

THE UNIVERSITY OF UTAH
S.J. QUINNEY COLLEGE OF LAW
MLS STUDENT HANDBOOK

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I. INTRODUCTION

This handbook is intended to provide students with information, guidelines, and policies to support their quality of life and academic success while pursuing the Master of Legal Studies (MLS) degree. All students are responsible for reading and understanding the contents of this handbook in full.

The information in this handbook is current as of the time of publication but is subject to change without notice. This handbook does not constitute a contract between the College of Law and any individual or entity.

If you have questions about the handbook or need additional information, please contact a member of the MLS administration team or the Assistant Dean for Student Affairs. Information about University resources and services available to graduate students can be found in the University of Utah General Catalog.

II. CONTACT INFORMATION

For safety contacts, please reference the University Department of Public Safety website and/or phone: 911 or 801.585.2677

For program contacts, please reference the program website.

For College of Law contacts, please reference the College of Law website for applicable department information.

For Graduate School resources and contacts, please reference the Graduate School website.

For financial resources, please reference the Graduate School's funding website. International students can refer to the Office for Global Engagement's International Student & Scholar Services website.

For crisis intervention, emotional support, and mental health needs, contact Community Crisis Intervention and Support and/or phone the Crisis Line (24/7): 801.581.3000

III. COLLEGE OF LAW MISSION STATEMENT

The mission of the CoL at the University is to achieve academic excellence in the professional education of lawyers, to advance knowledge through the dissemination of high quality legal scholarship, and to perform valuable public service to the University, the state of Utah, our nation, and the global community. Further, the CoL seeks to maintain and enhance our national presence as a preeminent institution of legal education, while recognizing its special obligation as the state law school to the Utah community and the Utah State Bar.

IV. MASTER OF LEGAL STUDIES LEARNING OUTCOMES AND ASSESSMENTS

The College of Law has identified the following institutional learning outcomes for students who obtain the MLS degree:

- Students should demonstrate fundamental knowledge and comprehension of the basic structure, function, operation, and role of the U.S. legal system.

- Students should demonstrate an understanding of the different branches of government; the relationships among federal, state, and local governments; the ways in which individuals and businesses interact with the legal system; and the sources of U.S. law. Formative assessment measures, in the form of class assignments and quizzes, will measure this expected learning outcome in a variety of program courses, including Business Law; Contracts in the Modern Economy; Conflict and Legal Crisis Management; Criminal Law for MLS Students; Government, Private Property, and Land Use; Lawsuits and Litigation; Labor and Employment; Legal Ethics in the Provision and Management of Legal Services; Legal Research and Writing for Non-Lawyers; The Regulatory System; and Understanding Cases, Statutes, and Legislation; Summative assessments, in the form of final exams, will also be used in a number of these courses.
- Students should demonstrate the ability to apply their understanding of the legal system to their chosen professional field. Students will be able to apply the skills they have learned in the context of their studies to applications in the real world. Assessment measures related to this learning outcome will take place mostly outside the context of the classroom.
- Students will receive oral and written feedback from College of Law faculty and from the staff as they progress through the program. Feedback will include insight into developing meaningful professional direction for life after graduation. Post-graduation surveys may also be used to measure achievement of this learning outcome.

V. POLICIES

All University of Utah Graduate School Policies, Rules, and Guidelines can be viewed on its website.

The S.J. Quinney College of Law does not discriminate on the basis of race, ethnicity, color, religion, national origin, sex, pregnancy, pregnancy-related conditions, age, disability, sexual orientation, gender identity, gender expression, genetic information or protected veteran's status, in employment, treatment, admission, access to educational programs and activities, or other University benefits or services.

The College of Law does not discriminate on the basis of sex in the education program or activity that it operates, as required by Title IX and 34 CFR part 106. The requirement not to discriminate in education programs or activities extends to admission and employment.

Inquiries about the application of Title IX and its regulations may be referred to the Title IX Coordinator, to the Department of Education, Office for Civil Rights, or both.

Additionally, the University endeavors to provide reasonable accommodations and to ensure equal access to qualified persons with disabilities.

Where discrimination is found to have occurred, the University will take reasonable steps to investigate the matter, stop the harassment, prevent its recurrence, and remedy its effects.

The College of Law strongly endorses the Student Right-to-Know and Campus Security Act. State laws on the University of Utah campus will be enforced and adjudicated in a court of law.

VI. UNIVERSITY CODE OF STUDENT RIGHTS AND RESPONSIBILITIES

Review the University Code of Student Rights and Responsibilities (Policy 6-400) in its entirety. This policy applies to all University of Utah Students and establishes the broad requirements related to student behavior and Student Behavior Standards Violations.

Procedure P6-400A establishes detailed requirements implementing the process for addressing Violations of the Behavior Standards. Infractions of the University Code of Student Rights and Responsibilities will be referred to the Office of the Dean of Students.

VII. HONOR CODE STATEMENT

Students are required to follow the below Honor Code:

As a member of the S.J. Quinney College of Law community, I pledge to act with honesty, candor, mutual respect, professionalism, and fair dealing in my interactions with peers, University faculty and staff, and the professional legal community at large.

I also agree to abide by all Student Code or other academic honesty requirements and prohibitions regarding exams and papers, including, but not limited to, the following:

- I will not engage in cheating, plagiarism, inappropriate collaboration, or double-dipping.
- I will not access any prohibited material, as that term is defined by each professor.
- I will access only authorized material during an exam, as that term is defined by each professor.
- I will not improperly use material authorized by the instructor for limited use.
- I will comply with the instructions listed on the exam, including any additional restrictions outlined by the professor.
- I will not memorialize any portion of the exam by any means, including, but not limited to, screenshots, photographs, or notes.
- I will not communicate any information regarding the exam or any exam content with anyone by any means at any time without the express consent of the professor, including but not limited to, dissemination by paper, email, internet, social media websites/apps, or instant messaging platforms.
- I will not assist any individual in ways that violate this Honor Code, the University's Code of Student Rights and Responsibilities, the College of Law Student Handbook, or other academic honesty requirements and prohibitions outlined by the College of Law and/or the University of Utah.
- I will not accept unauthorized assistance from any individual.
- I will not discuss the exam with students who have taken the exam early or have not yet taken the exam, or with any students who take this exam in any future year.
- I understand that this Honor Code statement supplements the Honor Code statement in the University of Utah Code of Conduct.
- I further understand that failure to abide by these rules is an Honor Code violation and that any violation will subject me to academic sanctions, including but not limited to grade reduction, suspension, being reported to the bar of any state to which I may apply for admission, and/or dismissal from the College of Law. I have read and agree to the terms of the Honor Code.

VIII. ACADEMIC FREEDOM AND FREEDOM OF EXPRESSION

- The College of Law adheres to the following statement of Academic Freedom:

The College of Law is committed to Academic Freedom. It is governed by the University of Utah’s Academic Freedom & Speech” statement and Policy 1-017, “University Speech Policy.” All notice, hearing, appeal rights, and other due process guaranteed by university policy will accompany any claim of these policies’ violation. Academic Freedom protections at the College of Law apply to all full and part-time faculty, as well as to all others teaching in law school courses. They apply when those faculty are conducting research, publishing scholarship, engaging in law school governance, participating in law-related public service activities, curating library collections and providing information services, and exercising teaching responsibilities, including those related to client representation in clinical programs.

- The College of Law adheres to the following statement of Freedom of Expression:

The College of Law is committed to Freedom of Expression. It is governed by the free-expression provisions of the University of Utah’s Academic Freedom & Speech” statement and Policy 1-017, “University Speech Policy.” All notice, hearing, appeal rights, and other due process guaranteed by university policy will accompany any claim of these policies’ violation. These guidelines apply to all faculty, students, and staff at the College of Law, when they are engaged in the relevant protected activity. University rules proscribing disruptive conduct that hinders free expression by preventing or substantially interfering with the carrying out of law school functions or approved activities will apply to such conduct when it occurs.

IX. LEAVES OF ABSENCE

In appropriate circumstances, a student may petition the Assistant Dean of Student Affairs for a leave of absence from the College of Law for up to one year. Certain medical problems, family emergencies and responsibilities, economic hardships, and mental health considerations may constitute such appropriate circumstances. A student seeking a leave of absence shall complete a Petition for Leave of Absence and the Non-JD Program Manager will submit the form to the University of Utah Office of the Registrar. Additionally, they will meet with the Master of Legal Studies team to discuss the grounds for seeking the leave. The student may also be required to provide documentation substantiating their circumstances.

X. CREDIT TRANSFERABILITY

Credits toward the MLS degree may not be transferred to a JD degree. Credits taken in courses from other degree granting programs may not be transferred toward the MLS degree. Credits taken toward another MLS degree at a different institution may be considered for transfer

eligibility on a case-by-case basis as approved by the Director of Non-JD Programs and the Associate Dean of Academic Affairs.

XI. RETROACTIVE PETITION FOR EXCEPTION TO POLICY

A petition for exception to University Policy may be used for withdrawals and for adds and drops that happen after registration deadlines or after the classes for the semester are over. The petition must be completed by the student stating the reasons for his or her request and submitted to the University Office of the Registrar. The student shall provide a copy of the petition to the Associate Dean of Academic Affairs. Although not required, if the Associate Dean of Academic Affairs approves the petition, the College of Law will attach a memorandum verifying and supporting the petition on behalf of the student and submit it to the University. A copy of the petition will be maintained by the University Registrar in the student's file. After the petition is either approved or denied by the University, the student must submit a copy of the letter of approval or denial to the Non-JD Program Manager. All matters related to fees, tuition and financial aid are determined by the Bursar's Office.

XII. SECURITY ACCESS

Access to the College of Law building during certain hours will be via your UCard. Your UCard will be programmed to allow you to swipe your card through a card reader at certain entrances to the College of Law building. The security system will keep a record of individuals gaining access to the building during these hours.

If you are attempting to gain access during permitted hours and your U Card does not work, call 5-COPS, or (801) 585-2677 for assistance.

U Card access for graduating students will be automatically terminated on the first day of the following semester after the last semester of classes.

Additionally, the law library maintains hours for public access.

XIII. EXAMINATION AND GRADING

A. Access to Materials During Exams

Whether the exam is administered in person or through a learning management platform (e.g., Canvas), the instructor should give students clear notice in the course syllabus of their exam procedures and allowable materials. If it is unclear which materials are allowed, students must seek clarification from the professor before taking an exam. Students must adhere to any instructions that accompany the exam. Students assume the risk of all technical difficulties that may arise during an exam administered using computers or other electronic devices. The College of Law is not responsible for technical support during exams.

B. Day of Exam

If an exam is administered in person, students should arrive in the designated exam room 15 minutes before the exam is scheduled to begin.

Students may leave the room at any time during the exam, but must not take any materials from the room and may not consult any materials outside the exam room. Students must follow the instructions given to them regarding how to use any exam software or learning management platform to ensure proper identification and submission of their exam.

C. ADA Accommodations

The University and College of Law comply with the Americans with Disabilities Act (ADA) by providing qualified individuals with disabilities access to University programs, services, and activities. Reasonable prior notice is needed to evaluate requests for accommodation and to implement them when appropriate. Student requests for accommodation must be referred to, and will be evaluated by, the Center for Disability and Access (CDA). All student accommodation requests, including those made by student applicants seeking accommodation in any academic program application process, will be evaluated in accordance with the criteria established and defined by the ADA. Accommodations provided to students in accordance with the ADA will apply to all University programs, services, and activities. Requests for disability access to University facilities, or University-sponsored activities or events, should be forwarded to CDA. For more information or to discuss accommodations, contact the Assistant Dean of Student Affairs.

Students who have medical, physical, or cognitive disabilities may request that examinations be administered under special circumstances to accommodate their disability. Because of the variable nature and extent of individual disabling conditions, the Center for Disability Access will consider each situation on a case by case basis.

Students requiring pregnancy related accommodations should contact the Office of Equal Opportunity. Students requesting religious accommodations should contact the University Office of the Dean of Students. Students requesting content accommodations for a sincerely held belief should comply with University policy 6-100E.

D. Requests to Change Exam Schedule

The following guidelines indicate circumstances that may justify modification of an individual's examination schedule that are not related to ADA accommodations:

- i. The student is or has been ill or otherwise incapacitated or is disabled. Documentation of illness, incapacity, or disability must be provided with the Petition to Reschedule Exam(s).
- ii. There are extraordinary personal circumstances that directly affect the student, such as the severe illness of a child or other immediate member of the family (documentation required); or
- iii. The student presents other documented compelling factors not enumerated above.

The above guidelines do not create an absolute right to reschedule, and administrative as well as faculty approval is necessary for a proposed change. In addition to the above guidelines, students have the right to reschedule an exam that falls on a religious holiday as provided in the University regulations.

Students who believe that they have individual circumstances that justify changing their final exam schedule shall contact the Director of Non-JD Programs through UMail.

Accommodation of routine travel arrangements is not considered to be a compelling factor unless the semester exam schedule was amended after the beginning of the semester and the amendment directly affects the student.

E. Late Arrival

A student who, without prior notification and excuse, arrives late at a required examination will not be allowed extra time to compensate for the late arrival unless the student demonstrates that there was good cause for the late arrival and that prior notification and excuse could not reasonably be given under the circumstances. A student who arrives late for an examination must notify the professor and the Director of Non-JD Programs to receive exam materials and a determination regarding allowance of extra time to complete the examination.

F. Failure to Appear for or take a Required Examination

A student who, without prior notification and excuse, fails to appear for or take a required examination at the regularly scheduled time will not be allowed to reschedule the missed examination unless both the Director of Non-JD Programs and the course professor agree that the failure to appear was due to good cause, and that prior notification was not practicable under the circumstances. Students who are not allowed to reschedule a missed examination will receive an "E" as the grade for the missed examination.

G. Rescheduling of Make-Up Exams

Students are responsible to reschedule any examination from which they have been excused. The time and date for make-up exams will be set in consultation with the faculty and the Director of Non-JD Programs.

H. Student Appeal of Academic Actions

Students may appeal an administrative or faculty decision that they believe is inaccurate or in violation of any of their rights set out in University Policy 6-100.

XIV. CREDIT FOR PRIOR OR CONCURRENT WORK PRODUCT (DOUBLE DIPPING)

A. General policy

No student shall receive course credit for a work product that is not his or her own or that is substantially the same as the work product for which law credit has already been received or is expected to be received for a law school course or activity previously or concurrently taken. In any situation where the use of a work product (whether academic or nonacademic) may conflict with the foregoing policy, the student shall not use such work product in a law course or activity for credit except where the student (1) has made full disclosure in advance to the faculty member responsible for awarding credit in the subsequent or concurrent course or activity (the "responsible faculty member"), (2) has provided a copy of such work product to the responsible faculty member and (3) has obtained the permission of the responsible faculty member to pursue an Authorized Topic. The student has the affirmative duty to bring any potential conflict with this policy

to the attention of the responsible faculty member. Use of an academic or nonacademic work product contrary to this general policy can constitute academic dishonesty.

B. Explanation of policy and terms

The use of a publication work product or a coursework product to obtain subsequent law credit is prohibited. A student is not permitted to use a publication work product or a coursework product to obtain law credit in a subsequent seminar, course, or directed research project (i.e., for subsequent law credit) except as permitted incident to an Authorized Topic. A "publication work product" is a work product developed incident to student participation or other student activities for College of Law credit. A "coursework product" is a work product created incident to a course, seminar, or directed research project for law school credit. It is the responsibility of each student to avoid using a publication or coursework product to obtain subsequent law credit. When there is a potential overlap between a publication or coursework product and work to be done for subsequent law credit, it is the duty of the student to bring this potential overlap to the attention of the responsible faculty member at the outset and to provide copies of such publication or coursework to the responsible faculty member. Where this is done, the responsible faculty member may, but is not required to, authorize the student to pursue a topic for subsequent law credit that is similar to a publication or course work product but only if such topic will require additional research (in addition to the publication or course work product) sufficient to satisfy the credit requirement for such subsequent law credit and the topic focus or perspective is appreciably different from that of the publication or course work product. As used herein, "Authorized Topic" means a topic or other project of academic research for credit so adapted and approved by the responsible faculty member as provided in the preceding sentence. The publication or coursework product can be related to the Authorized Topic in that such work product enables the student to pursue an Authorized Topic of greater sophistication and complexity. If the above-described procedure is followed, Authorized Topics are not in conflict with this general policy.

C. Concurrent double-dipping is prohibited.

Concurrent double-dipping involves a situation where a student is producing a publication or course work product (the "first credit activity"), and at the same time the student is taking a seminar, a course where a paper is required or permitted, a directed research project, or completing the writing requirement of a seminar or course, for credit (the "second credit activity") and the research or work product of the first credit activity overlaps with or is directly applicable to the research or work product of the second credit activity. The use of the first credit activity's research or work product to satisfy, in whole or in material part, the requirements of the second credit activity constitute the obtaining of credit from more than one source for overlapping research or work products and is prohibited by this general policy except as permitted below as Authorized Topics. The responsibility is on the student to bring the potential double-dipping to the attention of the responsible faculty member. If the student makes full advance disclosure to the responsible faculty members (of both activities if work on both activities is proceeding concurrently) and provides a copy of the overlapping research or work product to each,

the responsible faculty members are authorized to approve, in consultation with the student and with each other, Authorized Topics. The authority to permit related topics is given to enable responsible faculty members to prevent the student from obtaining any unfair advantage from the overlap of the concurrent projects while permitting, with approval, the exploitation of synergistic benefits from the overlap. Where one of the concurrent activities involves a publication work product, the appropriate student editor(s) shall be considered a responsible faculty member in implementing the general policy with respect to concurrent double-dipping.

D. Publication of coursework product is authorized and encouraged.

A student who proposes to use a coursework product as the basis of a subsequent publication work product must give advance notice of such proposed use and a copy of the coursework product to the responsible editor(s) of the student publication involved. Such notice is to be given before topic approval is obtained.

E. Student use of nonacademic work product to obtain law school credit.

This policy is designed to encourage students who have special expertise, experience, and interests to build on them in undertaking academic research. Where this background serves as a fully disclosed foundation or springboard, it is to be encouraged; where it is used as a substitute for required scholarly investigation (as part of the course, seminar, or directed research project for law credit), it is prohibited. The prohibition against the use of nonacademic work product to obtain law school credit applies to credit for work on student publications. Such use is prohibited except as disclosed here (and a copy of the nonacademic work product is provided) by the student to the responsible editor(s) of the publication. The editor(s) of the student publication is authorized to permit use of the nonacademic work product subject to such conditions and additional assignments as deemed appropriate in the circumstances. The law school encourages the subsequent publication of superior work product from a seminar, class, or directed research. To the extent it improves the work product ultimately published, such double-dipping is desirable. The publication of a seminar, course, or directed research paper requires substantial additional work. Depending on the circumstances, the student publication may require additional assignments (to obtain publication credit) from those students whose course work product is published. Where a coursework product is used as the basis of a publication work product that is not ultimately published (in the student publication), the student publication must require appropriate additional work of the student before credit for the publication activity is given. It is inappropriate for a student to receive academic credit (e.g., via a seminar, course paper, or directed research project) for a work product developed as a law clerk for nonacademic purposes (e.g., a law firm). Although no academic double-dipping is involved (credit only being obtained once), this type of double-dipping is inconsistent with the assumptions on which law credit is awarded. The student has the affirmative duty to refrain totally from using any such nonacademic research or work product except where the student, in advance, has fully disclosed his or her work (and provided a copy of the nonacademic work product) on the topic to the responsible faculty member. If the nonacademic research or work product is fully disclosed as provided in the foregoing sentence, the responsible faculty member can specify an Authorized Topic that will treat such research or work product as a source of relevant preliminary research, a base upon which the work for academic credit builds.

XV. COLLEGE OF LAW INTERNET USAGE POLICY

College of Law students must comply with all University of Utah IT and internet usage policies.

XVI. STUDENT COMPLAINT PROCEDURES

The College of Law provides the following complaint procedure for students wishing to bring formal or informal complaints. This policy does not supplant University complaint procedures, but rather, supplements them.

If students have general complaints or concerns regarding College of Law policy or procedures, students may register either an informal or a formal complaint.

Informal Complaint Process: If students have an informal complaint, they should work with the MLS administrative team who will then work with the appropriate law school personnel.

Formal Complaint Process: A student may file a formal, written complaint via email with the Assistant Dean of Student Affairs and the Associate Dean of Academic Affairs. Such complaints must be designated by the student as a “formal complaint.” Any formal complaint referencing a faculty member will also be provided to the faculty member, and the faculty member will have the right to respond. Within 5 business days of receipt of the complaint, one or both of the responding Deans will acknowledge, via email, receipt of the complaint. Within 14 days of receipt of the complaint, one or both of the responding Deans shall meet with the complaining student and initiate an investigation regarding the complaint. Within 30 days of receipt of the complaint, one or both of the responding Deans will either send a written response, via email, to the complaining student addressing the substance of the complaint or inform the complaining student that further investigation is necessary and give a reasonable estimate of the date by which the investigation and decision regarding the complaint will be completed. If the complaining student is dissatisfied with the decision of the responding Dean, the student has the right to appeal such decision to the Dean of the College within 14 days of receipt of the written decision from the responding Dean. Within 30 days of the receipt of the written appeal from the complaining student, the Dean shall issue a written decision, via email, to the complaining student. The decision of the Dean of the College of Law shall be final.

XVII. STUDENT RECORDS POLICIES AND PROCEDURES (FERPA)

The College of Law adheres to the Family Educational Rights and Privacy Act (FERPA) of 1974, and all relevant University policies.

A. Definitions

Student means any person who attends or has attended the College of Law.

Education Records means any record, in handwriting, print, tapes, film or other medium, that is maintained by the College of Law or its agent which is directly related to a student, except:

- i. A personal record kept by an employee, if it is kept in the personal possession of the individual who made the record, and information contained in the record has

never been revealed or made available to any other person except the maker's temporary substitute.

- ii. An employment record of an individual whose employment is not contingent on the fact that he or she is a student, provided the record is used only in relation to the individual's employment.
- iii. Alumni records which contain information about a student after he or she is no longer in attendance at the College of Law, and which do not relate to the person's performance or activities while attending the College of Law.

B. Annual Notification

Students will be notified of their FERPA rights annually through the student handbook.

C. Procedure to Inspect Education Records

- i. Students may inspect and review their education records upon request to the appropriate record custodian.
- ii. Students should submit to the record custodian or an appropriate College of Law personnel a written request which identifies as precisely as possible the record or records he or she wishes to inspect.
- iii. The record custodian or appropriate College of Law personnel will make the needed arrangements for access as promptly as possible and notify the student of the time and place where the records may be inspected.
- iv. Access must be given within a reasonable period under the circumstances, but within 30 days or less from the receipt of the request.
- v. Upon written request, the record custodian will attempt to provide currently enrolled students with copies of their law school transcripts within two days after receipt of the request.
- vi. When a record contains information about more than one student, the student may inspect and review only the records which relate to them.

D. Right of College of Law to Refuse Access

The College of Law reserves the right to refuse to permit a student to inspect the following records:

- i. The financial statement of the student's parents.
- ii. Letters and statements of recommendation for which the student has waived his or her right of access, or which were placed in file before January 1, 1975.
- iii. Records connected with an application to attend the college if that application was denied.
- iv. Those records which are excluded from the FERPA definition of education records.

E. Refusal to Provide Copies

The College of Law reserves the right to deny transcripts or copies of records not required to be made available by law in any of the following situations:

- i. The student has an unpaid financial obligation to the University or College of Law.

- ii. There is an unresolved disciplinary action against the student and the records are not relevant to the disciplinary action.
- iii. The student requests a partial or incomplete transcript of their completed course work.

F. Fees for Copies of Records

The fee for copies will be:

- i. \$1.00 for ten pages or less:
- ii. \$0.10 additional per page for each page more than ten pages; and
- iii. Postage, if applicable.

G. Types, Locations and Custodians of Education Records

The following is a list of the types of records that the College of Law maintains, their locations and their custodians.

TYPES	LOCATION	CUSTODIAN
Admissions Records	Admissions Office	Dean for Admissions and Financial Aid
Cumulative Academic Records (current students and students within 5 years after graduation or withdrawal)	Grad Records Office	Graduate Degree Coordinator
Cumulative Academic Records (former students more than 5 years after graduation or withdrawal)	Grad Records Office	Graduate Degree Coordinator
Financial Aid and Scholarship	Admissions Office	Dean for Admissions and Financial Aid
Disciplinary Records	Student Affairs Office	Dean of Student Affairs

H. Disclosure of Education Records

- i. Except as set forth below, the College of Law will not disclose information from a student’s education records without the written consent of the student.
- ii. Disclosure to School Official who have a Legitimate Educational Interest in the information in the records.

School Official means:

- i. A person employed by the University in an administrative, supervisory, academic or research, or support staff position.
- ii. A person employed by or under contract to the University to perform a special task, such as the attorney or auditor.
- iii. Notwithstanding the forgoing, no case is a student currently enrolled in the College of Law considered a school official.

Legitimate Educational Interest means:

- i. Performance of a task that is specified in the School Official's position description or by a contract agreement.
- ii. Performance of a task related to providing academic advice to the student, if:
 - The School Official has been appointed the student's advisor;
 - The student has sought academic advice from the School Official;
 - The student has applied to that school official for a research or teaching assistantship; or
 - The student has asked that School Official to serve as a reference.
- iii. Performing a task related to the discipline of a student.
- iv. Providing a service or benefit requested by the student relating to counseling, job placement or financial aid.
- v. Providing a service or benefit to the student or the student's family under emergency circumstances such as safety, health care or counseling.
- vi. Disclosure to officials of another school, upon request, in which a student seeks or intends to enroll.
- vii. Disclosure to certain officials of the U.S. Department of Education, the Controller General, and state and local educational authorities, in connection with certain state or federally supported education programs.
- viii. Disclosure in connection with a student's request for or receipt of financial aid, as necessary to determine the eligibility, amount or conditions of the financial aid, or to enforce the terms and conditions of the aid.
- ix. Disclosure, if required by a state law requiring disclosure that was adopted before November 19, 1974.
- x. Disclosure to organizations conducting certain studies for or on behalf of the University.
- xi. Disclosure to accrediting organizations to carry out their functions.
- xii. Disclosure to parents of an eligible student who claim the student as a dependent for income tax purposes.
- xiii. Disclosure to comply with a judicial order or a lawfully issued subpoena.
- xiv. Disclosure to appropriate parties in a health or safety emergency.
- xv. Disclosure to an institution or a person to whom a student has requested that a school official write a letter of reference, unless the student expressly directs the school official not to disclose information.

I. Redisclosure of Education Records

- i. A person receiving information in accordance with the provisions of this policy may redisclose that information to another party without obtaining prior consent if the redisclosure otherwise meets the requirements of this policy; and
- ii. The redisclosure is made to another school official who has a legitimate educational interest in the information; or
- iii. The redisclosure is to an institution or a person to whom a student has requested that a school official write a letter of reference.

J. Record of Requests for Disclosure

- i. The College of Law will maintain a record of all requests for and/or disclosure of information from a student's education records.
- ii. The record will indicate the name of the party making the request, any additional party to whom it may be redisclosed, and the legitimate interest the party had in requesting or obtaining the information.
- iii. The record requests may be reviewed by the eligible student or parent, if the parent claims the student as a dependent for income tax purposes.

K. Directory Information

The College of Law designates the following items as directory information:

- i. Name
- ii. Address
- iii. Telephone number
- iv. Date and place of birth
- v. Major field of study
- vi. Participation in officially recognized activities or sports
- vii. Weight and height of members of athletic teams
- viii. Dates of attendance
- ix. Degrees, academic and public service honors, and awards received
- x. Educational agencies or institutions attended and major fields of study
- xi. Current semester class schedule
- xii. Photograph

Some students choose to invoke their right to non-disclosure of directory information, often for serious reasons including personal safety, privacy, and security. If this applies to you, please use the privacy restrictions form located in the profile tile of your student homepage.

L. Correction of Education Records

Students have the right to ask to have records corrected that they believe are inaccurate, misleading or in violation of their privacy or other rights.

Following are the procedures for the correction of records:

- i. A student must ask the Assistant Dean of Student Affairs to amend a record, identifying in writing the part of the record they want changed and specifying why they believe it is inaccurate, misleading or in violation of his or her privacy or other rights.
- ii. The College of Law may comply with the request, or it may decide not to comply.
- iii. In all cases where the College decides not to comply, it shall notify students of the decision and advise them of their right to hearing to

challenge the information believed to be inaccurate, misleading or in violation of the student's rights.

- iv. Upon request, the College will arrange for a hearing, and notify the student, reasonably in advance, of the date, place and time of the hearing.

The hearing will be conducted by the College of Law Academic Misconduct/Appeals Committee.

- i. The student shall be afforded a full and fair opportunity to present evidence relevant to the issues raised in the original request to amend the student's educational records.
- ii. The College of Law will prepare a written decision based solely on the evidence presented at the hearing. The decision will include a summary of the evidence presented and the reasons for the decision.
- iii. If the College of Law decides that the challenged information is not inaccurate, misleading or in violation of the student's right of privacy or other rights, it will notify the student that they have a right to place in the record a statement commenting on the challenged information and/or a statement setting forth reasons for disagreeing with the decision.
- iv. The statement will be maintained as part of the student's education records as long as the contested portion is maintained. If the College of Law discloses the contested portion of the record, it must also disclose the statement.
- v. If the College of Law decides that the information is inaccurate, misleading or in violation of the student's right of privacy or other rights, it will amend the record and notify the student, in writing, that the record has been amended. The person supplying or entering the information that has been deleted or modified shall also be notified of that action and the reasons for it.

XVIII. DEGREE REQUIREMENTS

Please see the Master of Legal Studies program catalog and the Graduate School's master's degree Requirements for detailed information beyond what is provided below.

The basic requirements for graduation are (1) a minimum GPA of 3.0 and (2) a minimum of 30 semester hours of approved credit, including successful completion of required courses, which are listed in the University of Utah General Catalog each catalog year.

MLS students will be enrolled in 10 credit hours each semester. Enrollment in fewer than 10 credit hours requires approval of the Director of Non-JD Programs, who will consult with the Assistant Dean for Student Affairs and the Associate Dean for Academic Affairs before granting authorization.

No candidate for an MLS degree is permitted to register for more than 16 credit hours in any single semester without approval from the Director of Non-JD Programs, who will consult with the Assistant Dean for Student Affairs and the Associate Dean for Academic Affairs before giving such approval.

XIX. ENROLLMENT REQUIREMENTS

A. University E-mail Communication

University e-mail is the official means of communication at the College of Law. Every student must have a University e-mail account and should check it at least once a day. Students are deemed to have notice of information that has been e-mailed.

B. Hold Policy

The University or the College of Law may impose a hold on a student's registration for a variety of reasons often related to a student's failure to comply with a mandatory law school or University requirement. These may include, but are not limited to;

- Failure to have official transcripts from previous education on file with Graduate School
- Failure to pay tuition
- Outstanding income accounting bills
- Failure to attend mandatory orientation meetings
- Lack of immunization records (in-person students)
- Library or parking fines

The consequences of a hold may include, but are not limited to;

- Inability to add/register for classes
- Issuance of grades, transcript, diploma, loan deferments

To find out if you have a registration hold, log into Campus Information Systems and click on "Tasks" on your student homepage. Students should check for holds before any registration period.

MLS students must adhere to the Graduate Schools Minimum Continuous Enrollment policy or will be automatically discontinued and excused from the program.

XX. REGISTRATION

Registration for each MLS student is administered by the College of Law Registrar. MLS students are automatically enrolled in all standard classes in the MLS curriculum and do not need to register for each class separately. Students are responsible for clearing any registration holds prior to the registration date for each semester. Failure to register for and to complete courses during any regular semester without prior approval from the Director of Non-JD programs will be deemed a voluntary withdrawal of the student from the College of Law, and any future enrollment in courses will require approval from the Director of Non-JD Programs.

The Law Registrar will communicate to all students the current registration procedures, policies, and deadlines for each semester. Students are responsible for consulting the most current materials and for compliance with all registration, add-drop, and tuition payment procedures and deadlines.

Students may drop College of Law courses without penalty or permission during the add-drop period for each class. After this point, a student may withdraw from a course(s) without permission, but a "W" will be recorded on the permanent academic record, and applicable tuition and fees will be assessed. The deadlines for add-drop and withdrawing can be found on the College of Law

Academic Calendar. Students are subject to policies from the University of Utah Office of the Registrar.

If a student registers for a class but does not drop the class officially during the regular add-drop period, they are responsible for full tuition payment and assessed fees associated with the class regardless of failure to attend the class or to pay tuition. If a student drops or withdraws from a class or from the College of Law entirely after the add-drop period, they are responsible for paying any applicable tuition and fees for the course(s).

A student may add or drop classes without permission only during the regular add-drop period. After the add-drop period has run, a student may add classes only with the permission of the class professor and the Associate Dean of Academic Affairs based upon a totality of circumstances related to the instructor and College of Law, not just those related to the individual student. If a student adds classes after this period, they may be subject to late add fees. All matters related to fees, tuition and financial aid are determined by the Bursars' office and all students are subject to University of Utah and Office of the Bursar policy.

XXI. ATTENDANCE

The College of Law expects regular and punctual attendance at MLS class meetings.

Attendance is presumptively unsatisfactory if a student is absent from 20% or more of the classes or online synchronous sessions scheduled for the semester, including absences necessitated by illness, unavoidable conflicting curricular activities, or other imperative activity. Provided that written notice is given to the students in the course syllabus, an instructor may require a more rigorous attendance standard for any course.

Instructors must include in their syllabi a written statement indicating how both absences and punctuality will be treated for grading purposes in the class. Such statements shall address (1) the level of attendance and punctuality required for the class and (2) whether academic sanctions, including grade reductions, may be imposed in accordance with the instructor's attendance and punctuality expectations for the class. The Associate Dean for Academic Affairs will ensure that draft language addressing these issues is made available to all instructors for inclusion in syllabi. Each instructor will implement a system for monitoring both class attendance and punctuality and keep records of such.

Students must notify their instructor(s) as far in advance as possible of any anticipated absences. In an emergency, when prior notice is not possible, the student shall inform their instructor(s) of the reason for their absence as soon as possible.

Students shall be permitted to make up both assignments and examinations when they are absent from class to participate in officially sanctioned university activities and/or business, for requested religious accommodation, or with the instructor's prior approval. Instructors should make reasonable accommodation for absences or lateness necessitated by illness or unavoidable conflicting curricular activities.

A. Course syllabus requirements.

Every course must include in its syllabus a written statement explaining how absences and punctuality will be treated for purposes of assessment. This statement must

- specify the level of attendance and punctuality required for the class and indicate whether academic sanctions—such as a grade reduction—may be imposed if the instructor’s expectations are not met. Instructors are required to implement a system for monitoring attendance and punctuality and must retain records of both. Provided that students receive written notice in the syllabus, an instructor may require a more rigorous attendance standard for a particular course.
- B. University and College of Law sponsored events.
University policy requires instructors, where possible, to make reasonable adjustments, modifications, or adaptations for attendance related to University or College of Law–sponsored events, such as approved field trips or competitions. Students should be given the opportunity to make up missed requirements, assignments, or examinations unless doing so would constitute an undue burden on the instructor. If in-class attendance is a necessary component of the course for pedagogical reasons and absences for University or College of Law–sponsored events cannot be accommodated, this must be stated explicitly in the syllabus. Faculty who are unable to accommodate such absences must also include the mandatory University language in their syllabus.
- C. Advance notice, emergencies, and closures.
Except in cases of sudden illness or emergency, students must arrange in advance with their instructor to make up missed assignments. Unexpected University facility closures due to weather, emergencies, or disasters may occur, and students may be required to complete coursework missed as a result. However, instructors who require mandatory makeup sessions may not penalize students who are unable to attend those sessions due to time conflicts or similar constraints.

XXII. GRADING

All MLS courses shall be graded for a letter-grade. Courses in which an MLS student earns a grade below a C- will not be counted toward the MLS degree. An MLS student may retake any class in which his or her grade was a C- or less. The second grade will replace the first for purposes of GPA, but both grades will be reported on the student’s record. No course may be retaken more than once.

The MLS program does not offer students the option to enroll in a course in which they will be graded for credit/no-credit (CR/NC).

A student may appeal a grade received in any course in accordance with the grade appeal procedures found in University of Utah policies.

Grade policies are set out in University Graduate School policies.

XXIII. ACADEMIC PROBATION, DISMISSAL, AND READMISSION

MLS students are required to maintain a 3.0 or higher GPA to be considered in good standing with the program. If a student’s GPA falls below this minimum requirement at any time, the student

will be on academic probation and will be required to meet with the Director of Non-JD Programs and the Assistant Dean for Student Affairs for academic advising. The Director of Non-JD Programs and Assistant Dean for Student Affairs have the authority to impose conditions and requirements on the student to ensure compliance with this GPA minimum. Failure to satisfy or comply with the conditions or requirements imposed by the MLS Program Director and Assistant Dean for Student Affairs may result in dismissal from the program.

A dismissed student wishing to petition for readmission must submit a request in writing to the MLS Program Director. The decision to readmit will be made by a College of Law readmission committee, which may require the petitioning student to interview with the readmission committee.

A student may be readmitted upon establishing that:

- their past failure was due to circumstances beyond the student's control or, in instances

where a student has withdrawn or failed to complete MLS requirements within four years, legitimate reasons for the student's withdrawal or failure to timely complete the requirements, and

- There is a substantial likelihood of success if the student is readmitted.

To achieve continuity in the decision process, the Assistant Dean for Student Affairs and the Director of Non-JD Programs will be permanent members of the readmission committee. The MLS Administration team is responsible for keeping a file of committee decisions with a statement of considerations and reasons for each decision, including the committee's vote, and for overseeing the implementation of conditions that the committee imposed as a requirement for readmission.

In every case where the committee readmits a student, the Director of Non-JD programs will ensure that a statement explaining the considerations that led to the decision, including any conditions imposed by the committee on the student's readmission, is placed and kept in the student's file.

The decision of the committee is final and res judicata. No appeal to faculty, the Dean, or College Council is allowed, nor are subsequent petitions for readmission permitted.

XXIV. APPLYING FOR GRADUATION

MLS students apply for Fall semester graduation during the beginning of their final Fall semester. If this is not completed prior to the application deadline, the student will be responsible for pursuing a late application/reapplication and pay associated fees. Visit the Office of the Registrar website for more information and application procedures. MLS students will take courses during Fall, Spring, and Fall semester.

XXV. UNAUTHORIZED PRACTICE OF LAW

The MLS degree alone does not qualify graduates to sit for a licensure exam or to practice law. The College of Law has the right to seek revocation of a degree for any graduate of the MLS program found by any state Bar to have engaged in the unauthorized practice of law.