#).

### **Credit for Courses Previously Taken at the Thomas R. Kline School of Law**

The Kline School of Law may accept up to 9 Semester credits or the Quarter-term equivalent taken as a non-matriculant in the Kline School of Law or as a prior degree student in the Kline

School of Law towards the MLS degree. No credits taken prior to Kline School of Law matriculation are awarded toward a Graduate Certificate or toward an LL.M degree.

A grade of “B” or its equivalent or above must have been achieved for credits to be applied.

### **Credits from Other Drexel Colleges and Other Institutions**

The Kline School of Law may accept up to 6 semester credits or the Quarter-term equivalent from another Drexel University college and/or another institution.

To be applied to the MLS, credits from another institution must have been completed prior to matriculation at the Kline School of Law. Grades for courses taken outside of Drexel University are not transferred to the student’s record or included in GPA calculation.

The coursework must meet the following criteria to be applied to the MLS degree:

1. The Associate Dean of Graduate Studies has reviewed the syllabus from the prior course and determined that the coursework meets the program’s criteria. It is the student’s responsibility to present the syllabus to the Associate Dean;
2. The course must have been taken at the graduate level, for graduate level credit;
3. The course must have been taken no more than 5 years prior to the intended date of graduation from the program if from another institution, or 10 years prior if the credit is from Drexel University; and
4. A grade of “B” (or its equivalent) or better must have been achieved in the course; credit will not be given for courses without letter grades.

**The request for acceptance of credits taken prior to matriculation in the MLS program must be made at the time of application for admission to the program and no later than within one week of matriculation. Students must provide an official transcript and a course syllabus for courses to be considered for transfer.**

If the student wishes to take a course in another Drexel College or School while pursuing the Master of Legal Studies or a Certificate, the student must meet with the Associate Director of Graduate Programs before starting the registration process. The grade achieved is recorded in the student’s academic record and also averaged into the student’s cumulative grade point average.

No credits taken prior to Kline School of Law matriculation are awarded toward a Graduate Certificate or LL.M degree.

## **Independent Study**

Independent study permits a student to work closely with a full-time faculty member to complete a significant research project or engage in one-on-one academic activities. Students seeking these opportunities must meet with a faculty member to consider possible projects and submit a proposal to the faculty member to obtain approval. To enroll, a student must submit an Independent Study Proposal form to the Office of Student Affairs – including a description of the project, a proposed due date, and the signatures of the supervising faculty member and the Associate Dean for Graduate Studies – no later than the end of the add/drop period.

Students may complete no more than 8 credits of Independent Study in total and no more than 4 credits of Independent Study in any quarter. Students must record their hours of independent study work to ensure compliance with the Kline School of Law and Drexel University credit policy.

## **D. Examinations, Assessments, and Deadline Extensions**

Online examinations may be subject to remote proctoring or other methods of ensuring academic integrity of online assessments, including student identity verification.

Unless arrangements have been made for the temporary grade of Incomplete, an online examination submitted after the deadline set by the instructor will be accepted for credit only at the instructor's discretion.

Students taking elective courses in the JD program at the Kline School of Law must adhere to JD policies and procedures for examinations, found in the [JD Student Handbook](#).

Assessments other than examinations, such as papers, projects, or quizzes, should be submitted through the learning management system (e.g., Blackboard, Turnitin), or as otherwise instructed.

Extensions for assessments, examinations, or other coursework may be granted only at the discretion of the instructor, or with appropriate paperwork from Disability Resources if the request is related to a disability.

## **E. Grades**

### **Grading System**

1. **Grade Point Equivalent.** Kline's online programs use a letter grading system, in which each letter grade is assigned a numerical grade point equivalent, as follows:

<b>Grade</b>	<b>Point Value</b>	<b>GPA Value</b>	
A+	100	4.00	Excellent (Exceptional Achievement)
A	93-99	4.00	Excellent (Outstanding Achievement)
A-	90-92	3.67	
B+	87-89	3.33	
B	83-86	3.00	Good (Substantial Achievement)
B-	80-82	2.67	
C+	77-79	2.33	Satisfactory (Acceptable Achievement)
C	73-76	2.00	
C-	72-70	1.67	Not passing
D	63-69	1.00	Not passing
F	62 and below	0.00	Not passing
INC		Incomplete	
INP		In Progress	
W		Withdrawal	
CR		Credit	
NCR		No Credit	

2. **Cumulative Grade Point Average.** A student's cumulative grade point average is arrived at by multiplying the grade point equivalent for the letter grade received in each course by the number of credits assigned that course, adding those products, and dividing that sum by the total number of credits completed in eligible courses for which letter grades are assigned.
3. **Credit/No Credit Courses.** Any course graded on a credit/no credit basis is not included in the cumulative grade point average, although the credits received in those courses will be counted toward the required credits for graduation.
4. **Grades from Outside of Drexel University.** The Kline School of Law does not include grades earned outside of Drexel University in the calculation of cumulative grade point average.

### **Grade Publication and Petitions for Grade Change**

Grades will be posted online, and the Kline School of Law will announce the time and manner of distribution of grades.

A student may petition for a change of grade only on the grounds that the grade was awarded contrary to the provisions of this handbook, or the University's Equality and Non-Discrimination Policy (<http://www.drexel.edu/oed/policies/>). The burden of proof is on the student to prove the allegations.

In all cases other than those being adjudicated pursuant to the University's Equality and Non-Discrimination Policy, students must petition the Associate Dean of Graduate Studies for a grade change via email with supporting documents, if any. The Associate Dean's decision, which will be communicated to the student via email, is final and not appealable.

Professors may apply to the Associate Dean of Graduate Studies for a change of grade only upon a showing that there was a clerical error in recording a grade or a mathematical error in the summation of points awarded.

Students and/or faculty must petition for a change of grade by the last day of classes in the term following the term of the graded course.

### **Incomplete Grades**

Students who will not complete their work by the required deadline for a may seek a temporary grade of Incomplete ("INC") upon agreement with the instructor and the instructor will set the terms and conditions for completion of the work, including all post-term due dates. If the student fails to meet the terms and conditions for a grade within the time established by the instructor, the "INC" will be changed to an "F" on the student's record and will be reflected in the student's GPA. If for any reason no grade is entered within one year from the conclusion of the term in which the INC was granted, the grade will automatically convert to an "F" on a transcript. The grade of "F" will be considered a permanent grade and the student will not receive academic credit for the course.

### **E. Academic Standing**

#### **Probation (Academic)**

1. **Academic Good Standing:** All students must maintain a term and cumulative grade point average of 3.00 to remain in academic good standing.
2. **Academic Probation:** Satisfactory academic progress is reviewed each term. Students who have cumulative grade point averages below 3.00 at the completion of any term will be placed on academic probation. Any student on probation must not only achieve a 3.00 minimum cumulative average within two successive terms following the term in which the deficiency occurred but must also maintain at least a 3.00 term average in any term in which he or she is on probation. Failure to meet either of these requirements will result in academic dismissal from the Kline School of Law. If a student who has been on academic probation previously, later achieves a term grade point average below 3.00 the student will be academically dismissed at that time.
3. **No Probationary Period with Academic Dismissal Due to Unrecoverable GPA:** Students who achieve a cumulative GPA of less than 2.00 in any term will be automatically dismissed, with no probationary period, even in the first term of study.

## **Academic Dismissal**

1. **Dismissal Notice from the Associate Dean of Graduate Studies.** A student who has been academically dismissed shall be notified of the dismissal in writing by the Associate Dean of Graduate Studies.
2. **Effective Date for Dismissal.** Dismissal notices will be sent by first-class mail to the student's address in DrexelOne with return receipt requested, and to the student's Drexel email address. The dismissal will be deemed effective on the date of the email.

## **Reinstatement**

A student who is academically dismissed may submit a Petition for Reinstatement by emailing the Associate Dean of Graduate Studies within 10 calendar days from the effective date of the dismissal. The Associate Dean of Graduate Studies will consider the Petition for Reinstatement and any supporting written materials. The student will be readmitted if the Associate Dean of Graduate Studies determines that the student's failure to maintain good academic standing was due to extraordinary circumstances not likely to recur in the future. The Associate Dean's decision will be emailed to the student's Drexel email address and the date of the email will serve as the effective date of the decision.

If the student wishes to appeal a denial of the Petition for Restatement, the student must appeal to Kline's Associate Dean of Academic Affairs, by email, within 5 calendar days of the effective date of the denial of the Petition for Reinstatement and set forth good cause for appeal. The Associate Dean of Academic Affairs will decide the appeal and notify the student by email in a timely manner. The decision of the Associate Dean of Academic Affairs is final and not appealable.

## **Modifications of Academic Rules and Policies**

All rules governing academic performance and student conduct may be modified or amended. Modifications or amendments to rules governing academic performance and student conduct shall be applicable to students currently enrolled when it is determined that such modifications are necessary and appropriate and will not cause undue hardship to students currently enrolled.

## **G. Code of Conduct Violations**

Students are bound to the University Code of Conduct as well as the "General Ethical Principles" and "Prohibited Conduct" sections of the Thomas R. Kline School of Law Code of Conduct both of which are incorporated herein by reference. Violations of either the University Code of Conduct or the applicable sections of Law School Code of Conduct will be investigated and sanctioned under the procedures outlined in the University Code of Conduct.

## II. GENERAL POLICIES

### **Financial Aid Information**

#### **Applying for Financial Aid**

Students accepted to the online Master of Legal Studies program or an online LL.M program are required to file the Free Application for Federal Student Aid (FAFSA) each year to be evaluated for federal aid eligibility.

Students can file the FAFSA online at <http://www.fafsa.ed.gov> beginning January 1st. Remember to include Drexel's federal ID number (#003256) when filing the federal form. The Institutional Financial Aid Application is an online form and can be found under the Financial Aid section of the student's DrexelOne account. If additional documentation is needed, the student will be contacted directly by Drexel Central.

After filing the FAFSA, students will receive a copy of their Student Aid Report (SAR). Students should check the SAR for accuracy and make any necessary corrections. Corrections should be submitted as directed by the SAR as soon as possible.

Drexel will receive the student's FAFSA information about three business days after a student has filed the FAFSA. The information in the FAFSA is used to determine a student's eligibility for federal financial aid funds. Continuing students will receive a financial aid package via DrexelOne sometime in July. This package will list all federal funds that the student is eligible to receive.

#### **Loan Funds**

Loan funds may be available to students whose need is not met by other sources. Students who file a FAFSA may be eligible for Unsubsidized loans in the Federal Direct Loan program. These loans are awarded by the school.

A student may also apply for a Federal Graduate Plus Loan at <http://www.studentloans.gov>. Some students may want to consider private student loans if they are unable to file a FAFSA. Please contact Drexel Central for more information. Both Federal Graduate Plus loans and private education loans require a clean credit record. Any credit problems should be resolved by students before the start of the academic year.

#### **Managing Your Drexel Financial Aid Account**

##### *Viewing Account Information*

Students can use DrexelOne (<http://one.drexel.edu>) to access financial aid account information online at any time. There, students can view their financial aid award information, requirements associated with financial aid, and billing information.

##### *Eligibility Requirements (to maintain loans)*

Students should be aware of the fact that their financial aid award can be affected by academic performance and other factors. Students who drop below 4.5 credits in any quarter will not be eligible for federal aid.

Information about eligibility for federal aid, including the descriptions of the types of federal loans available can be found on the Financial Aid Page of the Drexel website at the following link: <http://drexel.edu/drexelcentral/finaid/loans/>.

### *Refund Process*

You do not need to submit a request for a refund to be processed; all refunds are automatically processed once financial aid disburses for a term. If you have signed up for [eRefund](#), your refund amount will be directly deposited to the bank of your choice within 48 hours of the refund being processed. Otherwise, a paper check will be mailed to your billing address on file when your refund is processed. More information about refund policies and procedures can be found at <http://drexel.edu/drexelcentral/billing/refunds/policies/>.

### *Late Fees*

Drexel University may assess a late fee of 1% on any charge that remains unpaid after a due date, as specified by your billing statement (eBill). Students should be sure to pay all bills on time to avoid late fees. However, a situation may arise in which a student is not able to make a timely payment, either due to personal circumstances or because of some institutional delay. Students may request to have a late fee removed by submitting a Late Fee Dispute to Drexel Central. While the matter is being reviewed, students should still pay any undisputed portion of their bill. Contact Drexel Central for more information about this process.

## **Disability Accommodations**

The mission of the Office of Equality and Diversity's Disability Resources team (DR) at Drexel is to advocate for people with disabilities and to provide equal opportunities and equal access to education, employment, programs and activities at Drexel University. DR also provides guidance and education to the campus community.

Students seeking classroom or exam accommodations due to a disability must follow the procedure outlined by DR, outlined at <http://www.drexel.edu/oed/disabilityResources/students/>. After proper consultation and the submission of documentation in accordance with their policies, an accommodations verification letter (AVL) will be provided by DR and must be presented to the instructor for each class in which the student is seeking accommodation, as well as the student's advisor. Individual professors do not have the discretion to accommodate disabilities absent an AVL from the Disability Resources team. The university does not grant retroactive disability accommodations, and the law school cannot grant exam or classroom accommodations absent an AVL from DR.

At the discretion of the Associate Director of Graduate Studies, students for whom English is a second language may be eligible for certain accommodations. Students for whom this is applicable should contact the Associate Director.

## **Temporary or Emergency Adjustments due to Medical Reasons**

Students who have sustained injuries or who have had or will be undergoing surgeries may be eligible for temporary adjustments that will enable them to continue with their courses while they are recuperating.

If you have sustained an injury or will be undergoing surgery and need temporary adjustments, please log into Clockwork and fill out the online request for accommodations by clicking “Online Intake.” You can upload documentation of the injury or surgery along with your request. Once your request is received, you will be sent an email inviting you to make an appointment with Disability Resources to determine reasonable temporary adjustment(s).

Students who are scheduled for surgery should request temporary adjustments as far in advance of the surgery as possible.

The temporary adjustments a student is to receive will be itemized on a letter issued by Disability Resources and distributed to the entity who will be providing the adjustments. The letter listing the temporary adjustments will be effective for one term. However, under some circumstances, students can extend these adjustments.

If you have additional questions regarding temporary adjustments, please contact OED’s Disability Resources team by phone at 215.895.1401 or by email via [disability@drexel.edu](mailto:disability@drexel.edu).

### **Updating with Disability Resources Each Term**

AVLs are only valid for one term. If the student plans to continue using accommodations in a subsequent term, a new request for accommodations must be submitted to DR. The student should then schedule a follow-up appointment with a DR staff member to discuss the request made. To avoid any interruption of services, the Request for Accommodations should be submitted to DR well before the start of a new quarter.

### **Confidentiality**

The Disability Resources team is charged with the responsibility for maintaining disability-related documentation of all students and employees of Drexel University. Both DR and the Kline School of Law are committed to ensuring all records are kept confidential as required by law. Information will not be released without consent unless federal or state law requires or permits it. Information will be shared with others in the university community on a need-to-know basis only. However, a student may sign a written consent form giving permission to discuss the disability and limitations with faculty, staff, and/or parents who require further information.

### **Contact Information**

Disability Resources is located at 3225 Arch Street, and can be contacted at 215.895.1401(V), 215.895.2299 (TTY), 215.895.1402 (Fax), or [disability@drexel.edu](mailto:disability@drexel.edu). For additional information, students can also access the DR website at <http://www.drexel.edu/oed/disabilityResources/Overview/>. Students should also feel free to contact the Associate Director of Graduate Studies with their concerns.

### **International Students and Scholars Services**

International Students and Scholars Services (ISSS) provides assistance to all visa holders at Drexel University. ISSS advises international students and scholars on immigration-related and cross-cultural adjustment issues. The international student advisors in ISSS assist with work

authorization, program transfers and extensions, reinstatements, and other immigration-related advising. ISSS also provides cultural and educational enrichment activities throughout the year

All new international students and scholars must report upon arrival in the U.S. to ISSS to register passports and attend the required international student orientation. The University City Main Campus ISSS is located in Suite 222 of the University City Main Building, 3141 Chestnut Street. Office hours are Monday through Friday from 9am to 5pm. The office can be reached by telephone at 215.895.2502.

### **International Advising**

ISSS has the responsibility to be aware of and abide by the University's policies, rules, regulations and standards as well as the regulations set forth by the United States Citizenship and Immigration Services (USCIS) and the Department of State (DOS). Immigration regulations change with little or no advance notification. Although the University, through ISSS, attempts to notify non-immigrant visa holders of these changes, it remains the student's responsibility to know the immigration regulations and policies that affect her/his academic career in the U.S. USCIS and DOS regulations supersede University departmental policies, rules, regulations, and standards of conduct.

International students should comply with all requirements set forth by the U.S. government, which are updated on ISSS's website at

[http://drexel.edu/studentaffairs/get\\_involved/international\\_students\\_scholars/](http://drexel.edu/studentaffairs/get_involved/international_students_scholars/)

### **Observance of Religious Holidays**

The Kline School of Law respects students' observance of major religious holidays. The faculty is sensitive to the observance of these holidays on days when classes remain in session and will work with students to minimize the effects of student absences. Students who plan to be absent for religious holidays should notify their professors as soon as possible so that the faculty can make any necessary arrangements. Students with concerns about attendance and religious holidays should contact the Director of the MLS Program.

### **Student Records**

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their educational records. For complete information about FERPA rights, please visit <http://www.drexel.edu/provost/policies/ferpa.asp>. Students may contact the University Registrar with any specific questions regarding viewing, obtaining, or correcting their record.

## **Libraries**

### **Legal Research Center (LRC)**

LRC Hours (during the academic year):

Monday through Thursday, 7:30 am – 8 pm

Friday, 7:30 am – 8 pm

Saturday, 10 am – 8 pm

Sunday, 10 am – 8 pm

The LRC is open reduced hours when classes are not in session, and open extended hours during reading and exam periods. Current hours are always posted on the LRC website at

[http://drexel.edu/law/studentLife/studentAffairs/building\\_hours/](http://drexel.edu/law/studentLife/studentAffairs/building_hours/).

The LRC offers a completely wireless work environment with high-speed network printers. Students may receive \$10 of free black and white printing or copying per quarter and after that pay 10¢ per black and white page (50¢ for color) using their DragonCards. Students may add value to their DragonCards in the LRC. Photocopies are 10¢ per page.

Current information about the LRC, its services, and staff is available at

<http://drexel.edu/law/library/>. The LRC's main telephone number is 215.571.4772.

Information about Drexel's main library (Hagerty), health sciences libraries, and medicine libraries are available at <http://drexel.edu/academics/libraries/>. Electronic resources can be accessed via <http://www.library.drexel.edu/>.

## **Computer Accounts and Access**

### **Computer Accounts**

All members of the University community are eligible for accounts, which include DrexelOne, e-mail, Academic UNIX, and network access. Accounts may be activated at

<http://accounts.drexel.edu>. Single-portal access to most Drexel computing services is through DrexelOne at <http://one.drexel.edu>.

The Accounts Administration Office, located in the Korman Computing Center, handles all requests for accounts on the IT-supported servers. Lawtech is also available to assist with certain account issues.

Drexel user accounts are assigned to individuals and are not to be shared unless specifically authorized by Drexel University Information Technology. Each User is solely responsible for all functions performed from accounts assigned to them (see <http://drexel.edu/it/about/policies/policies/01-acceptable-use/>).

### **Computer Access Required**

Since 1983 it has been Drexel University policy that each student must have personal access to a computer in his or her place of residence -- whether a residence hall, apartment, or at home. This has been identified as a requirement for success in Drexel's academic program and in the

professional world. The computer is a vital and necessary educational tool.

Moreover, as a student in a fully online program, you are required to purchase and maintain a computer that includes all specifications identified here <https://drexel.edu/it/computers-software/buying-guide/>. You will not be able to and should not plan to complete the work for your program on your mobile phone.

### **Acceptable Use Policy**

Drexel University's Acceptable Use Policy (AUP) sets forth the standards by which all students, faculty, staff and authorized guests (hereafter referred to collectively as "User(s)") may use their assigned computer accounts, email services and the shared Drexel University network. The use of Drexel's computer and network resources including all electronic communication systems and equipment (hereafter referred to collectively as the "Drexel Network") is a revocable privilege. The Drexel network is provided to support Drexel University business and its mission of education, service and research. Any other uses, including uses that jeopardize the integrity of the Drexel Network, the privacy or safety of other Users, or that are otherwise illegal are prohibited.

By using or accessing the Drexel Network, Users agree to comply with the AUP and other applicable Drexel policies which may be implemented from time to time, as well as all Federal, state, local laws and regulations. Using and/or accessing the Drexel Network without proper authorization is strictly prohibited. Users should not have any expectation of privacy with regard to communications passed through the network or stored on computers that use it.

The complete Acceptable Use Policy is published at:

<http://drexel.edu/it/about/policies/policies/01-acceptable-use/>

This section is a synopsis and is meant for summary purposes only. Users are responsible for being aware of any changes to the AUP. Penalties for violating this policy may include restricted access or loss of access to the Drexel Network, termination and/or expulsion from the University and in some cases, civil and/or criminal liability.

The University reserves the right to update or revise the AUP or implement additional policies in the future. Users are responsible for staying informed about University policies regarding the use of computer and network resources and complying with all applicable policies. See: <http://www.drexel.edu/irt/org/policies/>

General guidelines for acceptable use of the Drexel network are based on the following principles:

- Users must behave responsibly with respect to the Drexel Network at all times.
- Users must respect the integrity and the security of the Drexel Network.
- Users must behave in a manner consistent with Drexel's mission and comply with all applicable laws, regulations, and Drexel policies.
- Users must be considerate of the needs of other users by making every reasonable effort not to impede the ability of others to use the Drexel Network and show restraint in the

- consumption of shared resources.
- Users must respect the rights and property of others, including privacy, confidentiality and intellectual property.

Activities specifically prohibited are enumerated completely at:

<http://drexel.edu/it/about/policies/policies/01-acceptable-use/>. They include, but are not limited to:

- Use of the Drexel Network for a private business, commercial or political activities, fundraising, or advertising on behalf of non-Drexel organizations, unlawful activities or uses that violate other Drexel University policies;
- Attempting to bypass network security mechanisms;
- Disrupting or interfering with others' legitimate use of Drexel systems;
- Forging, altering, destroying, monitoring, or intercepting communications;
- Attempting to disguise one's identity, the identity of an account or the machine being used;
- Possession or distribution of unlawful communications; and
- Infringing upon the intellectual property rights of others.

Violations of these or other University rules or policies are also violations of the law school's Code of Conduct.

Drexel University reserves the right to review and/or monitor any emails or transmissions sent or received through the Drexel Network, at its sole discretion.

### **E-mail**

Each student is assigned a Drexel University e-mail account and is required to check this account regularly. Faculty and administration use e-mail to communicate with students and all official notices from Kline and the University will be sent to the student's Drexel account. Students are deemed to have knowledge of all communications sent from the faculty and the administration that are sent to their Drexel University e-mail accounts. Additionally, individual professors may have specific requirements with respect to e-mail and Blackboard Learn. When using Drexel Outlook, please be mindful of logging in from employment environments, as interfering accounts may cause system confusion.

For students' own security, any requests made to the law school or University administration for record changes or information must be sent from the student's Drexel email account, and emails containing such information will only be sent to the student's Drexel email account.

### **DragonCards**

The DragonCard is the official ID card of Drexel University. The DragonCard is property of Drexel University and is governed by University regulations. It serves to identify students, staff, and faculty of Drexel University and is used to access buildings, the Legal Research Center,

meal plans, Dragon Dollars, and other on-campus services as deemed appropriate. The DragonCard is not transferable and not permitted to be used by anyone other than the cardholder. The DragonCard must be surrendered on demand if requested by a Public Safety officer or University official.

All active Drexel University students, including online students, are eligible for a DragonCard. Online students have two options for a DragonCard:

1. Visit any DragonCard Office [location](#) during regular business hours with a government-issued photo identification card for a new photo DragonCard
2. Request that a Non-Photo DragonCard be mailed to the address on the student's record. To request this Non-Photo DragonCard, log into the [DragonCard Office Shared Site](#).

The DragonCard Office is unable to mail photo identification cards.

Students who are inactive, or have a hold on their account, will not be able to use their DragonCard for access to buildings, meal plans, Dragon Dollars, or other University services. If your DragonCard is not working for access, please visit one of the DragonCard Offices to troubleshoot and resolve the issue.

## **Card Replacement**

Replacement cards, including name changes, re-issuances, or lost/stolen cards can be issued. A replacement fee will apply. All members of the University community can immediately mark their card as "lost" via the GET Portal to prevent unauthorized usage and learn more information about these instances at [drexel.edu/dragoncard](http://drexel.edu/dragoncard). A new photo is required for all new card issuances.

## **Books**

The Drexel University bookstore is operated by eCampus. Students may order new and used textbooks online to be mailed to them, or can have their orders shipped to Rally House, at 33rd & Chestnut. Rally House also stocks emblematic clothing.

Students may view and order their textbooks online through the Drexel University Bookstore website at <https://drexel.ecampus.com/>. They can also follow the course materials links directly from their class schedule in DrexelOne.

## **Grievances**

### **A. Resolving Non-Academic Complaints Involving Faculty, Academic Deans, Program Directors, or Program Staff (Not Academic/Grade Related)**

Formal complaints of harassment or discrimination against University employees must be filed with the Office of Equality and Diversity (215.895.1405). Throughout this process, students are free to contact the Associate Dean of Graduate Studies for advice and

consultation.

For non-academic complaints involving Faculty, Academic Deans, Program Directors, or Program Staff, but not involving claims of harassment or discrimination, every effort should always be made to resolve an issue directly with the individual involved.

When this is not possible and/or did not resolve the issue, a student should discuss the complaint with the Associate Dean of Graduate Studies who may investigate and attempt to resolve the matter. If the issue has not been resolved to the student's satisfaction by the Associate Dean of Graduate Studies, or if the complaint itself involves the actions of the Associate Dean of Graduate Studies, the student may pursue the matter further by bringing the grievance formally to the Dean of the Kline School of Law via email. The student's email should clearly state the basis for the grievance, provide any related documentation, and propose the desired outcome. The Dean will review the materials related to the grievance and may make any other investigation or inquiries deemed appropriate to evaluate and resolve the matter. The Dean will send the student a final written response in a timely manner.

## **B. Resolving Complaints Involving Fellow Students**

All complaints of discrimination, harassment, gender discrimination, or sexual harassment involving fellow students must be filed with the Office of Equality and Diversity pursuant to the University's Equality and Non-Discrimination Policy (OED-1). This policy can be found at <http://www.drexel.edu/oed/policies/>

All other complaints involving student conduct should be brought to the attention of the Associate Dean of Graduate Studies and Online Education who will work with students to resolve the complaint or designate someone to do so.

### III. STUDENT SAFETY AND HEALTH RESOURCES

#### **Public Safety**

##### **Overview**

The Department of Public Safety Operations Unit is responsible for emergency communications; the design, installation, and maintenance of state-of-the-art electronic security; and for data analysis and crime mapping for the University.

Website: <http://drexel.edu/publicsafety/>

##### **Police Department**

The Drexel University Police Department is composed of full-time sworn municipal police officers certified through the Commonwealth of Pennsylvania Municipal Police Officers Education and Training Commission (MPOETC) with law enforcement authority at Drexel University's three campuses (University City Campus, Center City Campus, and Queen Lane Campus). Officers conduct vehicle, bicycle and foot patrols and regularly meet and consult with students, faculty and staff regarding crime prevention and safety issues and share tactical, strategic and investigative information with other law enforcement agencies. DUPD Detectives are responsible for investigating crimes, complaints and incidents that occur on campus property or within the University's patrol boundaries.

Website: <http://drexel.edu/publicsafety/policing-security/overview/>

##### **Crime Statistics and Daily Crime Log**

Drexel University, in compliance with the Clery Act, publishes an annual report for current and prospective students and employees. This report contains important safety information and crime statistics for the previous three years. These statistics pertain to reported crimes that have occurred on campus, in certain non-campus buildings or properties that are owned or controlled by Drexel University, and on public property within, or immediately adjacent to and accessible from the campus.

In addition, the Pennsylvania College and University Security Act governs the responsibility of PA institutions of higher education to report crime statistics and rates and to provide descriptions of security policies and procedures to applicants, matriculated students and employees. Colleges and universities are currently required to collect statistics on and report rates of crimes occurring on campus. The act requires colleges and universities to keep and maintain a daily log of campus crime activity and make it available for public inspection.

The reports and logs are available at <http://drexel.edu/publicsafety/crime-reports-prevention/crime-log/>.

If you believe there has been a violation of one or more of the provisions of the Pennsylvania College and University Security Information Act, you may file a complaint at the Department of Public Safety. The complaint will be forwarded to the Senior Associate Vice President for Public Safety, who will respond. If, after receiving a reply to the complaint, you still feel that the

violation has been committed, you may appeal to the Senior Vice President for Student Life and Administrative Services, who has the ultimate responsibility to receive and resolve such complaints. Information is available by calling 215.895.1550 or online at <http://www.drexel.edu/publicsafety>.

### **Counseling Center**

The Counseling Center offers free, confidential counseling services provided by mental health professionals to currently enrolled full-time undergraduate and graduate students in an atmosphere that is welcoming and comfortable for all students.

The professional staff of the Counseling Center recognizes that the challenges of college life require a variety of personal strengths and problem-solving skills. Counselors are available to assist students enhance their strengths and develop their abilities to effectively cope with the experiences of living, growing and learning at Drexel.

The type of issues that students most frequently bring to the Counseling Center include anxiety related problems, depression, family concerns, relationship issues, adjustment issues, eating disorders, alcohol and drug related problems and questions about sexual identity. Students also seek treatment and/or support for significant, previously diagnosed psychological disorders. The professionally licensed staff is trained to manage these issues.

The Counseling Center is located at:

201 Creese Student Center  
3210 Chestnut Street  
215.895.1415  
Hours: M-Fr 8am-5pm

Evening hours are available by appointment. Walk-ins are accommodated as quickly as possible, depending on counselor availability. Daytime emergencies are seen immediately by the on-call counselor. Students in crisis after working hours can reach the on-call counselor at 215.416.3337. Students can also call 911 or go directly to the nearest hospital emergency room for treatment. A list of area emergency resources can be found at <http://drexel.edu/counselingandhealth/emergency/overview/>

### **Other University Resources**

Information about other Drexel University offices and departments - including public safety information, substance abuse resources, victim assistance, and health services - can be found in the Drexel University handbook at [http://www.drexel.edu/studentlife/community\\_standards/studentHandbook/](http://www.drexel.edu/studentlife/community_standards/studentHandbook/).