ACADEMIC CALENDAR

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

2023 Term 3 (July - September)

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

2023 Term 4 (October - December)

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

COURSE PLATFORM

General MLS
”

COURSE REGISTRATION

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

Add/Drop

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

Can I Drop a Class After Add/Drop Week?

Students who wish to drop a course should do so *prior* to the add/drop deadline to avoid financial penalties. To withdraw from a course *after* the add/drop deadline, you must fill out a *Request for Registration Action Form* available from the Office of the Registrar.

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

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

How Much Do Courses Cost?

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

How Grades Are Determined

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

Measuring Student Performance

WCL uses the following grading scale:

Traditional Grade Scale based on percentages:

100-95	A
94-90	A-
89-86	B+

Incomplete courses

Any course for which an "*Incomplete*" (I) or "*In Progress*" (IP) has been entered must be completed by the end of the next term or the grade automatically is converted to an F, unless an extension is granted. Students on academic probation may not receive "*Incomplete*" (I) or "*In Progress*" (IP) grades.
At the discretion of the faculty member and before the end of the semester, the grade of I (Incomplete) may be given to a student who, because of extenuating circumstances, is unable to complete the course during the semester. The grade of Incomplete may be given only if the student is receiving a passing grade for the coursework completed. Students on academic probation may not receive an Incomplete. The instructor must provide in writing to the student the conditions, which are described below, for satisfying the Incomplete and must enter those same conditions when posting the grades for the course. The student is responsible for verifying that the conditions were entered correctly.

Conditions for satisfying the Incomplete must include what work needs to be completed, by when the work must be completed, and what the course grade will be if the student fails to complete that work. At the latest, any outstanding coursework must be completed before week 6 of the following term, absent an agreement to the contrary. If the student does not meet the conditions, the Office of the WCL Registrar will assign the default grade automatically.

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

Class attendance

To receive credit, students **must attend** classes and complete asynchronous material regularly. Excessive absences (generally

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

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

LEAVE OF ABSENCE

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

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

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

VA EDUCATION FUNDING

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

LINKS TO PROGRAMS AT WCL – AREA OF INTEREST

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

- **Tech, Law & Security Program**:

LIVE SESSION EXPECTATIONS

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

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

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

Setting:

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

WHAT IS SEXUAL HARASSMENT?

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

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

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

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

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

- **Information and Referral:** Members of the Sexual Harassment Project Team can provide students with information about sexual harassment and complaint procedures. Call the WCL Office of Student Affairs: 202-274-4031.

- **Informal Complaint:** American University is committed to the voluntary, timely, and informal resolution of sexual harassment complaints. If you believe that you have been sexually harassed, you are encouraged to make an informal complaint. This can include addressing the alleged harasser directly, whether in person, in writing, or in a facilitated meeting with an appropriate university official.

- **Formal Complaint:** If informal measures do not stop the behavior, or if you prefer a formal procedure, contact the Office of Diversity and Inclusion: 202-274-4032.

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

False or Frivolous Charges: This policy must not be used to bring false or frivolous charges against

IMPORTANT CONTACTS

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

Appendix A: WCL Courses

WCL Course Options

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

Course Title	School of Course Offering	Prerequisites
LGLS-600 Intro to Courts & Law	WCL ***(offered all terms)***	None
LGLS-601 Intro to Regulation & Compliance	WCL ***(offered all terms)***	None
LGLS-602 Negotiation & Communication	WCL	

Appendix B: KSB Courses

KSB Course Options

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

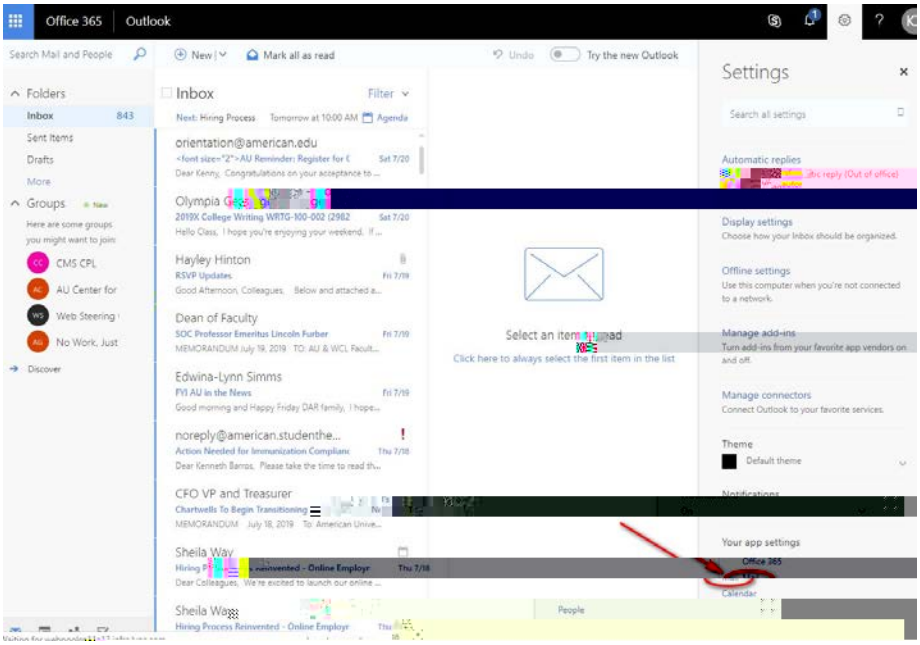
Course Title	School of Course Offering	Prerequisites
ACCT-551 Forensic Accounting: Fraud Examination & Litigation Support	Kogod ***(offered January term)***	ACCT-607 Financial Accounting
ACCT-607 Financial Accounting	Kogod ***(offered all terms)***	None
ACCT-635 Business Law, Ethics, and Governance	Kogod ***(offered all terms)***	None
ITEC-610 Applied Man4.72 reW nBT2.16 1		

Appendix C: SIS Courses

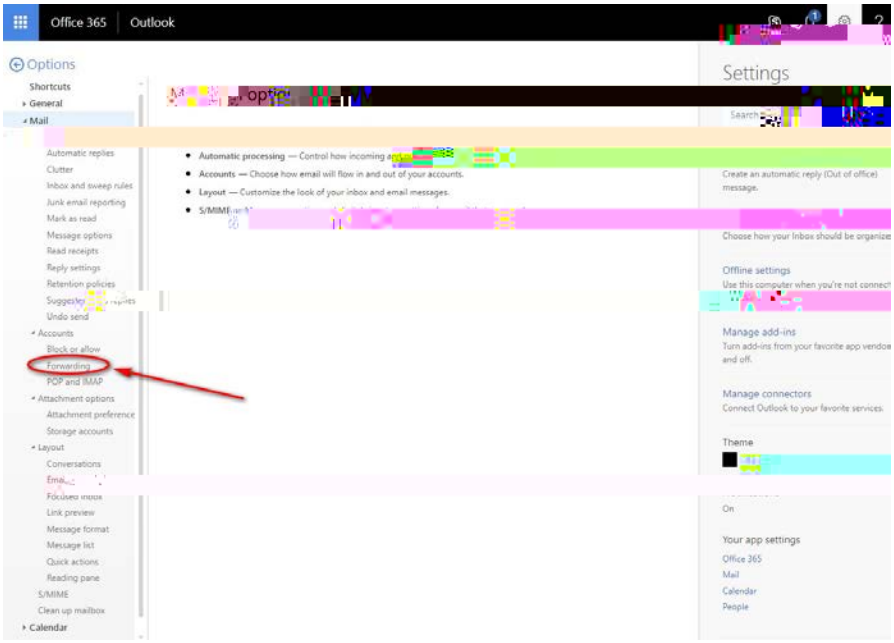
SIS Course Options

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

Course Title



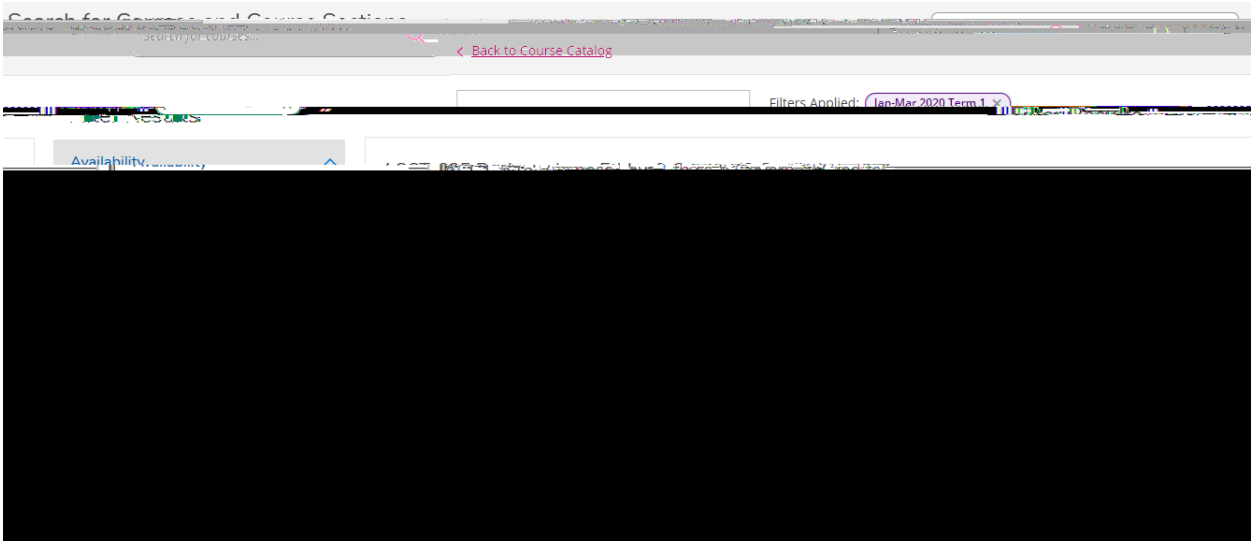
6. On the right side of the page, it will populate a variety of options for you to choose from; click 'Forwarding'



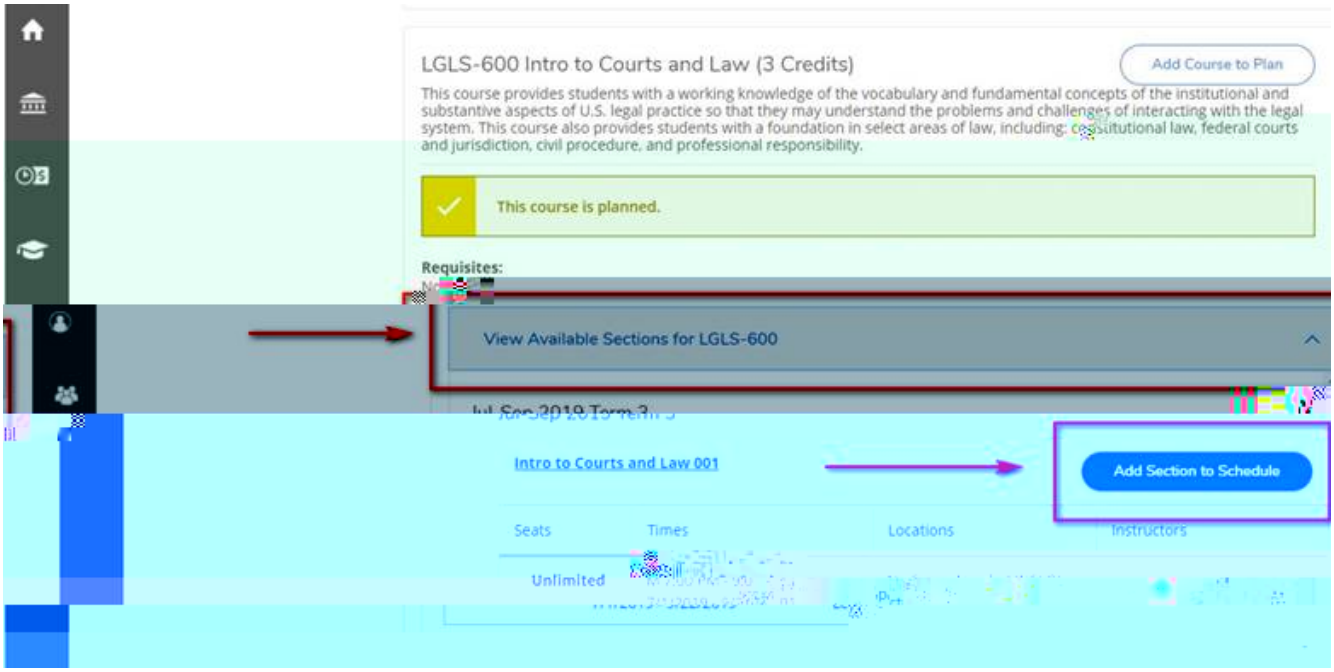
7. Enter the email address you wish to forward your AU emails to

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

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



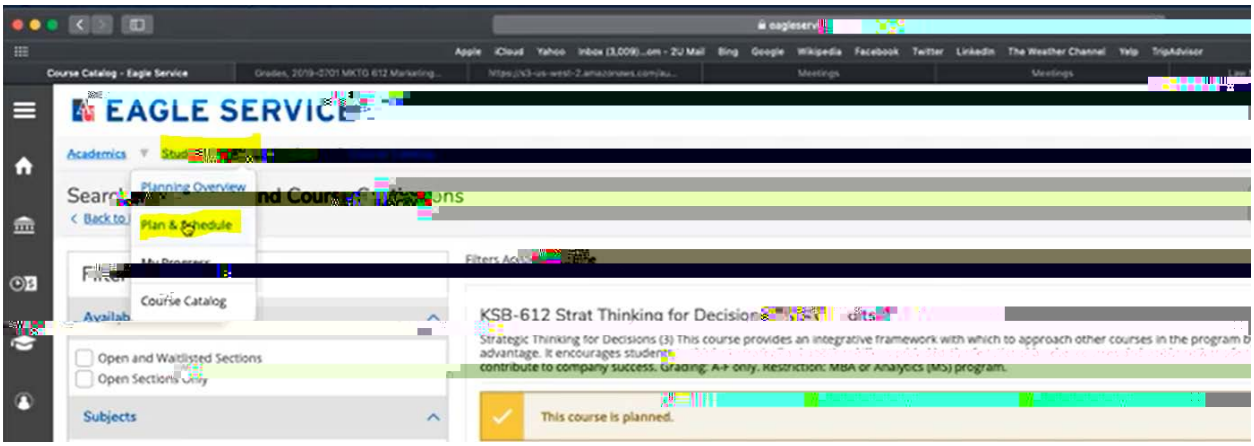
Step Seven: Select "View Available Sections" and choose your preferred section by clicking "Add Section to Schedule" for the course in which you would like to register.



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

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

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



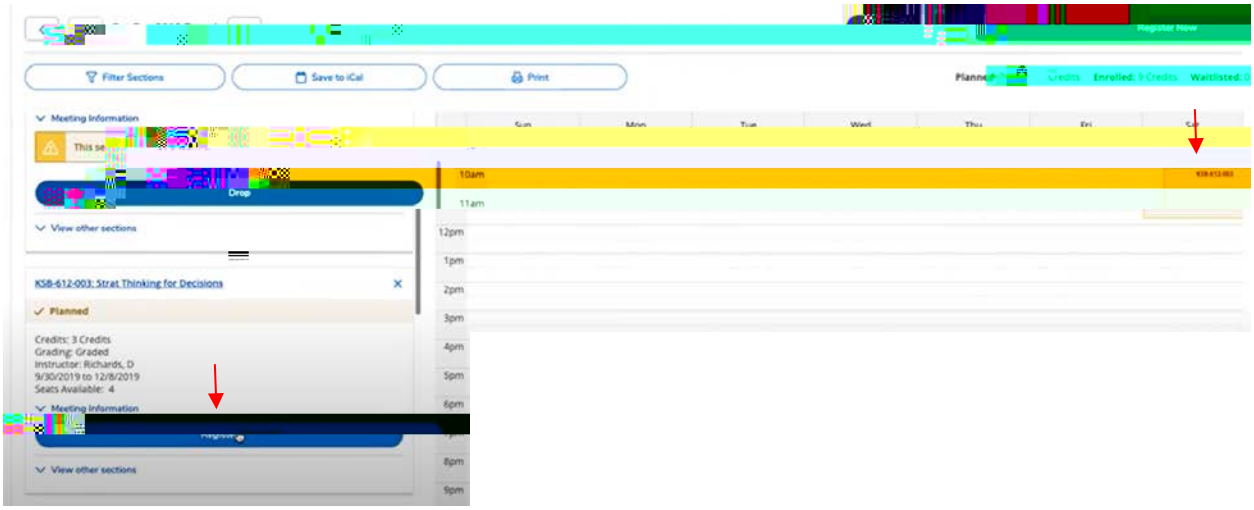
Make sure your calendar is set to the correct term (see below for an example of term Oct-Dec 2019 Term 4)

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

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

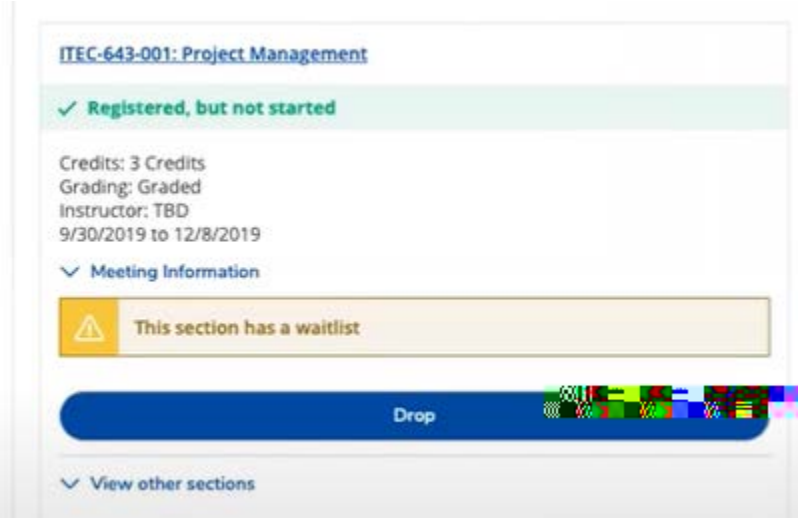
OR

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

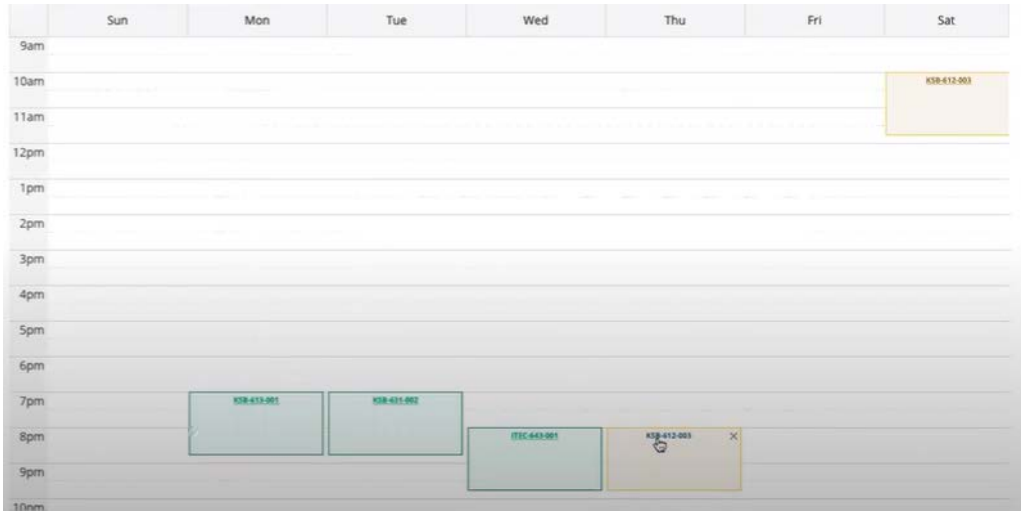


If you succesfullly registered, you should see the courses appear on the left side of your schedule in green for “registered, but not started” (see below).

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



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

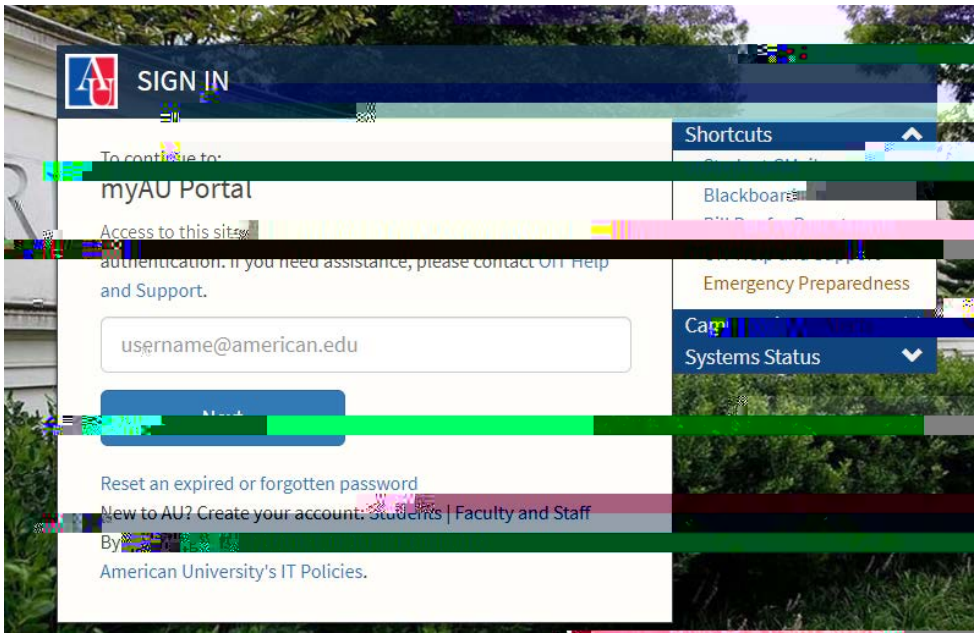


If the section you planned is already full or has a current waitlist, click on Waitlist to be added. You will be notified via your university outlook email if a seat opens, and you will have 24 hours to register for it before the spot is given to another waitlisted student. To view your position on a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

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

Viewing Schedule

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



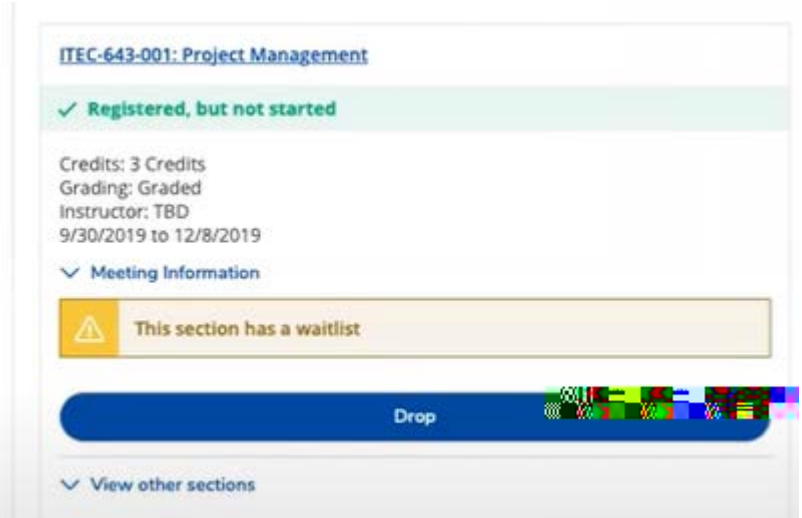
Step Two: Under the Academics tab on the left side of the page, click Eagle Service – Student Planning.

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

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

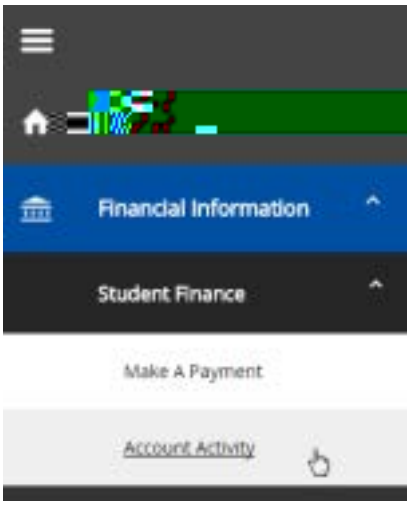
Step Five: Select "Plan & Schedule" to officially register.

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

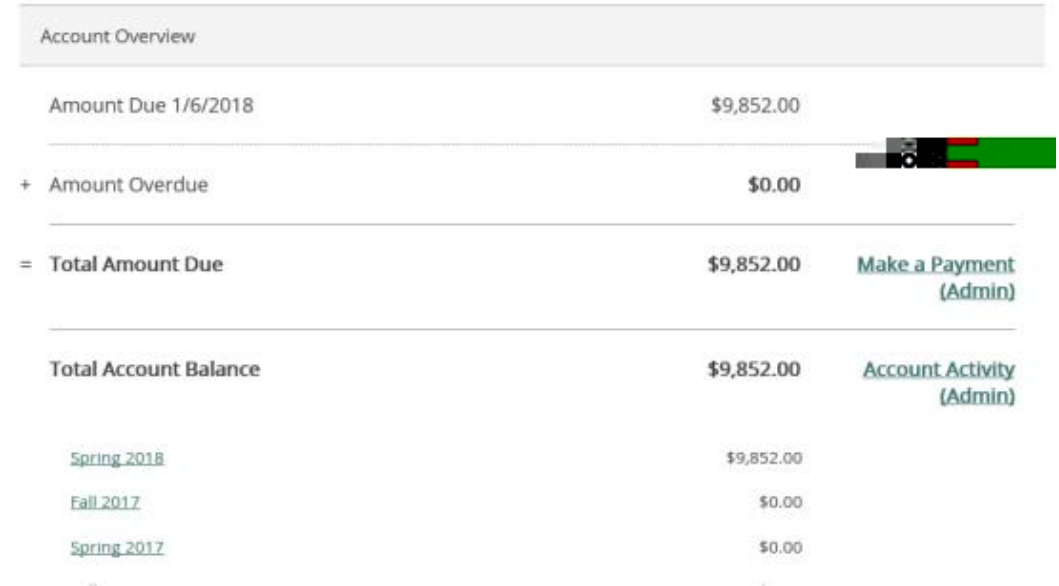


Financial Information

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



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



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

2AU

https://2au.onlinelaw.wcl.american.edu/login

2AU is the digital learning platform used throughout the program. Your student success advisor will send you an automatic link to activate your 2AU account. If you have not already, go to the link above and familiarize yourself with this website. Once you have logged in you can:

REVIEW YOUR COURSE SYLLABI

ACCESS YOUR ASYNCHRONOUS MATERIAL FOR EACH COURSE

ACCESS YOUR LIVE CLASS SESSION

CREATE SOCIAL GROUPS

INTERACT WITH PROFESSORS AND CLASSMATES

CREATE STUDY LISTS

DOWNLOAD THE MOBILE APP

Downloading the mobile app

On your mobile device, search for the 2U Mobile Campus App and search for Law@American. You will be able to access your asynchronous homework on the go. ***Please note you cannot log into your live sessions via a cell phone, tablet or chromebook.***