



Student Handbook Academic Year 2018-19

Master of Legal Studies and Graduate Certificate Students

DREXEL UNIVERSITY THOMAS R. KLINE SCHOOL OF LAW
MLS/CERTIFICATE STUDENT HANDBOOK 2018-2019

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Drexel University

Thomas R. Kline School of Law

Master of Legal Studies and Graduate Certificate Program Calendar: 2018-2019

All dates are subject to change. Please visit our website at <http://www.drexel.edu/law> for any updates.

Fall Semester 2018 ¹

Classes Begin	Monday, August 20
Labor Day Holiday	Monday, September 3
Thanksgiving Holiday	Thursday, November 22 – Friday, November 23
Classes End	Wednesday, November 28
Reading Period	Thursday, November 29 – Sunday, December 2
Examination Period	Monday, December 3 – Thursday, December 13

Spring Semester 2019 ²

Classes Begin	Monday, January 7
Martin Luther King Holiday	Monday, January 21
Spring Break Holiday	Saturday, March 11 – Sunday, March 17
Classes End	Friday, April 19
Reading Period	Saturday, April 20 – Tuesday, April 23
Examination Period	Wednesday, April 24 – Friday, May 3
Commencement	Week of May 15, 2019

9- Week Summer Semester 2019

Classes Begin	Monday, May 20
Memorial Day Holiday	Monday, May 27
Independence Day Holiday	Thursday, July 4
Classes End	Tuesday, July 23
Reading Period	Wednesday, July 24 – Friday, July 26
Examinations Begin	Saturday, July 27 – Friday, August 2

¹ Legislative days: Tuesday, November 27 follows a Thursday schedule and Wednesday, November 28 follows a Friday schedule.

² Legislative day: Friday, April 19 will follow a Monday schedule. Friday classes will hold one make-up session during the term.

³ Legislative day: Tuesday, July 23 follows a Thursday class schedule.

INTRODUCTION TO PROGRAM CONTACTS

The Drexel University Thomas R. Kline School of Law (“Kline School of Law”) seeks to serve the needs of its students and to assist with students’ academic, financial, and personal needs.

Associate Dean, Master of Legal Studies Program

The Associate Dean of Graduate Studies and Online Education oversees all aspects of the Master of Legal Studies and Certificate Programs.

The Associate Dean of Graduate Studies and Online Education 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.

Contact Information:

Beth L. Haas Associate Dean, Graduate Studies and Online Education,
blh46@drexel.edu, 215.571.4818

Mallory Heller, Administrative Assistant, mah498@drexel.edu, 215.571.4812

Associate Director of Graduate Programs

The Associate Director of Graduate Programs serves as an academic advisor to Master of Legal Studies and Graduate Certificate students in the Kline School of Law, and aids with course registration and other academic issues.

Contact Information:

Stephanie Johnson, Associate Director of Graduate Programs, snj22@drexel.edu ,
215.571.4749

I. ACADEMIC RULES AND POLICIES

A. Graduation Requirements

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 30 semester credits of eligible coursework;
3. achieved a minimum cumulative grade point average of 3.00 at the time of graduation; (students admitted prior to the Fall 2015 semester may have different grade point average requirements – please contact your academic advisor with any questions).

Required Core Courses for the MLS:

LSTU 500S	Introduction to the Legal System	3 credits
LSTU 501S	Compliance Skills: Auditing, Investigating, and Reporting	3 credits
LSTU 502S	Ethics and Professional Standards	3 credits
LSTU 503S	Legal Research and Analysis	3 credits
LSTU 507S	Risk Assessment and Management	3 credits
LSTU 540S	MLS Masters Capstone	3 or 4 credits ¹

For students without a concentration, the remaining 11-12 credits will be chosen from electives.

Optional Concentrations:

The Kline School of Law currently offers eight optional concentrations within the Master of Legal Studies degree:

- 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

Review specific program requirements are on the website here:

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

¹ Credit allocation for the Capstone is dependent on the student’s academic plan.

Capstone

All Master of Legal Studies students must complete a capstone 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. 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. Students will be administratively registered for the appropriate capstone.

Certificate Program Requirements

The Certificates will be awarded to candidates who have:

1. successfully met the course requirements for graduation, set forth *infra*;
2. successfully completed 15-18 semester credits of eligible coursework;
3. achieved a minimum cumulative grade point average of 3.00 at the time of graduation; (students admitted prior to the Fall 2015 semester may have different grade point average requirements – please contact your academic advisor with any questions).

Required Core Courses for all Certificates:

LSTU 501S	Compliance Skills: Auditing, Investigating, and Reporting	3 credits
LSTU 507S	Risk Assessment and Management	3 credits

Review specific program requirements are on the website here:

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

Satisfactory Academic Progress and Time to Completion

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)¹;
- 2) complete 75% of the credits they attempt; and
- 3) earn their degree within 150% of the published program time to completion.

¹ Students who matriculated before Fall of 2015 may have different grade point average requirements for maintaining SAP and different grade cut-offs for completing credits. Please contact your advisor if you have any questions about your SAP or credit completion status.

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 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.

Students can read more about SAP guidelines and the SAP appeal process at <http://drexel.edu/drexelcentral/finaid/forms/losing-eligibility/satisfactory-academic-progress/>.

Change of Program

Students changing from a Certificate program to the Master of Legal Studies, or from the Master of Legal Studies to a 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 Certificates will be mailed by the university approximately one month after graduation.

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

Commencement

The Kline School of Law has one commencement ceremony in May. Students who have earned an MLS may participate in the current year's Commencement ceremony if they have graduated in the Fall Semester, are graduating in the current Spring Semester, or plan to graduate in the Summer following the Commencement ceremony. Students with unresolved Code of Conduct allegations may be ineligible to participate in Commencement.

B. 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.

Registration Procedures

Students will be administratively registered for their first term classes by their academic advisor. Details about the following terms' registration will be disseminated approximately two weeks prior to the opening of the registration period. All continuing students register online via DrexelOne during the prescribed registration period. Students will also be permitted to add and drop courses during the designated add/drop period at the beginning of each semester. See the section on [Withdrawal from Courses](#) for further information on late course drops.

Maximum/Minimum Credits

Full-time Students: Students pursuing an MLS or Certificate full-time may take a maximum of 15 credits per semester and a minimum of 9 credits per semester to continue to be considered full-time. Note that the minimum number of credits to qualify for federal financial aid is 4.5.

Part-Time Students: Students pursuing an MLS or a Certificate part-time may take a maximum of 8.5 credits per semester. 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.

Non-Matriculated Students: Students who are not pursuing a degree or certificate may take a maximum of 8.5 credits per semester.

Late Work

Students are required to turn in all assignments by the specified due date. It is the students' responsibility to contact their individual professors in case of an emergency which will cause their work to be late. Check your syllabus for the specific late work policy outlined by your instructors. These guidelines will be strictly enforced and students who repeatedly turn in work late will be referred to their academic advisor for counseling.

Repeating Courses

If a student receives a failing grade (below "C"¹) in a required core course, 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.

If a student seeking a concentration receives a failing grade (below "C"¹) in a required concentration course, the student must retake and pass the course to complete the concentration. Both the failing grade and the grade from the retake will appear on the

¹ Below "D" for students enrolled prior to Fall 2015

student's transcript and both grades will be factored into the student's cumulative grade point average.

You must inform your academic advisor in the term that you plan to retake the course. Your instructors will be notified. You are expected to submit original work at the assigned times.

Withdrawal from Courses

Students in their first term must work with the academic advisor to drop and add courses. Course adds and drops are permitted through the second week of the term.

Continuing students will be permitted to add or drop classes online. 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 two weeks of the semester. Students should consult with their academic advisor to discuss changes to their academic plan (plan of study).

No requests to add classes will be granted following the end of the second week of the semester. Dropping a course following the second week of the semester is considered a Withdrawal and a grade of "W" will be recorded on the transcript, unless exceptional circumstances are found by the Associate Dean of Graduate Studies and Online Education. Other policies may apply to courses that do not start at the beginning of the semester. No withdrawals are permitted after the last day of classes in the term, except in extraordinary circumstances as approved by the Associate Dean of Graduate Studies and Online Education. If the student does not notify the Associate Director of Graduate Studies of his or her intent to withdraw in writing by the last day of classes in a term, a failing grade will be 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 students who request to withdraw from individual courses should be aware that if their credit load for the semester drops below 4.5 credits, they will no longer be eligible for federal financial aid and that any aid distributed may have to be returned immediately. Students should also 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.

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 and Online Education before the end of the second week of the effective term¹. 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 his or her 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 two semesters, exclusive of the Summer Semester. An extension may be granted with the approval of the Associate Dean of Graduate Studies and Online Education. 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 student who wishes to return from a leave of absence must notify the Associate Dean of Graduate Studies and Online Education 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.

Students must take a formal leave of absence for any term in which they are not enrolled. A leave of absence does not extend the time limits allowed for completion of degree.

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 the Master of Legal Studies program 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.

¹ After the second week of the term, a decision to leave is considered a withdrawal from courses, and not a Leave of Absence term.

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 (e.g., doctors' notes). In all other situations, the withdrawn student must reapply to the law school through the Admissions Office, who may also impose conditions of readmission (e.g., doctors' notes).

Tuition Refund and Credit Policy

Students who withdraw from a course for the semester 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 12 semester credits 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 Certificate.

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 (9 quarter credits) 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 and Online Education has determined that the coursework meets the program's criteria;
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.

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. Students must provide an official transcript 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 Certificate.

C. Examinations

Students will submit exams or final assignments through the course management system or as otherwise instructed by their professor. Unless arrangements have been made with the instructor or appropriate administrator in the Kline School of Law, a written paper or take-home examination submitted after the date set by the instructor will be accepted for credit only at the instructor's discretion. Take-home examinations submitted beyond the prescribed time limit are subject to penalty 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](#).

Code of Conduct Violations

Students are bound to the [University Code of Conduct](#). Violations of the Code of Conduct will be investigated and sanctioned under the procedures outlined in that Code.

D. Grades

Grading System

1. **Grade Point Equivalent.** The Kline School of Law uses a letter grading system, in which each letter grade is assigned a numerical grade point equivalent, as follows:

Grade	Value
A+	4.00
A	4.00
A-	3.67
B+	3.33
B	3.00
B-	2.67
C+	2.33
C	2.00

C-	1.67, not passing
D	1.00, not passing
F	0.00, not passing
INC	Incomplete
W	Withdrawal from Course

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.** Some courses are graded on a credit/no credit basis and those classes are 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

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

A student may only petition for a change of grade 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 and Online Education. The Associate Dean's decision is final.

Professors may apply to the Associate Dean of Graduate Studies and Online Education for a change of grade only upon a showing that there was a clerical error in recording a grade or other similar situation, and the Associate Dean's decision is final.

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 the course or for-credit project may take a temporary grade of Incomplete ("INC") upon arrangement with the instructor. The terms and conditions for the completion of the course are at the discretion of the instructor, and should be agreed upon by the instructor and the student. If the student fails to meet the terms and conditions for a grade within the time established by the instructor or within one year, whichever is earlier, the "INC" will be changed to an "F" on the student's record and will be reflected in the student's GPA. 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. (Students who matriculated prior to Fall 2015 may have different grade point average requirements. Please talk to your academic advisor if you have any questions.)
2. **Academic Probation:** Satisfactory 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. (Students who matriculated prior to Fall of 2015 may have different grade point average requirements for being placed on or being taken off of academic probation. Please talk to your academic advisor if you have any questions.)

Academic Dismissal

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

Reinstatement

Any student who is academically dismissed may file a petition for reinstatement to the Associate Dean of Graduate Studies and Online Education. The petition for reinstatement

must be filed within 10 calendar days after the dismissal notice is deemed effective. 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. The Associate Dean's decision is final.

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.

II. GENERAL POLICIES

Financial Aid Information

Applying for Financial Aid

Students accepted to the Master of Legal Studies 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 semester 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 Director of the MLS Program, students for whom English is a second language may be eligible for certain accommodations. Students for whom this is applicable should contact the Director.

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 semester.

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. 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/

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/.

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 semester 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 and Laptop Policies

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/>).

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 should check this account regularly. Faculty and administration use e-mail to communicate with students and official notices will be provided by e-mail 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. Students' failure to obtain notice from the law school's administrators, faculty, and staff because of their failure to check, read, forward, or maintain their Drexel University e-mail account is not a defense for any failure to timely act in response to any notice sent to the students' Drexel University e-mail account.

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. A new photo is required for all new card issuances.

Books

The Drexel University bookstores are operated by Barnes and Noble College Bookstores. The bookstore for the University City Campus is located at 33rd & Chestnut Streets. The store stocks new and used textbooks, as well as school supplies and emblematic clothing.

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

Grievances

A. Resolving Complaints Involving Faculty, Academic Deans, School Directors, Program Directors or Department Heads (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 and Online Education for advice and consultation.

For complaints involving Faculty, Academic Deans, School Directors, Program Directors or Department Heads, but not involving claims of harassment or discrimination, the following steps should be followed:

Step I: Faculty Member

Every effort should always be made to resolve an issue directly with the individual faculty member. When this is not possible and/or did not resolve the issue, individuals should file a complaint, in writing, to the Associate Dean of Graduate Studies and Online Education.

Step II: Associate Dean

If the student is unable to resolve the issue with the faculty member, they may discuss the complaint with the Associate Dean of Graduate Studies and Online Education informally or choose to file, in writing, a formal complaint. If the student files a formal complaint, the Associate Dean shall send the student a final written response.

Step III: Dean of the Kline School of Law

If the student is not satisfied with the decision of the Associate Dean and wishes to pursue the matter further, he/she must appeal the decision to the Dean of the Kline School of Law within 5 days of receipt of notification of the Associate Dean's decision. The student's written appeal should clearly state the basis on which he/she is appealing the Associate Dean's decision and the reasons why the decision should be amended. The Dean will review the written materials related to the appeal and may make any other inquiries he deems appropriate to evaluate the appeal. The Dean will send the student a final written response.

Step IV: Office of the Provost

If a student is still not satisfied with the result, the student may appeal the decision to the Office of the Provost, in writing, within 5 days of receipt of the final result from the Dean of the Kline School of Law. The student should clearly state the basis on which he or she is appealing the Dean's decision and the reasons why the decision should be amended. The Provost or designee will review the written materials related to the appeal and may make any other inquiries he or she deems appropriate to evaluate the appeal. The decision rendered by the Office of the Provost is final. A faculty member cannot appeal the decision of the Provost.

B. Resolving Complaints Involving Staff and Administrators

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 and Online Education for advice and consultation.

For complaints involving Staff and Administrators, but not involving claims of harassment or discrimination, the following steps should be followed:

Step I: Staff or administrator

Every effort should always be made to resolve an issue directly with the individual. When this is not possible and/or did not resolve the issue, individuals should file a complaint, in writing, to the individual's immediate supervisor.

Step II: Filing a complaint with the immediate supervisor

Students may discuss the complaint with the immediate supervisor informally or choose to file, in writing, a formal complaint.

Step III: Appeal to the unit manager

If a student is not satisfied with the decision of the supervisor and wishes to pursue the matter further, he or she must appeal to the Unit Manager for that particular area of responsibility, in writing, within 5 days of receipt of notification of the supervisor's decision. The student's written appeal should clearly state the basis on which he or she is appealing the supervisor's decision and the reasons why the decision should be amended. The Unit Manager will review the written materials related to the appeal and may make any other inquiries he or she deems appropriate to evaluate the appeal. The Dean will send the student a final written response.

Step IV: Appeal to the Senior Vice President

If a student is still not satisfied with the result, the student may appeal the decision to the Senior Vice President who oversees that area, in writing, within 5 days of receipt of the final result from the Dean. The student should clearly state the basis on which he/she is appealing the Dean's decision and the reasons why the decision should be amended. The Senior Vice President or designee will review the written materials related to the appeal and may make any other inquiries he/she deems appropriate to evaluate the appeal. The decision rendered by the Senior Vice President is final. A staff member or administrator may not appeal the decision of the Senior Vice President.

C. 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/>.

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/.

The [Graduate College Policies, Procedures and Guidelines](#) along with [Graduate Student Resources](#) comprise an online version of the Graduate Student Handbook.