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MESSAGE FROM THE DEAN

Welcome to Arizona Summit Law School!

Congratulations on your decision to pursue a law degree and thank you for investing in the Arizona Summit Law School. Our vision of legal education is to help you become the best lawyer possible by maximizing the return on your investment. This is done by helping each of our students realize their maximum potential in law school, on the bar examination and in pursuing a successful career. Our “model” of legal education is one that focuses on the value that ASLS brings to your legal education. We look forward to working closely with you on your educational journey as you pursue an exciting and rewarding legal career.

Welcome also to the legal profession. Professionalism in law begins with the admissions process and continues to develop throughout your law school experience and your legal career. Just as lawyers must know about civil procedure and other rules in order to practice, this Student Handbook (hereinafter the “Handbook”) is the regulatory map that will chart the course of your legal education. This Handbook is the authoritative source for statements of concept, practice and prescription that establish the rights and responsibilities of students attending the law school.

The Handbook reflects our mission pillars of student outcomes, practice readiness, and serving the needs of the underserved. A focus on student outcomes does not mean that students get everything they want or that they are always correct. It does mean that the focus of our program and efforts is on doing everything we can to ensure that your legal education experience results in both professional and personal success. Our practice-ready mission means that we focus on the wider range of practical skills required of a 21st century lawyer. Moreover, we believe that truly successful lawyers also will be leaders in the communities in which they live. They will be dedicated to building communities and helping to ensure that the legal system is accessible to all. This is a living and evolving document. We constantly seek to improve and adapt the Handbook and other policies to ensure they meet our legal community’s needs.

The information contained in the Handbook will introduce you to organizations and activities, in addition to school practices and policies. Its purpose is to serve as a guide to help make your experience at ASLS both happy and productive.

We look forward to your engagement in and collaboration with our academic community. Your success, we believe, will be directly proportional to the level of commitment you make to becoming a scholar and legal professional during your time with us here at ASLS.

Best wishes!

Shirley Mays, Dean
Arizona Summit Law School
INTRODUCTION

This Handbook is the authoritative source for statements of concept, practice and prescription that establish the rights and responsibilities of students attending the Arizona Summit Law School ("ASLS"). Its goal is to thoroughly orient ASLS students to those matters of structure, policy, and practice that will guide their lives while enrolled in this academic community.

The policies, rules and procedures contained herein cover only the subjects enumerated and neither govern nor limit the existing and customary authority of the law school through its administrators and faculty to promulgate policies, rules and procedures on other matters not addressed here.

The content of this document is provided for the student’s information. It is accurate at the time of compilation but is subject to change from time to time as deemed appropriate by ASLS. Any changes may be implemented without prior notice and without obligation and, unless specified otherwise, are effective when made.

Changes may affect program requirements, degree status, tuition, fees, financial aid, and any other aspect of or relating to enrollment at ASLS. ASLS will generally attempt to apprise students of changes to the content of the Handbook by way of notices appearing on the course schedules published prior to each term, through correspondence placed in student mailboxes, or through email.

The Enrollment Agreement incorporates this Handbook by reference. Each student is responsible for reading and understanding the Handbook and its provisions. All questions should go, in writing, to the Office of Student Services. Students may obtain copies of the Handbook from the Office of Student Services.
CHAPTER I

STUDENTS AS COLLABORATORS

1.0 Scope and Application. This chapter contains policies and regulations that identify the philosophy and purposes of the Arizona Summit Law School and its organizational structure. It does not contain a description of every organizational unit but focuses on principal units that are the principal liaisons with students. The Handbook is the official source for this material.

1.1 The School in Context.

1.1.1 School Culture and Student Engagement. A special feature of ASLS’s academic community is its culture. Our core belief in the values of student centeredness and professional preparedness will result in a learning climate with a focus on comprehensive professional development. Many organizations have strategic plans that sit nicely on the shelf and are largely ignored. More powerful than strategic plans are what we do every day and the way that our beliefs, values, norms, and philosophies are reflected in everything we do—in other words our ‘culture’. For ASLS, that culture results in an organization that believes that inspiration is a better motivator than ‘command and control’. It is a belief in commitment to process, continuous improvement, measured outcomes, and team goals, as opposed to individual agendas. It is a belief in interdependence, the power of the consortium and the creation of best practices by a commitment to continuous improvement in what we do.

Student centeredness is a state of mind that manifests itself in how we order our priorities. This ethos does not mean that students are entitled to a particular grade or outcome, or that the administration and faculty abandon or redistribute their traditional responsibilities. It assumes, however, that students will receive clear answers to their questions, reasoned explanations of any decision affecting a student individually, and timely access to those persons who are in positions of administrative or academic responsibility. We have calibrated ASLS’s course of study to the demands that the legal profession will impose upon our graduates. Students are entitled to receive, and administrators, faculty, and staff are expected to provide, prompt attention to student needs and concerns. Mentoring that facilitates professional development and networking is integral to the performance of teaching responsibilities. Student centeredness is not intended to and should not diminish or dilute the rigorous nature of legal education. It assumes, however, that students will undertake the challenge of learning in a supportive learning environment.

Not leaving our culture to emerge by accident, each member of ASLS’s faculty, staff, and administration has been involved in leadership education. This education enables us to determine how best to give substance to our mission pillars and work effectively as a team in pursuit of our goal of becoming the “Best of Brand” in legal education. We will work hard to ensure that our students also reflect our culture (that which makes us special). That will include modeling and promoting in our students “humility-based”
leadership that combines outstanding professional skills with a focus on achieving lasting results for the team and organization.

It is the essence of ASLS’s philosophy and mission pillars that students should be fully engaged as collaborators in the academic life of this community of learners. It calls the students to be more than learners; rather, it calls on students to fully engage as colleagues and contributors to ASLS’s culture and educational processes and, as emerging professionals, to contribute to the professional community.

1.1.2 System Purpose and Mission. The InfiLaw System (“InfiLaw”) is a consortium of independent, community-based law schools that seeks to establish itself as a leader in making legal education more responsive to the realities of modern legal practice. The consortium includes Florida Coastal School of Law in Jacksonville, Florida; Arizona Summit Law School in Phoenix, Arizona; and Charlotte School of Law in Charlotte, North Carolina. The consortium’s mission is to transform the lives of its law students through inspiration and humility-based leadership, enabling them to reach their greatest potential. ASLS is committed to taking full advantage of its unique organizational heritage. It is pioneering the advantages of efficient access to private equity capitalization that is unfettered by the traditional funding restraints (e.g., taxpayer cycles, political vagaries, conditional grants, and donations) associated with preexisting public and private education models. A key element of this model is a faculty stewardship role that, through successful execution of mission, creates pathways for student success and ensures protection of investor interests. The central aspect of this responsibility is an outcome orientation that provides the basis for best practices, continuous improvement, and building and maintaining the preeminent brand in legal education.

1.1.3 School Mission and Values. Consistent with InfiLaw’s objective of being the markets-leading source of practice ready law school graduates, ASLS aims to establish itself as one of the region’s and nation’s premier sources of practice-ready graduates. Toward these ends, the institution is grounded in processes that enable it to decisively and nimbly move toward its objectives; adapt to changing markets; establish and facilitate best practices in teaching, mentoring, and other activities; and function on the basis of positive group dynamics. As noted above, ASLS’s mission is based upon three primary pillars: 1) an educational experience that is student-centered; 2) outcome-driven programs and performances that yield practice-ready graduates; and 3) a commitment to serving underserved communities. These cornerstones reflect a sense that legacy and benchmark status is dependent upon the capacity to respond positively and effectively to change in the legal profession and the market for legal education.

1.1.4 School Vision. ASLS has consciously structured and defined itself on the basis of some significant differentiations from traditional law schools. ASLS sets itself apart on the basis of its culture; a student-centered orientation, an educational experience that prepares students for the practice of law, service to underserved communities, and the faculty’s accountability for market-leading student outcomes. These distinguishing characteristics aim toward establishing ASLS as a benchmark institution for legal education in the 21st century. ASLS encourages prospective students, in gauging their
interest in attending ASLS, to reflect upon these institutional traits and the implications for their roles and responsibilities.

Humility & Transparency Based Culture

1.1.5 A Student-Outcome Centered Learning Experience. Student outcome centeredness is a priority at ASLS. Students, staff, administrators, and faculty have a shared responsibility to help students develop the values, skills, and knowledge required of legal professionals. Recognizing the rigors of a legal education, ASLS expects every member of its community to contribute to an intellectually demanding, supportive, multicultural learning environment, and maintain an organizational culture of humility, transparency, dignity, fairness, and respect.

Faculty commit to:

a. Preparing students to succeed academically and professionally by modeling ethics, values, and skills, sharing knowledge, providing feedback to students, and leading in course and class design;

b. Maintaining a positive, challenging, and relevant learning environment and evaluating student performance according to rigorous but fair criteria;

c. Being accessible to students, including mentoring, counseling, and responding responsibly to student questions and concerns; and

d. Promoting understanding and sensitivity to differences based on gender, ethnicity, race, sexual preference, and religion.

Staff and administrators commit to:

a. Developing methods and processes that provide timely and accurate information to students in all aspects of their ASLS experience;

b. Providing a healthy learning environment that nurtures and promotes personal growth, encouraging students to feel connected to the school community;

c. Providing mutual respect for students and ASLS staff and faculty while promoting personal responsibility and accountability at all levels of the institution; and

d. Working collectively with faculty as an additional support system and resource for students with regard to information and communication.

Students commit to:
a. Studying with integrity, intellectual curiosity, and diligent attention to concepts, rules and procedures;

b. Promoting an atmosphere of camaraderie and growth;

c. Acting with respect and professionalism toward each other, administrators, staff, and faculty;

d. Supporting one another in pursuing success; and

e. Strengthening ASLS’s reputation through competency and conduct in the classroom and community.

1.1.6 Serving the Underserved. ASLS has a special mission to encourage and promote entry into the profession by groups who have been traditionally underrepresented. It also has a commitment to diversity in the broadest sense of the word so that the profession represents the larger society it is dedicated to serving as it promotes the rule of law in a democratic society. The commitment to serving underserved communities reflects an interest in establishing relevance beyond the four corners of the institution. This premise has a broad spectrum and non-ideological cast, and begins with the location of the school in a community that historically has been underserved by legal education. It continues by immersing ASLS students in a culture that encourages service to individuals and entities that have historically been under-served by the legal profession. Also implicit in this commitment is an understanding that the ability to interact effectively with persons of diverse backgrounds and experiences is a critical skill for the 21st century. Globalization and demographic trends make this competence an increasingly significant factor in institutional and career success. It is a capacity that has particular relevance for modern law school graduates, whether their professional destiny is with a large organization, a small firm, or in solo practice. In any of these contexts, the ability to succeed and to serve depends upon the ability to connect with the broadest spectrum of opportunity.

1.1.7 Market-leading Student Success. ASLS’s goal is to become a “Regional Center of Excellence” committed to a student-centered educational model that prepares students for modern legal practice.

In our model, a Regional Center of Excellence is an educational institution that:

a. Attracts and educates talented and diverse students;

b. Leads the market in student outcomes in bar passage rates and career placement;

c. Recruits and retains a high quality faculty and staff guided by a humility-based culture emphasizing high EQ (Emotional Intelligence);

d. Prepares its graduates to be effective leaders; and
e. Provides valuable service, intellectual capital, and leadership to the Southeastern United States.

1.1.8 Governing Boards. A national board for all InfiLaw schools, including ASLS, provides direction on policy and would arbitrate any differences between the institution’s board and InfiLaw’s Board of Directors. Membership on each board consists of persons with diverse backgrounds who share a devotion to a legal education model that prioritizes educational outcomes. Each board member is dedicated to ensuring that the legal education offered by ASLS is responsive to the immediate needs of students and the demands of the future. The boards are deeply committed to maintaining an institutional bearing and culture that facilitates practice readiness, personal growth and development, and institutional and individual adaptation to change.

1.1.9 Accreditation and Approvals. Arizona Summit Law School has been accredited by the American Bar Association since June, 2007. Arizona Summit Law School received its full approval by the Council of the Section of Legal Education and Admissions to the Bar of the American Bar Association in June, 2010.

For further information about the Standards and Rules of Procedure for the Approval of Law Schools by the American Bar Association, please visit www.abanet.org. ASLS is also licensed to operate in the State of Arizona by the Arizona State Board for Private Postsecondary Education.

1.2 Student Corporate Deliberative Processes.

1.2.1 Student Participation in Governance. Consistent with the mission pillars of the School and its focus on a collaborative learning environment that is student-centered, students play a significant and essential role in ASLS’s organizational life. Accordingly, students are encouraged to commit to active participation, formally and informally, in pursuit of ASLS’s mission, the well-being of the academic community, and the goal of creating a best practices environment.

1.2.2 Student Bar Association. The Student Bar Association (SBA) is the student government and general service organization of ASLS. Every law student is automatically a member of the SBA. The SBA is lead by an elected President and an Executive Committee composed of a Vice President for the full-time division and a Vice President for the part-time division, a Treasurer, Secretary, Attorney General, and Public Relations Officer. The House of Delegates is comprised of the Executive Board and elected Delegates. Each Spring, the student body elects one Delegate for every twenty students in each of the day and night sections. First-year students elect their representatives in October of the year they enter ASLS.

The SBA has primary responsibility or shares responsibility with Arizona Summit Law School administration on the following matters:
• advocacy of student issues
• recommendations for funding of student organizations
• social and professional activities on campus

The SBA also sponsors or participates in other programs, activities, and organizations. Students interested in starting an organization should consult with the SBA and the Office of Student Services.

1.2.3 Student Committees. The SBA shall maintain the following Standing Committees: Appropriations, Elections, Barrister's Ball, Publicity, and Events. The President, Executive Board or House of Delegates shall have the power to establish and dissolve Ad Hoc Committees as deemed necessary. The House of Delegates makes appointments to student committees upon recommendation of the Executive Board. Student representatives also sit on various faculty committees. The House of Delegates makes appointments to faculty committees upon recommendation of the Executive Board.

1.3 Student Organizations.

1.3.1 Other Student Organizations. The School welcomes and supports a variety of student organizations and activities. Consistent with this orientation, it encourages students to organize groups that reflect their common and diverse interests. The Office of Student Services is a primary resource for information on and facilitation of organization development and maintenance.

Much of the student interaction within the law school occurs in the context of student organizations. Some of the organizations have a general focus, while others are more specialized in their orientation. By participating in such organizations, students learn from each other and facilitate their personal and professional growth.

To be a recognized ASLS student organization, with all of the benefits related thereto, a group must be approved by the SBA.

Students are invited to develop publications and forums for the purpose of addressing legal issues and other concerns. They are urged to capitalize upon technologies for expanding information bases and exchange. ASLS encourages students to engage in robust, open, and uninhibited dialogue and to participate in various opportunities for social interaction with faculty, staff, administrators, and other students. All graduates of the School of Law automatically become members of the Law Alumni Association.

1.3.2 Law Review. The Arizona Summit Law Review represents the School’s highest level of student scholarship. It provides students the opportunity to engage in advanced research, publish their own work, select and edit articles written by law professors and practitioners, and participate in broader academic and policy conversations about cutting-edge legal issues. Students are selected for participation in the Arizona Summit Law
Review through a write on competition or by invitation based on a student’s academic performance. Students chosen as staff members are required to dedicate a minimum number of service hours and community service hours each term; these hours translate into academic credit. Staff members are required to serve both Fall and Spring terms to receive academic credit. Staff members may receive up to 6 academic credits during their service to the Arizona Summit Law Review. For more specific information regarding the Arizona Summit Law Review selection process and to receive a copy of the bylaws, please contact the Faculty Advisor listed in the Student Resource guide.

1.3.3 Moot Court. The Arizona Summit Law School Moot Court Program represents the highest level of written and oral advocacy of the law school and provides students with opportunities to practice the skills of speaking, advocacy, and critical thinking. These goals are accomplished through intra-scholastic and inter-scholastic competition. Every year at the completion of the Fall term, the Moot Court program hosts an intra-scholastic competition to select students for various competition teams. Students chosen as competition team members are eligible for academic credit. The amount of academic credit is determined by the student’s participation in brief writing, oral advocacy, or both. Moot court members may receive up to 5 academic credits during their law school tenure. For more specific information regarding the Arizona Summit Law Moot Court Program and to receive a copy of the bylaws, please contact the Faculty Advisor listed in the Student Resource guide.

All members competing on an inter-scholastic competition team through the Moot Court Program shall be entitled to one or two hours of course credit, as follows:

- A competition team member who has responsibility for drafting the competition brief shall be entitled to one hour of course credit. That student, even if not participating as an advocate, shall contribute to the practice sessions to receive full credit.

- A competition team member who has responsibility for oral argument shall be entitled to one hour of course credit.

- A competition team member who participates as both a brief-writer and an oral advocate may be entitled to two hours of course credit.

- A student coach to a competition team may be entitled to one hour of course credit.

- Course credit shall be awarded during the term the competition team competes even if the competition covers more than one term.

Students may receive no more than 5 hours of course credit through the Moot Court program. To receive course credit, each student must complete at least 45 hours of work per credit hour awarded. The faculty coach of each competition team must certify that the student met the minimum hours requirement and competition requirement for each
hour awarded. All credit hours will be taken on a pass-fail basis and will not impact the student’s grade point average.

CHAPTER II
STUDENTS AS LEARNERS

2.1 Matriculation/Attendance.

2.1.1 Reservation of Rights. ASLS reserves the right to deny admission, services, continued enrollment and re-enrollment to any applicants, students or other persons whose personal history, medical history, background, or behavior indicates that their presence in ASLS facilities, programs, or activities, or use of ASLS services would endanger the health, safety, welfare, well-being or property of the individual in question, ASLS, its employees, students, guests, or others, or would interfere with the orderly performance and conduct of ASLS’s or affiliated agencies’ functions.

2.2 Registration for Courses. All students are assigned their courses for their first two terms (unless specified otherwise) at ASLS. Records and Registration conducts registration in accordance with rules and procedures established and published by ASLS. Records and Registration does not guarantee that a student will be able to register for a particular course at a particular time or term. Each student is responsible for becoming familiar with registration rules and procedures, including drop/add procedures and dates, to ensure proper course registration. Records and Registration strongly advises student to read the ASLS website for course descriptions and requirements.

Registration in any ASLS course is deemed final only after approval from the Dean or his/her designee. Registration may be canceled at any time if such approval is thereafter withdrawn.

All students failing to register for the upcoming term within the registration period designated by the Records and Registration must pay a late registration fee of $50.00. This fee applied to each registration for which a student fails to meet the registration deadline. Auditors are exempt from this fee.

After the completion of the first two terms, it is expected that most students will register for courses scheduled within their normal program (e.g. full-time day, part-time day, or part-time evening). Students may, however, register for courses outside their normal program. Note that scheduling will still be based on the assumption that students registered in a particular program will take courses during that program. If the day and evening sections of the same course end up with significantly disproportionate enrollment, the Records and Registration reserves the right to move day students to the day class or evening students to the evening class. Such reapportionment will be on the basis of a “last in, first out” registration of those students taking a course outside of their
program. Under these circumstances, any affected student may appeal to the Associate Dean for Academic Affairs.

2.2.1 Course Load.

2.2.1.1 Full-Time and Part-Time Status. Full-time status requires a term course load of at least 13 credit hours. The standard course load for full-time students is 15 to 16 credit hours per term and the standard course load for part-time students is 6 to 12 credit hours per term. Any student who wishes to enroll in a non-standard number of credit hours, (i.e., less than 13 or more than 16 credit hours in the full-time division or more than 12 or fewer than 6 credit hours in the part-time division) must obtain written approval from the Records and Registration. Under no circumstance may a student register for 18 or more credits in any Fall or Spring term. Any credits taken at another school during a term in which a student is attending ASLS will be counted towards this total.

There is no minimum course load for enrollment in a summer session. The maximum load in any summer session for full- or part-time students is eight (8) credit hours or three (3) courses, whichever is less.

ASLS expects that students enrolling in the full-time division will graduate in three (3) years and those in the part-time division in four (4) years. Students are generally expected to take courses in the sequence listed in the course schedules on the law school website. Pursuant to ABA standards, ASLS requires that the course of study for the J.D. degree be completed no earlier than 24 months from beginning the program.

2.2.1.2 Acceleration. Any student who, upon matriculation, wishes to accelerate her/his graduation date may do so as long as the J.D. course of study is completed in no less than 24 months. Note, however, that there is no guarantee that courses will be offered in a sequence or on days and times that will make this possible.

2.2.1.3 Half-Time Students. All students enrolled in less than seven (7) credit hours during any regular term or three (3) credit hours during the summer term are half-time students. Half-time student status affects the tuition cost and may also affect loans and scholarships, so students wishing to convert to half-time status must consult the Financial Aid Office about such issues. Note that students must graduate from law school within 84 months of beginning the program.

2.2.1.4 Auditors. Individuals may audit ASLS courses only according to the guidelines below. A person cannot use audited courses to meet degree requirements for any program at any time. Audited courses will display on a transcript with a final grade of “AU,” and will neither affect the auditor’s grade point average nor count as earned credits.

(a) A current student may audit a course under the following circumstances:
1. The student must file a request to audit a course with the Associate Dean of Academic Affairs (“Associate Dean” – includes the Associate Dean’s designee);
2. The Associate Dean will determine whether the course has space available, and will also review the request to determine whether the student has a compelling reason to audit the course. In determining whether a compelling reason exists, the Associate Dean may consider the following:
   a. Required courses – the student has already taken the course and would like to hone understanding of the subject or refresh memory;
   b. Elective courses – the student is able to demonstrate a compelling need for auditing the course rather than enrolling as a regular student. Students must also have already completed any prerequisites required for registration in the course.
3. The professor teaching the course must approve the student’s request to audit the course.
4. If the Associate Dean determines that the course has available space, the student has a compelling need, and the professor approves, the Associate Dean will sign the registration form, noting on the form that the student is a current student who is auditing the course.
5. Auditing students will be able to register only after the regular registration period has ended. Auditing students may be removed from the class if additional space is needed for students taking the course for credit.
6. When the drop/add period is over, the Director of Records and Registration will notify the Finance Office of the number of credit hours for which each student has enrolled as an auditor. The Finance Office will bill the audited credits at a rate of 50% of the course’s per-credit tuition cost.
7. A currently enrolled student may audit only one course per term.

(b) An ASLS graduate may audit a course under the following circumstances:

1. The graduate must file a request to audit a course with the Associate Dean of Academic Affairs (“Associate Dean” – includes the Associate Dean’s designee);
2. The Associate Dean will determine whether the course has space available.
3. The professor teaching the course must approve the graduate’s request to audit the course.
4. If the Associate Dean determines that the course has available space, and the professor approves, the Associate Dean will sign the registration form, noting on the form that the auditor is a ASLS graduate.
5. Auditors will be able to register only after the regular registration period has ended. Auditors may be removed from the class if additional space is needed for students taking the course for credit.

6. When the drop/add period is over, the Records and Registration will notify the Finance Office of the number of credit hours for which each auditor has enrolled. The Finance Office will bill the audited credits at a rate of 50% of the course’s per-credit tuition cost.

7. An ASLS graduate may audit no more than two courses per term.

(c) A person who is neither a currently enrolled ASLS student nor an ASLS graduate may audit a course under the following circumstances:

1. The person must file a completed application for admission and a request to audit a course with Records and Registration.

2. Records and Registration will determine whether the course has space available and seek approval of the professor teaching the course to add a student for audit. Records and Registration will not on the form that the auditor is neither a current ASLS student nor a ASLS graduate.

3. If the Records and Registration determines that the course has available space, and the professor approves, the request will be submitted to the Associate Dean for approval.

4. Auditors will be able to register only after the regular registration period has ended. Auditors may be removed from the class if additional space is needed for students taking the course for credit.

5. When the drop/add period is over, Records and Registration will notify the Finance Office of the number of credit hours for which each auditor has enrolled. The Finance Office will bill the audited credits at a rate of 50% of the course’s per-credit tuition cost.

6. A person auditing courses under this subsection may audit no more than two courses per term.

2.2.2 Withdrawal from Courses. Students withdrawing from a course after the add/drop period must submit their request to Records and Registration who will approve a course withdrawal for good cause. Upon approval of the request, Records and Registration will notify the faculty member before informing the student. A student may receive the grade of “W for withdrawing from a course. Student should be aware that withdrawal from courses may have financial aid impact. Students considering a withdrawal from courses should consult Financial Aid.

2.2.2.1 Drop/Add Period. A student may drop or add (subject to enrollment restrictions) a course without consequence during the official Drop/Add period. The Drop/Add period is typically the first week of the term and the first day of each summer session.

After the Drop/Add period, a student may only withdraw from a course in accordance with the applicable withdrawal policies set forth below. Further, after
the Drop/Add period, a student may not change the number of credit hours for any course or clinic for which s/he is already registered.

Failure to attend a class does not constitute a drop. Additionally, notification to the professor of an intention to stop attending classes does not constitute a drop. A student must complete the Drop/Add process with the Records and Registration to officially drop a course.

Students become liable for fees the last day of the official Drop/Add period. Students must be properly registered to receive course credit.

2.2.2.2 Withdrawing From Required First-Year Courses. In extraordinary circumstances, the Associate Dean for Academic Affairs may allow a first-year student to withdraw from a course. Such a student may withdraw only with written permission from the Associate Dean for Academic Affairs, who may impose special requirements.

2.2.2.3 Withdrawing From Upper-Division Courses. Students may request to withdraw from an upper-division course, the second week of classes through the 11th week of classes by submitting an official drop/add form and petition of explanation to Records and Registration. The student will receive a “W” grade for the withdrawn course(es).

After the 11th week of classes, students must submit an official drop/add form and a petition of explanation to Records and Registration. If approved, the student will receive a “WF” grade for the course(es).

2.2.2.4 Withdrawal from Arizona Summit Law School. A student considering withdrawing from Arizona Summit Law School should first consult with the Office of Student Services. A student’s academic status—Good Standing, on Academic Probation, or Academically Dismissed—will not be changed because the student decides to withdraw from Arizona Summit Law School. Additionally, any pending or ongoing disciplinary proceedings will move forward irrespective of any withdrawal.

A student wishing to withdraw from Arizona Summit Law School must submit a completed official withdrawal form to Records and Registration. A withdrawal becomes official on the date that Records and Registration receives a completed withdrawal form. The student must also satisfy or make arrangements to satisfy all obligations owed to Arizona Summit Law School (including, without limitation, return of library materials, satisfying student accounts, etc.) prior to the request being granted.

2.2.2.5 Withdrawal and Refunds. Any student wishing to withdraw from all courses prior to the start of the term should notify the Office of Records and Registration immediately. SummitLaw will refund tuition and fees as described below.
**Non-Title IV Funds:** Any student who pays for tuition and fees using non-Title IV funds only (i.e., cash, credit card, private loans) and does not take out any financial aid will be subject to the following refund policy.

**Refund Schedule Table for Non-Title IV Funds Only**

<table>
<thead>
<tr>
<th>Withdrawal Date</th>
<th>Refund</th>
</tr>
</thead>
<tbody>
<tr>
<td>00-03 Calendar Days</td>
<td>100%</td>
</tr>
<tr>
<td>04+ Calendar Days</td>
<td>0%</td>
</tr>
<tr>
<td>*04-30 Calendar Days</td>
<td>20%</td>
</tr>
</tbody>
</table>

*This only pertains to students who are with non-Title IV funds and not using any Title IV funds in the form of student loans. In certain circumstances, a refund of 20% of tuition and fees may be granted if the student withdraws between 04 to 30 calendar days from the start of the term. The following are the only circumstances in which a refund will be considered:

- The student has an incapacitating illness of such duration and severity that the completion of the term is impossible. Confirmation by a physician must be submitted in writing.
- The student is called to military duty.
- The student passes away or a member of the student’s immediate family (i.e., parent, spouse, child, or sibling) passes away.

**Combined Use of Title IV and Non-Title IV Funds Only:**

If a student withdraws from all classes within 00-03 calendar days of the start of the term then the tuition and fees will be removed from the student’s account and all Title IV funds will be returned to Title IV programs. If the student received a living stipend (i.e., money in excess of tuition and fees) the student is required to return 100% of those funds back to SummitLaw as those funds are required to be returned to Title IV programs. If the student does not return these funds to SummitLaw in order to be returned to Title IV programs, then a hold will be placed on the student’s account until paid in full. This hold will prevent the student from registering for future terms, requesting transcripts, graduating, and using other student services.

If a student withdraws 04+ calendar days from the start of the term or on or before 60% of the term has been completed, then federal law requires that a calculated percentage of all Title IV funds disbursed to the student be returned to Title IV programs.

The return of those Title IV funds as calculated by federal law will be returned to Title IV programs in the following order:

1. Unsubsidized Federal Student Loans
2. Other Assistance by Title IV (i.e., Graduate PLUS Loan)
3. Other Federal, State, Private or Institutional Assistance
The return of Title IV funds to Title IV programs will create a balance on the student’s account representing the tuition and fees that still need to be paid to SummitLaw in order to bring the student’s account to a zero balance. If the student does not pay this balance in full, a hold will be placed on the student’s account. This hold will prevent the student from registering for future terms, requesting transcripts, graduating, and using other student services.

2.2.3 Repeating a Course. A student’s right to repeat or to be reexamined in a course is limited as follows:

a. A student may, as a matter of right, repeat any course from which s/he withdrew or which s/he dropped.

b. A student who receives a grade of “F”, or “W” in a required course must repeat the course.

c. In all other cases, a student shall not repeat any course without the approval of Records and Registration.

d. In the case of a course repetition, Records and Registration shall report both the original grade earned and the grade earned on repetition on the transcript and use both to compute the student’s cumulative grade point average.

2.2.4 Transfer between Full- And Part-Time Programs. A student can request a status change from part-time to full-time or full-time to part-time status. Students must submit written requests for permission to transfer between programs to Records and Registration. Students may submit requests at any point before the second week of a term to make the change effective for that particular term. A student may change status only upon the approval of Records and Registration, but in no case before successfully completing the first year in either program.

2.2.5 Class Attendance.

Regular attendance and preparation are required in all courses. Students should check their portal regularly to ensure they have not exceeded the maximum number of absences allowed in any course. A student whose absences exceed fifteen percent (15%) of the total number of classes in a course will be withdrawn from the course and receive a grade of W, and is barred from attending class, completing further class work, taking the final examination, and submitting any other course assignments.

Within the bounds of the policy, each professor is free to maintain class-specific attendance policies (e.g. sign-in sheets) and may include an attendance component in student assessment. For the purposes of this policy, neither ASLS nor the ABA distinguishes between excused or unexcused absences. However, if “extraordinary circumstances” have caused a student’s absences to exceed the limit, the student may appeal the dismissal in writing to the Associate Dean and continue to attend classes pending the Associate Dean’s decision, which shall conclude the matter.
“Extraordinary circumstances” is defined to include those circumstances that are not of the student’s making that prevent the student from attending class, such as: 1) serious or prolonged illness or injury; 2) admittance to a hospital; 3) death in the student’s immediate family (i.e., grand-parents, parents, siblings, spouses and children); 4) jury duty or required court appearance; and 5) other extraordinary circumstances as determined by the Associate Dean of Academic Affairs.

ASLS respects students’ observance of their major religious holidays. Any denial of a request by faculty for absence to observe a religious holiday may be appealed to the Associate Dean for Academic Affairs. Faculty must give students the opportunity to make up any missed academic assignments or tests within a reasonable time when the student is participating in a religious observance, provided that the student inform the faculty member at least one week before any previously scheduled academic assignment or test. If possible, students should make arrangements to make up missed assignments or tests in advance of the specific holiday.

If a student has failed to attend classes for the first 10 calendar days of a term, and has not been officially approved for a Leave of Absence or Withdrawal, the student will be deemed to have withdrawn from ASLS. Such students will have their registration for all classes cancelled, and financial charges for those classes will be removed from their accounts.

<table>
<thead>
<tr>
<th>Number of Class Meetings</th>
<th>Maximum Absences</th>
</tr>
</thead>
<tbody>
<tr>
<td>1, 2, 3, 4 or 5</td>
<td>0</td>
</tr>
<tr>
<td>6, 7, 8, 9 or 10</td>
<td>1</td>
</tr>
<tr>
<td>11, 12, 13, 14, 15 or 16</td>
<td>2</td>
</tr>
<tr>
<td>17, 18, 19, 20, 21, 22 or 23</td>
<td>3</td>
</tr>
<tr>
<td>24, 25, 26, 27, 28, 29 or 30</td>
<td>4</td>
</tr>
<tr>
<td>31, 32, 33, 34, 35 or 36</td>
<td>5</td>
</tr>
<tr>
<td>37, 38, 39, 40, 41, 42 or 43</td>
<td>6</td>
</tr>
<tr>
<td>44, 45, 46, 47, 48, 49 or 50</td>
<td>7</td>
</tr>
<tr>
<td>51, 52, 53, 54, 55 or 56</td>
<td>8</td>
</tr>
</tbody>
</table>

2.2.6 Employment.

Full-time students must devote substantially all working hours to the study of law. A student may not engage in employment for more than 20 hours per week in any term in
which the student carries a course load of more than 12 credit hours. At the beginning of each academic school year, full-time students must certify that they are not devoting more than 20 hours per week to outside employment. A false, inaccurate, or misleading statement on this certification shall be grounds for dismissal or such other disciplinary action as is deemed appropriate by the Office of Student Services. Such disciplinary action may include, but is not limited to, a denial of credit hours for all course work taken in excess of 12 credit hours. ASLS will not refund tuition for credit hours denied under this section.

2.2.7 Leaves. After completion of the first term of study, a student may petition the Office of Student Services for a leave of absence. The Office of Student Services will grant a leave of absence only when the request is sufficiently compelling, and the Office of Student Services will generally grant a leave for one academic term. Students are required to reapply for an additional leave of absence, unless extreme circumstances warrant the granting of an additional term. Leave of Absence forms are available in the Registrar’s office. Leave of absence forms are available from the Office of Student Services. The Office of Student Services can only grant a maximum of two terms’ leave during any student’s program at Arizona Summit Law School. The Office of Student Services will deny any leave of absence request that exceeds that amount.

The Office of Student Services generally will deny a request for a leave of absence if the student is under investigation for an honor code violation or has a pending honor court complaint.

The Office of Student Services also generally will deny a request for a leave of absence during the last week of classes or during the examination period.

A Leave of Absence may be approved for the following situations:
- Military duty
- Serious Medical Conditions afflicting the student
- Extreme extenuating circumstances that the student can resolve only by an extended absence from the school

If the Office of Student Services approves a petition for a leave of absence, s/he will notify the student in writing. The notification shall set forth the period of the approved leave and any conditions associated with the leave. The Dean of Students will place a copy of the approval letter in the student’s academic file. The Leave of Absence officially begins on the date approved by the Office of Student Services.

A student who obtains a leave of absence during the academic term is charged the tuition and fees for that term, but may be entitled to a refund based on the published refund schedule for withdrawal. Students considering a leave of absence should consult with the Financial Aid Office. For purposes of Title IV Financial Aid only, a student who receives a leave of absence is treated as a withdrawal, ASLS will calculate the amount of Title IV aid earned by the student for the term in which the leave of absence commences, and any unearned funds will be returned to the appropriate Title IV program.
A leave of absence does not increase the maximum amount of time allowed to complete the degree program. The ABA requires that a student complete their studies within seven years of the original matriculation.

A student who obtains a leave of absence after the first week of classes will receive “W” grades for any courses in which the student has enrolled for that term. Students who obtain a leave of absence prior to the start of the term or during the first week will not have the courses recorded on their permanent transcript.

2.2.8 Returning from an Approved Leave of Absence.

Any student granted a leave of absence by Arizona Summit Law School, may resume law studies upon approval of the Office of Student Services. A student returning from a leave of absence must contact Records and Registration and the Office of Student Services at least four weeks prior to his or her return date to register for courses and complete other relevant processes. The student is responsible for contacting the Financial Aid Office to ensure that funds are available for his or her return. Students approved for readmission will be required to follow the current program version of course requirements.

2.2.9 Transfer of Credit. A student who has transferred from another law school must successfully complete at least 45 credit hours at ASLS, attain a cumulative grade point average of 2.00 or better for at least 87 credit hours, complete all required courses or their substantial equivalent, satisfy the Advanced Writing Requirement, and satisfy all other applicable degree and School requirements to receive a degree from ASLS.

The Academic Dean will evaluate credits for courses completed at another approved law school on a case-by-case basis. Students may transfer only courses completed with a grade of C or better on the first attempt. Students must have obtained all transfer credits within four academic years prior to matriculation at ASLS.

Transfer students will work with Records and Registration to create a course schedule based on credits completed and credits needed for degree completion.

2.2.10 Transient Students – Transfer and Residence Credit. A ASLS student who, at the time of application, has a cumulative GPA of 2.50 or above, may, with advance permission from the Academic Dean, visit at an ABA-accredited law school. Such students must have earned at least thirty (30) credits before visiting, and must have a cumulative GPA of 2.50 or above at the time of the visit. Records and Registration may grant such permission upon finding that granting the student permission is in the student’s and ASLS’s best interest. Records and Registration may consider, among other factors, the nature of the course(s) proposed, their relationship to the student’s course of study at Arizona Summit Law School, the institution offering the course, the student’s academic record at ASLS, and the student’s prior education. The Academic Dean must approve all ASLS Students requests to visit at another ABA-accredited law School.
A student visiting elsewhere must receive advance approval from Records and Registration for the student’s proposed courses, and earn a “C” or better in each such course to receive credit. Records and Registration shall approve the proposed courses unless (1) the courses overlap with courses previously taken or currently offered at ASLS; or (2) the courses would result in a violation of the academic rules (including rules relating to co-curricular or no-course credit) that would have applied to the student had the student taken the course at ASLS. (See, also, the restrictions set forth in section 2.2.14 below.)

In no instance may a student receive more than eight (8) course credits for courses taken in a single summer, or receive credit in excess of the amount permitted by the ABA Rules establishing the minimum number of class hours necessary to receive credit in a course. To receive credit for courses taken at another law school, students must submit an official transcript from that law school to the Records and Registration.

2.2.11 Graduate Credit. Students may apply towards the course credit requirement up to six course credits for graduate courses taken outside the law school, provided Records and Registration approves the enrollment in advance and that the student earns a grade of C or better.

Records and Registration shall approve the enrollment if s/he finds that (1) the student has, at the time of application, both earned a cumulative GPA of 2.50 or above and completed at least thirty (30) credits; (2) the course does not overlap with any courses offered at the School of Law; and (3) the student demonstrates that taking the course is essential to his or her intellectual or practice objectives. (See also the restrictions set forth regarding Distance Education, below.)

ASLS shall not grant credit for graduate level courses completed prior to enrollment in the law school. In no case may a student receive course credit for units applied to earn a degree elsewhere.

2.2.12 Distance Education. No student may enroll in distance education courses offered by law schools outside the InfiLaw consortium until that student has both completed a minimum of thirty (30) credits toward the J.D. degree, and earned a cumulative GPA of 2.50 or above. A “distance education” course is one characterized by separation, in time or place, between professor and student.

ASLS will award credit for distance education law courses (subject to section 2.2.12) only if (1) there is ample interaction with the professor and students both inside and outside the course’s formal structure throughout its duration; and (2) there is ample monitoring of student effort and accomplishment as the course progresses. In addition, ASLS will grant a maximum of four (4) credit hours’ distance education in any term or summer term, and a maximum of twelve (12) distance education credit hours toward the J.D.

2.2.13 International Students. An applicant whose pre-legal work is from an institution located outside the United States may be admitted after an evaluation of his or her record
by an appropriate agency skilled in evaluating foreign institutions (e.g. the World Education Service, Inc.), provided that this record meets the substance of the requirements for regular students as determined by Arizona Summit Law School. Such an applicant will be admitted only after presenting evidence sufficient and acceptable to Arizona Summit Law School that establishes that his or her knowledge and usage of the English Language is at a level of Proficiency that will support successful study at Arizona Summit Law School without assistance.

Persons whose undergraduate work was taken outside the United States are reminded that the source of their degree may bear upon their eligibility to practice law in a particular state. Others who are not U.S. citizens are advised that practices in various state may differ regarding eligibility to be examined for admission to the bar, regardless of where their undergraduate and law degrees were obtained. Foreign students are encouraged to contact the US Immigration and Customs Enforcement agency for information on terms and conditions governing entry into the United States. (See [http://www.ice.gov/sevis/index.htm](http://www.ice.gov/sevis/index.htm).) Arizona Summit Law School may admit a student with advanced standing and allow credit for studies at a law school outside the United States upon a showing of compliance with the requirements set out in ABA Standard 507. If Arizona Summit Law School determines that a TOEFL score is required, the applicant must contact the Educational Testing Service to request that their official TOELE scores be sent to LSAC’s Credential Assembly Service to be included with the application materials. (LSAC’s TOEFL code for the Credential Assembly Service is 0058.) The applicant’s score will be included in the foreign credential evaluation document that will be included in the applicant’s LSAC Credential Assembly Service Law School Report. To use the service, applicants log into their LSAC online account and follow the instructions for registration. Applicants must print out and promptly send a transcript request form to each foreign institution attended, and allow ample time to receive and translate foreign transcripts. Questions about the Credential Assembly Service should be directed to LSAC at 215.968.1001 or LSACINFO@LSAC.org.

2.2.14 Finances. Tuition, fees and other charges (including interest and late fees) are the responsibility of the student. If a student withdraws after the start of the term, the student still has the obligation to pay ASLS for any balances on the account as provided above.

Tuition payments or financial arrangements must be made by the first day of classes. If you have completed the process for receiving financial aid, you are considered to have made an acceptable financial arrangement to the extent the aid covers tuition and fees. Any amounts due from the student above the financial aid are still due by the payment deadline. A student may be dropped from all classes if financial arrangements are not made or tuition is not paid by the end of add/drop. Students will not be able to register for classes if there is a balance on their account; there is also a $50 late registration fee if a student fails to register for classes by the scheduled date. If needed, financial counseling is available in the financial aid department. Scholarships are awarded on the basis of merit as determined by the Scholarship Committee.
2.2.15 Laptop Computer Requirement. In the Information Age that we now live and work in, the role of information communication technology is on the rise. Lawyers today must be technologically literate. To be true to our “practice ready” mission, the Arizona Summit Law School uses modern information communication technologies in our teaching, student-professor and student-student relationships and in virtually all activities of the school. Accordingly, laptops are an integral part of the Arizona Summit Law School experience. They are used not only for emailing and note taking, but also for legal research, word processing, exam taking, and to utilize the digital resources provided that aid in course administration.

It is for these reasons that ASLS requires all students to have a laptop computer that meets certain minimum criteria. We strongly recommend that students purchase a pre-configured laptop computer that meets the identified criteria through one of the Law School’s recommended laptop purchase programs. This option enables us to use our joint buying power to negotiate a better price and service warranty from which all benefit.

Alternatively, students can acquire their own computer before arriving for their first term of school. Students who acquire their own laptops are advised to refer to and comply with the minimum specifications (found at the bottom of this document under “Purchase Your Own”) to ensure that they will be able to make use of the School’s network and printing capabilities.

2.2.16. Waiver of Academic Rules

2.2.16.1 General. Students must submit written requests for waiver of ASLS rules, regulations, or policies to the Associate Dean for Academic Affairs. A student bears the burden of showing in his or her written request for waiver sufficiently compelling evidence that the waiver is warranted. Evidence of inconvenience or evidence of a rule’s ineffectiveness alone is not sufficiently compelling evidence, but evidence that shows extraordinary circumstances or that a rule is arbitrary or capricious in its application may constitute sufficiently compelling evidence. A presumption against granting waivers exists. Each request will be considered based on the information provided by the student in his or her written request. Each written request will be considered and the student will receive written notification of the decision. The Associate Dean for Academic Affairs shall forward the request to the faculty committee having jurisdiction over the matter. Once a petition is forwarded from the Associate Dean for Academic Affairs to the faculty committee, that committee shall have final decision making authority as to the merits of that request. All petitions relating to academic sanctions (including dismissals); petitions for reinstatement; petitions for readmission by students in good standing, where the student was withdrawn from school due to discontinuing her/his attendance for more than two regular semesters; or petitions that request a waiver of academic rules and regulations (except those that relate to attendance issues) shall be heard and decided by the Academic Standards Committee. If no faculty committee has jurisdiction over the issue(s) raised, the Associate Dean for Academic Affairs, in his or her discretion, may grant or deny the waiver.
2.2.16.2 Waiver of Graduation Requirements. Students must submit written requests for waivers of academic rules, regulations, and/or policies relating to graduation requirements to the Associate Dean for Academic Affairs, who will forward them on to the Academic Policy and Standards Committee. A strong presumption against granting waivers exists, but the Committee will consider each request and notify students of its decision in writing.

2.3 The Law School Program.

2.3.1 Graduation Requirements. A candidate for graduation must have: (i) attained a cumulative grade point average of at least 2.00 in at least 87 credit hours of course work; (ii) successfully completed all required courses; (iii) satisfied the advanced writing requirement; and (iv) successfully completed the pro bono hours requirement. Students must complete a minimum of 45 credit hours in residence at ASLS. Students receive credit for courses in which they have earned a grade of “D” or better, or a “Pass” in the case of a course that is graded on a pass/fail basis, or for which s/he has received advanced standing credit based on work performed at another law school. Students must complete all degree requirements in not less than 24 months but not more than 84 months of the date they first enrolled in any law school.

2.3.2 Required Courses. For students matriculating prior to Fall 2012, the following courses are required first-year courses: Civil Procedure I, Contracts I & II, Torts I & II, Lawyering Process I & II, Property I & II, and Criminal Law. All students are assigned their classes during their first two terms.

For Students matriculating prior to Fall 2012, the upper-division required courses are: Business Associations, Commercial Law, Constitutional Law I & II, Criminal Procedure, Evidence, Family Law, General Practice Skills (taken in the 5th or 6th term by full-time students or in the 7th or 8th term by part-time students), Professional Responsibility, Trusts and Estates (beginning with the class entering in Fall 2007), and a course that satisfies the Advanced Writing Requirement. The following courses are highly recommended: Administrative Law, Alternative Dispute Resolution or Pretrial/Trial Practice, Externship or Clinic, Mediation, Remedies, Trusts & Estates (for all classes entering before Fall 2007), and Arizona Bar Exam Strategies & Skills.

For students matriculating in Fall 2012 and after, the following courses are required first year courses: Civil Procedure I, Contracts I & II, Torts I & II, Lawyering Process I & II, Property I & II, Criminal Law, and Academic Legal Skills I & II. All students are assigned their classes during their first two terms.

For students matriculating in Fall 2012 and after, required upper-division courses are: Constitutional Law I & II, Criminal Procedure, Evidence, Professional Responsibility, and one course from each of the following categories:

**Business Transactions Category (Choose 1 class):**
- Business Associations
- Commercial Law
Federal Income Tax
Real Estate Transactions
Bankruptcy

**Litigation & Practice Category (Choose 1 class):**
Civil Procedure II
Conflicts of Law
Externship
Federal Courts
General Practice Skills
Remedies
Trial Practice

**Persons and Property Category (Choose 1 class)**
Family Law
Trusts & Estates
Intellectual Property
Employment Discrimination
International Law

**Skills Elective Category (Choose 1 class):**
Appellate Advocacy
Clinics
Externships
General Practice Skills
Interviewing & Counseling
Mediation
Mediation Advocacy
Pre-Trial Practice

Students must complete all first year-required courses before taking any upper-division courses. (Note, however, that full-time students can take their 11th required first-year course concurrently with upper-division courses.) Part-time students following the sequence for first-year required courses may, in their fourth term, enroll in both the first-year required courses and the upper-division required courses.

Students must take all required courses at ASLS. The Academic Standards & Policy Committee may waive this requirement under extraordinary circumstances.

**2.3.3 Advanced Writing Requirement (AWR).** In accordance with ABA Standard 302(a)(3), Arizona Summit Law School requires as a condition for graduation that each student complete a substantial research paper (similar to a law review article suitable for publication) with a grade of B or better. The AWR must be completed no later than the last day of the exam period in the term prior to the student’s last term at Arizona Summit.

Students may satisfy the AWR in one of three ways:
a. A research paper in connection with an upper-division substantive or advanced writing or research course.

b. A research paper in connection with a supervised 2-credit Independent Study Course.

c. A research and writing assignment for the Law Review.

AWR papers must include significant legal research, original thinking and analysis, and result in a final paper of a kind and quality similar to that found suitable for publication in law review. Students must follow the procedures established for enrolling in and completing the AWR. The procedures are as follows:

1. Determine whether you will complete the requirement by writing for law review, enrolling in an Independent Study course, or enrolling in an upper-division course. A student on academic probation may not enroll in a course or Independent Study to satisfy the AWR without approval of the Academic Dean for Academic Affairs.

2. Secure a supervisor for your research project. Full-time faculty members (including visiting faculty) may supervise your project. Academic Success lecturers, the Legal Writing Coach, adjunct professors, and full-time law librarians may serve as AWR supervisors only if (1) he or she holds a JD degree; and (2) the Associate Dean for Academic Affairs approves. Supervisors may not supervise more than five AWRs or Independent Study students per academic term unless the AWR is being satisfied through an upper-division course in which the final grade is dependent on a research paper or at the faculty member’s discretion.

3. Submit a written proposal outlining the research project for which you seek supervision to your supervisor for approval. Use the AWR Proposal Form located on Juristec, under Students, Records and Registration forms.

4. After you have the necessary approvals, you must present the approved proposal to Records and Registration. Records and Registration will place the AWR in the appropriate schedule.

5. As noted above, students must register for the AWR in or before the term prior to the student’s last term at Arizona Summit, but may only do so upon completion of Lawyering Process I and II (or current equivalents). Only the Associate Dean for Academic Affairs may grant an exception to this rule.

6. Work closely with your supervisor to refine your research topic, identify existing literature on the subject, develop your research thesis, and establish a specific schedule for completion of the project in compliance with the timetable posted on the AWR website or as provided by your AWR advisor.

7. In accordance with the timetable posted on the AWR website or other arrangements made with your supervisor, submit at least one outline and two drafts of the paper or
document for comments from your supervisor before you submit the final paper or document.

8. The research paper is due on the last day of the final examination period in the term in which you enrolled to satisfy the AWR, unless the supervisor has granted you a one-term extension. Note that no extension of any kind may be granted if a prior exception has been granted and the student is completing the AWR during his or her last term in law school.

9. The final paper or legal document should be at least 5,000 words in length, excluding footnotes. All projects shall include reference to at least 25 sources, and research papers shall include at least 20 independent substantive footnotes. The supervisor will review and assign a grade to the final paper, evaluating the strengths and weaknesses of the student’s final written product. The student may be required to rewrite part or all of the paper in order to receive certification that the requirement has been met.

10. The supervisor must submit the certification of compliance (form), the grade (if applicable, e.g. not if it is a Law Review paper or if the grade on the paper is only part of the final grade in the substantive course), and a copy of the completed AWR paper to the Records & Registration department no later than the latest date that any faculty member's grades are due. The Records & Registration department will keep every student’s AWR on file during that student’s enrollment at the law school. The student is responsible for ensuring the Certificate of Compliance and the graded copy of the paper is submitted by the AWR supervisor to the Records & Registration.

2.3.4 Independent Study.

a. A student may satisfy the AWR in a two credit hour Independent Study Course. If a student is not taking the Independent Study course for the purpose of satisfying the AWR, he or she may choose to take it for one, two, or three credits. Students may receive credit for only one Independent Study Course, regardless of whether the student completed that Independent Study in residence at ASLS or another institution.

b. Students who have not completed at least 43 credit hours or whose cumulative grade point average is less than 2.00 are not eligible to enroll in an Independent Study Course.

c. The student must: (a) identify a full-time faculty member who agrees to supervise the study, (b) submit a written proposal for the faculty member’s approval at least two weeks prior to registering for the study, and (c) submit all completed paperwork for registration to Records and Registration. The student may register for the study upon receipt of the faculty member’s approval and acknowledgement by Records and Registration.

d. The supervising faculty member will evaluate the student’s work product. The evaluation shall include the determination of the grade and whether the
student has satisfied the AWR (if the Independent Study Course is being used for that purpose).

2.3.5 Non-Course credit (Study Outside the Classroom).

a. A student may enroll in and apply toward the course credit requirements up to 12 non-course credits. Non-course credits consist of externships, teaching assistant positions, law review, moot court, and additional non-course activities approved by the faculty for non-course credit and so designated in the Handbook or registration materials.

b. The faculty advisor may drop a student from a non-course activity during the term if the faculty advisor determines that the student has missed an excessive number of meetings or otherwise failed to participate fully and effectively in the activity. The faculty advisor shall confer credit for a non-course activity on a pass/no credit basis.

2.3.6 Clinics and Externships. ASLS offers students in good academic standing, who have completed all the first-year required courses and any other specific course prerequisites, an opportunity to participate in clinical programs (which include hybrid clinics) and externships. Please consult the catalog for a listing of these offerings. Students may participate in externships with a school approved agency/firm and an approved lawyer. A list of pre-approved field placement is available on Juristec; and students may develop their own field placement subject to approval of the school. Each clinic or externship includes a classroom component that provides the necessary link between the externship and the law curriculum. The Directors of Clinical Programs and Externships coordinate the respective administrative processes and work with each student to enhance the placement process and maximize the learning experience.

Students who wish to undertake an externship or a clinic may register for only one of them during a single term. Students may apply for and complete up to two (2) different externships, completed in different terms/terms, provided the learning experience in each externship placement is materially different and beneficial to the student and is approved by the appropriate program’s director.

More information about the clinical and externship programs is available from the directors of the respective programs and in ASLS’s online resources. Each program and placement may have specific prerequisites; however, in all cases students must have completed 30 term hours with a cumulative grade point average of 2.00 or above to be eligible.

Students who wish to participate in the judicial externship program must meet the following prerequisites:
a. Successful completion of Professional Responsibility and Evidence and, in the case of students working with a federal judge or magistrate, Constitutional Law I and II.

b. Overall cumulative Grade point average of 2.00 or above.

Enrollment in clinics and externships may be limited. Placements will be made on the basis of credits successfully completed at the end of the term prior to the student’s application, as well as consideration of the student’s goals and objectives in seeking the clinic or externship assignment, grade point average, writing skills, interviews with the program director and/or field supervisor, and other qualifications as determined by the program director. In addition, priority will be given to those students who have not participated in the clinic or judicial programs in a prior term.

2.3.7 Infusion Curriculum and Skills Training. The Infusion Curriculum and skills-training courses aim to expose students to “real-life” practice situations. A wide variety of courses incorporate simulations and practical exercises to demonstrate how legal principles function and provide the students with an opportunity to learn and practice essential skills. Trial and appellate advocacy courses, and offerings in alternative dispute resolution, are primary sources of skills training. Co-curricular activities, such as moot court, provide enhanced opportunities for skills development.

2.3.8 Teaching Assistants. This provision applies to all teaching assistant positions at the law school. Students may earn academic credit as a teaching assistant (T.A.) for any ASLS course taught by a full-time faculty member provided that the student has completed at least thirty (30) credit hours toward the J.D. degree with a cumulative grade point average of at least 2.75, and has obtained advance permission to register as a T.A. as set forth below. Before registering for credit as a T.A., the student must first receive approval from the faculty member sponsoring the T.A., and then formally request, in writing, approval from the Associate Dean for Academic Affairs. The written request for teaching assistant credit submitted to the Associate Dean for Academic Affairs must specify the responsibilities of the T.A. for the term. Students may earn only one (1) unit of credit per term as a T.A. and may receive no more than a total of three (3) hours credit as a T.A. during the time the student is registered at ASLS. One unit of credit for a T.A. is equal to a minimum of sixty (60) hours of work during the designated term. Students must submit a time sheet to the professor for signature on a weekly basis to ensure compliance with the sixty-hour requirement. To receive the credit, the professor must certify to the Registrar at the end of the term that the student has met all of the pertinent requirements.

In the alternative, a student may work as a T.A. for pay rather than credit, but no T.A. may receive both pay and credit in a given term. Students who opt to be paid, rather than receive credit, need not submit a formal written proposal for credit to the Associate Dean for Academic Affairs, but must still receive prior approval from the supervising faculty before beginning employment as a T.A. In addition, the professor must seek prior approval for any such paid positions from the Associate Dean for Academic Affairs.
2.3.9 Research Assistants. Students may work for individual professors as research assistants for pay, subject to the approval of the Associate Dean for Academic Affairs.

2.3.10 Law Review Credit Policy

1. A student may receive a maximum total of six credits for law review and three credits for any academic year.

2. Members who start law review service in the fall term may elect to receive credits in any of the following combinations, by term:
   a. 1 credit in fall; 2 in spring
   b. 2 credits in fall; 1 in spring
   c. 3 credits in spring
   d. 3 credits in fall, in extraordinary circumstances
   e. 1 credit in fall; 1 in spring; 1 in summer
   f. 1 credit n spring; 2 credits in summer

3. Members who start law review service in the spring term may elect to receive credits in any of the following combinations by term:
   a. 1 credit in spring; 2 in fall
   b. 2 credits in spring; 1 in fall
   c. 3 credits in fall
   d. 3 credits in spring in extraordinary circumstances
   e. 1 credit in spring; 1 in summer; 1 in fall
   f. 2 credits in summer; 1 in fall

4. A student may elect not to receive all or any portion of the permitted credits.

5. Process for Election
   a. Students will elect credits in the fall and spring terms. Specifically, their elections must be made in writing directly with the EIC as follows: (1) by July 15, students must elect their credit allocation for the fall term; (2) by November 1, students must elect thei r credit allocation for the spring and summer terms.
   b. Either the EIC or the Faculty Advisors may reject a credit allocation if they conclude that the allocation would not further the interests of law review or the school; in the event that the EIC and the Faculty Advisors disagree on the allocation, the Faculty Advisors, after providing the EIC with an opportunity to express his or her opinion on the matter, will make the final decision. The EIC will ordinarily be responsible for resolving the credit allocation directly with the student, subject to the approval by the Faculty Advisors.
   c. Immediately after close of the applicable deadline listed in paragraph 5.a, the EIC will compile the list of student credit in one spreadsheet and email the spreadsheet to the Faculty Advisors.
d. After reviewing and approving this list, the Faculty Advisors will be responsible for transmitting the list to the Records and Registration’s Office.

e. If students have any problems or questions related to credit issues, they should first contact the EIC or the Faculty Advisors rather than the Records and Registration’s Office.

6. Each student is responsible for insuring that his or her law review credit allocation will not violate ASLS’s prohibition of 18 or more credits per term and will not conflict with required courses in each term (“prohibited law review credit”). If a student fails to do so and subsequently has prohibited law review credit or if a student does not allocate all three credits in an academic year consistent with the procedure listed in paragraph 5 above, he or she will permanently lose any prohibited law review credit or unallocated credit. Only in extraordinary circumstances will the Faculty Advisors waive a student’s failure to comply with the procedure listed in paragraph 5 above and award the unallocated credit; accordingly, the presumption is strongly against waiver. No credit will be allocated retroactively.

7. Unless the EIC and the Faculty Advisors grant a waiver under extraordinary circumstances, all members must work a full academic year before credit is awarded for that year. All timely credit allocations will be denoted on a student’s transcript with an Incomplete (“I”) until the end of the spring term (for fall starts) or fall term (for spring starts); if a student fulfills all law review requirements by the end of the applicable academic year, a Pass (“P”) will then be placed on the transcript for all timely and properly allocated credits.

2.3.11 Pro Bono/Public Service Requirement

2.3.11.1 Preamble. A central part of ASLS’s mission is to prepare its students to become practitioners who recognize the value of providing legal service to underserved populations and public service to the community. Pro bono service is uncompensated legal work or education provided to a law-related organization or in a law-related environment when such service primarily benefits individuals or organizations that serve indigent individuals, disadvantaged minorities, victims of discrimination, those denied human or civil rights, or those who lack significant access to the legal system. Public service is uncompensated non-legal work or education provided to individuals or organizations that serve indigent, disadvantaged minorities, victims of discrimination, those denied human or civil rights, or charitable organizations.

2.3.11.2 Pro Bono & Public Service Policy Requirements. ASLS students enrolling as of Spring 2008 must complete at least thirty (30) hours of pro bono service and/or public service during their tenure at ASLS. Students may satisfy this requirement through activities that serve the purposes
set forth in the Preamble. Upon completion of the pro bono requirement, students will receive a certificate at graduation.

Consistent with the freedom practicing attorneys have under the Model Rules or state bar rules, students regulate and report their service activities under this policy. Arizona Summit Law School will not require advance approval of a service-related activity or independent verification of a student’s service. Each student must certify and sign a community service report that the Programs Administrator maintains.

Students exceeding 50 hours of pro bono service will receive a special Community Service Certificate and recognition at graduation.

Arizona Summit Law School requires transfer students to comply with this policy on a pro-rated basis of ten (10) hours per academic year spent in residence at Arizona Summit Law School, but in no case will the School require more than thirty (30) hours of pro bono service.

The Office of Student Services will report the number of hours and a description of each student’s pro bono activities to the Dean or the Dean’s designee annually. Arizona Summit Law School will maintain a list of community service activities and programs as a resource for students, aiding in their compliance with this policy.

2.3.12 Graduation Honors. A student graduates with the honors distinction listed below by earning the corresponding cumulative grade point average for all course work completed at ASLS:

- **Summa Cum Laude**: 3.75 or better
- **Magna Cum Laude**: 3.50 – 3.74
- **Cum Laude**: 3.25 – 3.49

2.4 Assessment and Progression.

2.4.1 Examinations.

2.4.1.1 Administration of Exams. Students are expected to adhere to all rules as set forth in the Student Handbook regarding examinations, quizzes, research papers, and any other work product. Students are also responsible for any additional rules provided by the professor in the course syllabus, examination or quiz instructions, or otherwise communicated to the student. The professor’s instructions and the Student Handbook will govern in the case of any conflict with these rules.
Conduct during and after an examination: Students may not communicate in any way with other students during an examination, or engage in any discussion in the hallway or near any classroom about any examination. Students should not discuss the examination with any student who has not yet taken the examination. No writing or reading of the examination can begin unless explicitly told to do so by the proctor.

Use of examination software: the option to take examinations on a laptop computer is available to students as a convenience and privilege. It is not a student’s right to use the examination software or a laptop computer to take their examination. Accordingly, it is each student’s responsibility to ensure that prior to the examination, equipment is in good working order, that they have properly downloaded applicable software and have taken a practice examination to test the software, and generally to follow IT instructions. Because students’ use the software and a laptop computer is at their own risk, if a student experiences technological problems, including network, Internet, software, hardware, etc., that cannot be resolved 15 minutes prior to the examination, irrespective of the reason, that student must hand-write their examination. Similarly, if a student experiences technological problems, including network, Internet, software, hardware, etc., at any time during the examination, irrespective of the reason, that student must close their laptop computer, quietly retrieve bluebooks from the proctor, and hand write the remainder of the examination.

In the event technical errors after the start of an examination, at the end of the examination and not during, students must take their laptop computer to the IT department for retrieval of the files created prior to the technical error. The IT department will only retrieve files in a manner recommended by the makers of the examination software, and will submit to the professor the last file recorded by the software prior to the technical issue. IT will not submit to the professor any other saved data, nor will the student be able to view files prior to submission to the professor. Students are not permitted to reboot their computers during an examination. Students are generally discouraged from attempting to continue in the examination software if they experience technical problems, since no attempt will be make to retrieve or submit to a professor archived files once an examination is submitted electronically in the normal course.

By using the examination software, students acknowledge and agree that Arizona Summit Law School, and their respective partners, employees, officers, directors, and affiliates are not liable to the student for any and all damages to their laptop arising from the use of the software including any loss of data.

Start and end times: Students are expected to be in their seat for any examination at least 15 minutes prior to the start of the examination. Generally, proctors will start to administer an examination (passing out envelopes), beginning 15 minutes prior to the examination, irrespective of whether all students are present. The proctor will then start each examination at the designated time indicated in the examination schedule. Examinations will not be delayed for any student’s failure.
to be ready to take the examination at the designated time and/or their technical problems. Students late to an examination will not have an extension of time. Students may not start the examination prior to the proctor signaling to start.

Proctors are the exclusive and official examination timekeepers. Students should not rely on the timer on any examination software, or the clock on their computer to keep the examination time.

Electronic devices: Cellular phones, PDA’s, iPods or like devices, and any other electronic equipment must be turned off during an examination and placed in a bag at the front of the room or a locker for the duration of the examination. Phone calls, emails, text messaging or any other similar communication during an examination is prohibited. Laptop computers are to be used only if the student using examination software.

Personal items: All books, papers, notes, bags, computers not being used to take the examination, and all other personal items must be placed at the front of the room prior to the start of the examination. Only those material explicitly designated by your professor in their examination instructions will be allowed.

Questions: After the examination has begun, faculty, school administration, and proctors will not answer any questions about the examination instructions or the examination, including any perceived errors in the examination. Students should read the examination carefully, and use their best judgment. If a student suspects there is a typographical error, this should be noted when answering the question, if possible, and noted to the proctor after the examination has ended.

Blind Grading Numbers: A blind grading number (“BGN”) is a number randomly generated and assigned by Records and Registration to each student for their personal use during examination periods, and is available through the Student Portal. A student’s BGN is to be used as the sole means of identifying the student on their examination. Students should not put their name or any other identifier, other than their BGN on any examination materials, or send any other communication to the professor that would identify the student and their examination to the professor. A student’s BGN is NOT to be confused with their Student Identification Number.

Leaving the examination room: Students should not leave the examination room before completing the examination, except to use the restroom. Students should use the closest restroom, that is students should not leave the respective floor or building to use a separate restroom. If a student finishes an examination early, it is imperative that the student return all exam materials and leave the room and hallway quietly. However, in no event can any student leave the examination in the last 15 minutes, irrespective of whether they have finished the examination.

Food and drinks: There is no food or drinks allowed in the examination room, with limited exceptions. Students are permitted to bring bottled water in a clear
plastic container, and diabetic students who may have glucose testing kits are permitted to bring necessary snacks or drinks.

### 2.4.1.2 Absences from Examinations

A student may obtain an excused absence from a final examination only from the Associate Dean for Academic Affairs who will notify the Office of Student Services and Records and Registration of the approval. The Associate Dean for Academic Affairs will rarely excuse an absence from an examination and in any case excuses will only be granted for demonstrable good cause of the examination for which the excuse is sought. Requests must be submitted in writing, setting forth the reason(s) for the request. Documentation may be required. Requests must be submitted as soon as practicable under the circumstances. A student who obtains an excused absence from the Associate Dean for Academic Affairs must take the examination as soon as practicable under the circumstances as determined by the Office of Student Services or Records and Registration. If a student is unable to take the examination during the same examination period, he or she will receive a grade of Incomplete “I” for the course until he or she takes the examination. A student who is absent from a final examination as originally scheduled or as rescheduled under this section will receive a grade of “F” for the examination unless the absence is excused as provided above.

### 2.4.1.3 Extensions of Time

Where a work product other than an examination is required for a course, the professor may, in his or her discretion, grant an extension of time for the completion of such work. Such extensions may be for such periods as the professor shall determine, but in no event may the professor permit the work product to be completed later than three months after the originally scheduled due date of the work product. If a professor grants an extension of time under this rule, s/he should communicate the extended due date to the student in writing, and Records and Registration must receive a copy. A professor may, in his or her discretion, reduce the grade of a student who obtains an extension under this rule. If the work is not completed before the extended time limit has expired, the student will receive the grade of “F” for the late work. Professors will not grant extensions lightly.

### 2.4.1.4 Late Arrival for Exams

A student who arrives late for an examination will be permitted to take it without excuse, but the time for completing the examination will not be extended beyond that specified for completion by those students who arrived on time.

### 2.4.1.5 Examination Deferrals

A student may request deferral of a scheduled final examination under the following circumstances: (i) two examinations on the same day; (ii) three examinations are scheduled in a twenty-four hour period; (iii) two examinations are scheduled in which there is less than four hours from the schedule end of the first examination and the scheduled beginning of the second examination; (iv) for part-time students, examinations on three consecutive days; (v) a verified religious observance. Deferred examinations will be marked and grades rendered in the normal course.
Students must submit all requests for examination deferrals for one of the reasons set forth in the preceding paragraph in writing to Records and Registration with any supporting documentation. Students must submit all such requests at least three weeks prior to the beginning of the final examination period.

**2.4.2 Good Academic Standing.** To be in good academic standing, a student must have a cumulative grade point average of at least 2.00.

**2.4.3 Grading.**

**2.4.3.1 General.** Grades in each course reflect academic performance as evaluated by the faculty member. Faculty members may, at their discretion, consider class attendance and participation in determining final grades. Faculty members will provide students with a written syllabus of course work and an explanation of the testing and grading requirements for the course.

**2.4.3.2 Grading Scale.** Grades are given each term in each course. The grade scale is as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.00</td>
</tr>
<tr>
<td>A-</td>
<td>3.67</td>
</tr>
<tr>
<td>B+</td>
<td>3.33</td>
</tr>
<tr>
<td>B</td>
<td>3.00</td>
</tr>
<tr>
<td>B-</td>
<td>2.67</td>
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<tr>
<td>C+</td>
<td>2.33</td>
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<tr>
<td>C</td>
<td>2.00</td>
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<tr>
<td>C-</td>
<td>1.67</td>
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<tr>
<td>D+</td>
<td>1.33</td>
</tr>
<tr>
<td>D</td>
<td>1.00</td>
</tr>
<tr>
<td>F</td>
<td>0.00</td>
</tr>
<tr>
<td>PASS</td>
<td>0.00</td>
</tr>
<tr>
<td>FAIL</td>
<td>0.00</td>
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<tr>
<td>W</td>
<td>0.00</td>
</tr>
<tr>
<td>W/F</td>
<td>0.00</td>
</tr>
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<td>I</td>
<td>0.00</td>
</tr>
</tbody>
</table>

**2.4.3.3 Grade Distribution.** Individual members of the faculty have the autonomy and the responsibility to evaluate the performance of students enrolled in their courses. Nevertheless, the Arizona Summit Law School Faculty has adopted a grade distribution policy. The grade distribution policy aims to establish a grading norm that assists employers in their hiring decisions. The grade distribution policy also seeks to avert inconsistent grading standards, establish a faculty-wide grading criterion, and facilitate selecting professors and courses for sound academic reasons.

The grade distribution is:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A, A-</td>
<td>15%</td>
</tr>
<tr>
<td>B+, B</td>
<td>25%</td>
</tr>
<tr>
<td>B-, C+, C</td>
<td>45%</td>
</tr>
<tr>
<td>C-, D+, D, F</td>
<td>15%</td>
</tr>
</tbody>
</table>
This distribution is mandatory for all first-year classes (as defined by the current school catalog) containing 21 (twenty-one) students or more (a one or two percent deviation to accommodate imprecise mathematical division will still meet the mandatory distribution). Substantial compliance with the distribution is required for all first-year classes containing 20 (twenty) or fewer students (a five percent deviation above or below shall be deemed substantial compliance).

Substantial compliance with the distribution is also required for all upper-level classes of 21 (twenty-one) students or more (a five percent deviation above or below shall be deemed substantial compliance).

To meet the substantial compliance standard, the distribution must, at a minimum, conform to the following percentages:

- A, A-: 10%
- B+, B: 20%
- B-, C+, C: 40%
- C-, D+, D, F: 10%

The distribution is not required for classes containing 20 (twenty) or fewer students, seminars, clinics, or courses approved for grading on a pass/fail basis. Professors retain discretion to use the distribution, even for classes in which it is not required.

Faculty members submit all grades to Records and Registration. If the faculty member's grades deviate from the grading distribution in any class requiring a mandatory grading curve, the faculty member must submit an explanation justifying the deviation to Records and Registration with the Grade Distribution Form. Any deviations from the mandatory grade distribution must be approved by the Associate Dean for Academic Affairs. The distribution is not required for classes containing 20 (twenty) or fewer students, seminars, clinics, or courses approved for grading on a pass/fail basis. Professors retain discretion to use the distribution, even for classes in which it is not required.

**2.4.3.4 Grade of Incomplete.** A student shall receive an Incomplete ("I") if, and only if: (i) the Associate Dean for Academic Affairs excused her/his absence from the final examination; or, (ii) the professor granted the student additional time to complete the course requirements before the end of the regularly scheduled examination period for that term; or, (iii) there is a pending Honor Code compliant related to a class or examination that would impact on the student’s
final grade. A professor may not grant permission for a student to delay or defer sitting for any the final examination.

Students may expunge an Incomplete (“I”) by taking an examination or completing other unfulfilled course requirements within such time fixed by the professor or Records and Registration, as applicable, but in no event later than three months after the end of the examination period of the term for which the Incomplete (“I”) was granted. A student who fails to expunge an Incomplete (“I”) as provided herein will receive an “F” for the course.

2.4.3.5 Posting of Grades. Records and Registration will post grades according to established policies and procedures after consultation with the Associate Dean for Academic Affairs.

2.4.3.6 Student Ranking System. ASLS’s ranking system seeks to rank, in the same group, all students likely to graduate in the same academic year.

After issuing grades at the end of each term, but not after any summer term or intersession, Records and Registration will rank students according to their grade point average and respective group designation, as follows:

Group 1: All full-time day students who have completed 15 or fewer credit hours

Group 2: All part-time students who have completed 15 or fewer credit hours

Group 3: All students who have completed 16-30 credit hours

Group 4: All students who have completed 31-59 credit hours

Group 5: All students who have completed at least 60 credit hours, but have not just completed their final term

Group 6: All students who have completed at least 60 credit hours, and have just completed their final term

From their ranking, students can derive their class percentage by dividing their rank by the total number of students in their group designation. For example, if 212 students were in Group 5, the student ranked 75th would be in the top 35% of the group (75/212 = .35).

Students must present all GPA and ranking information on resumes and other documents truthfully and without misrepresentation. If a student displays numeric and/or percentage rankings on a resume, he or she may display only the current ranking and/or percentage issued by Records and Registration. Class rankings and percentages are unofficial until the student’s graduation date.
2.4.3.7 Repeated Courses. A student may, as a matter of right, repeat any course from which s/he withdrew or which s/he dropped. A student who receives a grade of “F” or “W” in a required course must repeat the course. In all other cases, a student cannot repeat any course without the approval of the Associate Dean for Academic Affairs. In the case of repetition of a course, both the original grade earned, if any, and the grade earned on repetition shall appear on the transcript and count toward the student’s cumulative grade point average.

2.4.3.8 Anonymous Grading. Except as provide below, professors grade written examinations without knowing the test taker’s identity. Student Grade Numbers (BGNs) are confidential. Each student receives a unique BGN for use on mid-term and final examinations. Prior to grading, faculty members or other individuals engaged in grading student work do not have access to a student’s identity related to an BGN. Students who fail to use an BGN or who otherwise reveal their identity may be subject to sanctions by the administration or the professor, including, but not limited to, substantial grade reductions. Students with questions concerning BGNs should consult Records and Registration.

Grades in each course reflect academic performance as evaluated by the faculty member. Faculty may evaluate class participation and other assigned projects (including written assignments) on a non-anonymous basis. Faculty members will provide students with a syllabus of course work and an explanation of the testing and grading requirements for the course, including any non-anonymous grading policies. The anonymous grading policy does not apply to courses in which written assignments other than exams (whether graded or not) are required or other courses in which papers are assigned. In Lawyering Process I and II, the midterm and final projects are anonymous; the other course assignments need not be anonymous.

2.4.4 Finality of Grades. Grades are deemed final when Records and Registration posts them. Students may appeal only for one of these two reasons:

Mathematical Errors: A faculty member may not change a final course grade that has been posted unless the faculty member determines a mathematical grade calculation error, and then only if the faculty member completes a grade change form, which is submitted to and approved by the Associate Dean. The decision of the faculty member is final, subject to the approval of the Associate Dean, however, no changes will be made after the sixth week after Records and Registration posted the grade without approval of the Associate Dean.

Grade Appeals: If a student believes a grade was motivated by animus or given arbitrarily, s/he may submit a written petition within six weeks after the Records and Registration posted the grade, to the Academic Policy and Standards Committee setting forth all information that the student deems relevant. The Academic Policy and Standards Committee will provide a copy of the petition to the faculty member. The decision of the Academic Policy and Standards Committee shall be final.
2.4.5 Academic Success Center. To help ASLS students maximize their potential for learning and understanding the law, ASLS provides a comprehensive program for academic success. The program provides first-year students and students on academic probation or academic alert, the opportunity to practice in the services offered by the Academic Success Center. The program offers classes in small group settings and individual counseling. The program’s objectives include helping ASLS students discover their particular needs and learning styles, and providing the tools needed to meet the rigors of law school with confidence.

While the Academic Success Center is open to all students, particular emphasis is placed upon helping first-year students. All first-year students are enrolled in Academic Legal Skills I and II during their first year. Attendance is mandatory. In the second-year, Mastering Legal Skill I and II are mandatory for students on academic probation or academic alert. The program is designed to assist students with developing the necessary skills of critical thinking, legal analysis, critical reading, case-briefing, IRAC analysis, exam-taking skills, outlining, time management, and note taking.

Additionally, ASLS has established a bar preparation program, which includes the Arizona Bar Exam Strategies and Skills course to ensure that students understand the bar review and exam process and upon graduation an Integrated Bar Prep Course. Arizona Bar Exam Strategies focuses on how to learn from bar review outlines and lectures; memorize; self-assess understanding; and approach and excel on practice bar exam questions, including essay and multiple-choice. In addition, the course assists students in developing skills and strategies to manage attitude, stress and study time.

All programs are under the auspices of the Academic Success Center, which is overseen by the Associate Dean for Academic Affairs. This Office provides support and advice to individual students, as well as to student organizations, and acts as the liaison between student groups, faculty, the administration, and the alumni board. In addition, the Office of Student Services can provide references to qualified providers for students in need of special counseling.

2.4.6 Academic Discipline.

2.4.6.1 Academic Alert. Records and Registration will place in academic alert status any student whose cumulative grade point average is 2.00 through 2.50 (inclusive) upon completing one term (full- or part-time) at ASLS or at any time thereafter through the completion of 60 credit hours. A student in academic alert status must participate in the services of the Academic Success Center and develop a plan for improving academic performance before the first day of classes in the next term for which that student enrolls. The Academic Policy and Standards Committee shall deem failure to comply with the provisions of this paragraph as grounds for denying a petition for reinstatement.
2.4.6.2 Academic Probation. Records and Registration will place on academic probation any student who fails to attain at least a 2.00 cumulative grade point average upon completing one term (full- or part-time) at ASLS or at any time thereafter. A student on academic probation may not participate or hold an elected office in co-curricular or extracurricular activities including, but not limited to, clinical programs, Moot Court, Law Review, law fraternities, other student organizations, or representative or officer positions in the Student Bar Association.

A student remains on academic probation for one term. Students on academic probation may not register for courses in the intersession or summer term immediately following the probationary term. Records and Registration will academically dismiss any student who fails to attain at least a 2.00 cumulative grade point average upon completing the probationary term.

A probationary student must participate in the programs offered by the Academic Success Center, shall schedule and attend monthly meetings with his or her faculty mentor, and comply with additional conditions deemed necessary by the Director of the Academic Success Center. The Academic Policy and Standards Committee shall deem failure to comply with the provisions of this paragraph as grounds for denying a petition for reinstatement.

2.4.6.3 Academic Dismissal. Records and Registration will academically dismiss any student who fails to attain at least a 1.41 cumulative grade point average upon completing one term (full- or part-time) at ASLS or at any time thereafter. Records and Registration will not place such students on academic probation, and such students may not file petitions for reinstatement. This paragraph applies only to students admitted after the Fall 2007 term.

Records and Registration will academically dismiss any probationary student who fails to attain at least a 2.00 cumulative grade point average upon completing any probationary term.

The dismissed student will receive notice of the dismissal from Records and Registration by e-mail to the student’s ASLS e-mail address, with a copy by certified mail to the student’s official address on file. A student is deemed to have received notice of academic dismissal on the date the Records and Registration sends the e-mail.

Any academically dismissed student may apply for admission to ASLS under the rules and procedures governing admission of new students. An academically dismissed student may not apply for admission sooner than one (1) year after academic dismissal. If accepted for admission, a student will enroll as a first-year student and receive no credit for work previously attempted or completed at ASLS or any other law school.
Academic dismissal may affect a student financially. Therefore, any dismissed student must schedule an appointment with the Financial Aid Office. Failure to do so may constitute grounds for denial of a petition for reinstatement.

2.4.7 Academic Reinstatement.

2.4.7.1 Petitions for Reinstatement – Filing Requirements and Eligibility. A student may petition the Academic Policy and Standards Committee for reinstatement upon receiving notice of academic dismissal pursuant to § 2.4.6.3. A student must file the petition for reinstatement no later than five (5) calendar days after receiving notice of the academic dismissal from Records and Registration, as provided in § 2.4.6.3.

Students whom Records and Registration has academically dismissed for failure to achieve at least a 1.41 cumulative grade point average may not petition for reinstatement. Students whom Records and Registration has academically dismissed more than once and whose cumulative grade point average is below 1.80 may not petition for reinstatement.

Students who are eligible to file a petition for reinstatement, and who timely and otherwise properly file a petition for reinstatement pursuant to this section, are permitted to attend classes pending a decision from the Academic Policy and Standards Committee.

The Academic Policy and Standards Committee will hear petitions for reinstatement at the next scheduled meeting following receipt of the petition. Petitions filed by students with cumulative grade point averages below 1.80 or whom Records and Registration has academically dismissed more than once may not be entitled to a full hearing. Such petitions, however, shall receive a preliminary review.

Under this preliminary review, the Chair shall distribute copies of eligible petitions to the Committee as soon as possible after receipt. Each Committee member will review the petition and forward a recommendation to the Chair. Upon any Committee member’s recommendation received within seven (7) calendar days of the distribution date, the Chair shall place the petition on the agenda for the next scheduled hearing. The Committee’s failure to provide such a recommendation shall operate as a denial of the petition.

The Academic Policy and Standards Committee will notify a student of its decision by e-mail to the student’s ASLS e-mail address, with a copy sent by mail to the student’s official address on file. A student is deemed to have received notice of the Academic Policy and Standards Committee’s decision on the date the e-mail is sent. The Committee shall also notify the Academic Dean and Records and Registration of its decision.

2.4.7.2 Petitions for Reinstatement – Content. A petition for reinstatement must demonstrate specifically: a) the extenuating circumstances leading to the student’s
deficient academic performance; b) that those circumstances no longer exist; c) a
detailed plan for academic success upon reinstatement, including the student’s
responsibility for assuring such success; d) that the student’s record contains
sufficient indicators of future success in law school and the ability to pass a bar
examination.

2.4.7.3 Committee Review and Action. The Committee may, in its sole discretion,
grant or deny a petition for reinstatement. All petitions are subject to a presumption
of denial. The Committee will grant a petition if a majority of members present at
the petition hearing determines that: a) the petition meets the content criteria in §
2.3.7.2; b) circumstances detrimental to satisfactory academic performance
substantially hindered the petitioner’s ability to perform satisfactorily; c) those
circumstances will no longer exist if the student returns to school; and d) the
petitioner will be able to achieve a cumulative grade point average of at least 2.00.
If the Committee grants a petition, it shall reinstate the student for one probationary
term (part- or full-time, as applicable) under such conditions as it deems
appropriate. The Committee shall, in writing, notify a petitioner of its decision as
soon as practicable.

2.4.7.4 Petitions for Rehearing. A student may petition the Academic Policy and
Standards Committee for rehearing upon receiving notice of denial of a petition for
reinstatement. A student must file the petition for rehearing no later than seven (7)
calendar days after receiving the notice of denial under § 2.4.7.3, which the Chair
shall send by e-mail to the student’s ASLS e-mail address, with a copy by mail to
the student’s official address on file. A student is deemed to have received notice of
the denial on the date the Chair sends the e-mail.

The Committee will consider a petition for rehearing at the next scheduled meeting
following receipt of the petition. A petition for rehearing must demonstrate evidence
that: a) is relevant to the petitioner’s case; b) could not have been available at the
time of filing the petition for reinstatement upon the petitioner’s exercise of due
diligence; and c) reasonably could have led to a different decision on the petition for
reinstatement. The petitioner may designate a full-time faculty member who is not
currently a Committee member to consider and vote on the petition for rehearing
and, if the Committee grants a rehearing, the subsequent petition for reinstatement.1

The Committee may, in its sole discretion, grant or deny petitions for
rehearing. The Committee will grant a rehearing by a two-thirds majority
vote of the members present at a meeting called to vote on the petition.

2.4.7.5 Finality. All decisions of the Academic Policy and Standards Committee
with regard to petitions for reinstatement and rehearing are final.

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1 For purposes of § 2.4.8.4, “Committee” means the regular members of the Academic Policy & Standards
Committee, and the faculty member designated in the petition for rehearing, if any.
CHAPTER III
STUDENTS AS CITIZENS

3.1 Re-affirmation of Principles. The governing boards, charged by law with the responsibility for ASLS’s governance, re-affirm the following general principles as fundamental to the functioning of a school in a free society and declare them to apply at ASLS:

a. Academic Freedom. All members of the ASLS community (administrators, faculty, staff, and students) enjoy certain rights grounded in the nature of the community, the vitality of the educational process, and the requirements of the search for truth and its free dissemination. There exist inherent rights of academic freedom that include the freedom to learn, the freedom to teach, and the freedom to conduct research and to publish findings in a spirit and atmosphere of free and open inquiry to be exercised in concert with ASLS’s established educational and deliberative processes.

b. Rights and Collateral Responsibilities. The rights and privileges held by members of the ASLS community carry correlative responsibilities and obligations. Among these is the duty to respect and follow rules and regulations as have been, or may be, established from time to time. Such rules and regulations are designed to reflect ASLS’s educational purpose, and to protect the safety of the campus and its citizens.

c. Security of the Campus. ASLS’s purpose is educational: teaching, learning, discussion, research, and service. The appropriate governing board(s) and the administration, faculty, staff, students, alumni, and citizens must share the same goal - that ASLS be a stable and peaceful center of education and inquiry, free from violence, the unlawful or improper use of force, coercion, intimidation, harassment, or personal abuse. The employment of such objectionable tactics violates the rights of others and has an adverse effect on the entire institution. No such actions have any place in a school.

d. Right of Dissent. ASLS supports the academic freedom of all members of its community and does not seek conformity, but it insists that persons who choose to associate with ASLS actively support its mission, culture and business purposes and not engage in activities or conduct that are detrimental to the brand, image, or values of InfiLaw or ASLS or the investment that students have made in obtaining their legal education from ASLS. Any expression of dissent must be made by legitimate means in accord with established governance processes. The exercise of the freedom to dissent does not include the right to interfere with the rights of others or the business interests and educational processes of either InfiLaw or ASLS.

e. Communication. Broad avenues of communication are essential to ASLS’s orderly functioning. Normally, input from all appropriate segments of the ASLS community will be sought and considered in the establishment of governing principles. The serious consideration of diverse viewpoints does not necessarily mean that such views will be accepted in whole or in part. The governing boards call upon the
administration and the faculty to continue to implement reasonable means for hearing the voices of all elements of the ASLS community as a method of ensuring harmony and understanding and to work toward improving communication among all constituencies of the institution.

f. Partisan Politics. In exercising the rights of free speech and the honest expression of opinion on any subject, each member of the ASLS community has a concurrent obligation not to speak or act on ASLS’s behalf without authorization to do so. In order to assure its autonomy and integrity, ASLS should not become an instrument of partisan political action. The expression of political opinions and viewpoints must be identified as those of the individual and not of ASLS. The governing boards will maintain and protect ASLS’s autonomy and integrity and defend the academic process from both internal and external attacks and will prevent the ASLS from being exploited and converted to an instrument of partisan political action.

3.2 Honor Code.

3.2.1 Purpose. We, the students of the Arizona Summit Law School recognize that we have entered a profession that demands high standards of academic and professional responsibility. We understand that honesty, integrity, and confidentiality are essential to the proper practice and law, and that when our study of the law begins, so does our obligation to the profession. The Code fosters personal and academic honesty, trust between members of the ASLS community, and students’ preparation to live under the legal profession’s rules. The Code is designed to: 1) articulate a clear and simple standard of conduct, 2) promote smooth and expeditious adjudicative procedure, 3) ensure that every member of the ASLS community is responsible for its enforcement, 4) inspire confidence that the adjudicative process will operate in an equitable manner.

3.2.2 Notice, Scope, and Severability. Each student accepts this Code and its provision by enrolling at ASLS. The Dean of Admissions shall ensure that every new student receives a copy. The responsible officials shall post a copy on the official ASLS website. The Honor Code applies to the conduct of ASLS students when such conduct: 1) occurs on school premises, 2) occurs at any function or activity conducted by or sanctioned by ASLS, 3) involves the use of a student’s status or affiliation with the law school or its property to the student’s academic, professional, or economic advantage, or 4) involves unauthorized or fraudulent use of ASLS’s resources including, but not limited to, facilities, telephone systems, mail systems, electronic databases, course management programs computer systems, or network systems.

Students may be accountable both to governmental authorities and to ASLS for acts which constitute violation of law and this Code. Student conduct allegedly constituting a felony or misdemeanor offense may be referred to appropriate law enforcement agencies for prosecution. Disciplinary proceedings at ASLS will not be subject to challenge on the ground that civil or criminal proceedings involving the same incident have been filed, prosecuted, dismissed, reduced or otherwise resolved or that such proceedings constitute
double jeopardy. If any provision or section of the Code is deemed invalid or unenforceable, the remainder shall have full force and effect.

3.2.3 Parties’ Rights.

a. ASLS shall apply these procedures in a manner that protects the due process, confidentiality, and other rights of parties to any dispute or proceeding.

b. All accused parties shall receive reasonable notice of any charges or allegation against them, the time and place of any hearing, and the material issues to be determined.

c. Parties shall have a full and fair opportunity to present their version of events, present and cross-examine witnesses, or otherwise plead their cases, subject to the hearing body’s authority to exclude irrelevant, immaterial, cumulative, or improper evidence. Parties have the right to representation by counsel at their own expense or representation by another individual of their choice.

d. Parties are entitled to a decision by an impartial hearing body based on the record of the proceedings. Members of the hearing body shall not communicate with one another or any other person on matters material to the dispute except though the hearing process.

e. The hearing body and other individuals administering these procedures shall respect the process’ confidentiality. Confidentiality does not apply to information that is relevant to the investigation or prosecution of a disciplinary action under the authority of a state bar, any matter relating to the admission of an attorney to any state or federal jurisdiction or court, or in any case where court order or other legal authority requires disclosure.

f. No person shall be subject to any form of penalty or discrimination for having used or assisted other to use the procedures described herein, except that a person who repeatedly files false or frivolous complaints may lose the right to file complaints.

g. Neither the Federal Rules of Evidence nor any state evidentiary rules apply to any investigation or hearing under the Honor Code.

3.2.4 Definitions.

a. “Academic credit” means any form of recognition leading to the award of any ASLS degree, regardless or whether a grade is received or credit hour(s) earned.

b. “Academic pursuit” means, but is not limited to, activities:

   1. For which a student receives academic credit; or
2. For which a student is considered for membership with or publication in any ASLS publication.

c. “Office of Student Services” includes his or her designee.

d. “Associate Dean” means the Associate Dean for Academic Affairs and includes his or her designee.

e. “Committee” means the ASLS Honor Code Appeals Committee.


g. “Court” means the ASLS Honor Court.

h. “Dean” means the ASLS Dean.

i. “Faculty” means any member of the ASLS faculty regardless of seniority, standing with respect to tenure, full- or part-time status, whether teaching a class in a given term, or any other characterization.

j. “ASLS community” or “ASLS community member” mean, whether collectively or individually, ASLS students, faculty, staff, administrators, and/or buildings or grounds owned, leased, or operated by ASLS.

k. “Prosecutor” or “the prosecution” means the Associate Dean for Academic Affairs when functioning in that role in an Honor Code Hearing.

3.2.5 Prohibited Conduct. Conduct enumerated in this section shall constitute an Honor Code violation, whether accomplished or attempted:

3.2.5.1 Academic Violations.

a. Plagiarism – Appropriating another person’s work or ideas without acknowledgement in any work submitted for any academic pursuit or law school competition including but not limited to research or seminar papers, examinations, ASLS publications, or moot court.

b. Cheating – Any act by which the offender improperly gains, gives, or attempts to gain or give an advantage in connection with any academic pursuit or law school competition. Examples of cheating include but are not limited to:

1. Giving or receiving information about an examination in a manner other than that authorized by the examining professor;
2. Using or accessing unauthorized materials during an examination; or

3. Failing to report advance unauthorized knowledge of information appearing on an examination.

c. Unauthorized Submission – Unauthorized submission of work for academic credit that was either:

1. Created for academic credit in another course or program; or

2. Created for an employer, regardless of whether pay was received.

Authorization under this section must come from the professor or supervisor for whom the work was created and the professor or supervisor to whom the work will be submitted.

3.2.5.2 Disciplinary Violations.

a. Property Violations – Any unauthorized use, destruction, or conversion of another’s property. Examples include, but are not limited to;

1. Stealing, destroying, or defacing another person’s books, emails, or other personal property while in the law school, at a law school function, or through the law school’s computer network;

2. Failing to check out or properly return, or otherwise misusing Law Library materials;

3. Stealing, destroying, or defacing ASLS property, including Law Library materials; or

4. Unauthorized use of ASLS computers, computer services, or network resources; or

5. Using ASLS’s or another’s property without authorization.

b. Harassment – Any serious and unreasonable interference with any ASLS community member’s ability to work or study. Violations of ASLS’s Anti-Harassment Policy are included under this section.

c. Disruptive Activities – Serious and unreasonable disruption of or interference with classes or other ASLS activities.
d. **Honor Proceedings Violations** – Any of the following acts in connection with Honor Code procedures:

1. Knowingly filing or initiating a false complaint or report alleging an Honor Code violation;

2. Failing to report a known violation of the Honor Code or failing to fully reveal all knowledge or other evidence of an alleged violation upon the proper request of individuals associated with a particular Honor Code proceeding;

3. Knowingly making false or misleading statements in an Honor Code investigation or proceeding;

4. Knowingly disobeying or failing to comply with a sanction imposed for violating the Honor Code;

5. Failing to maintain the confidentiality of an Honor Code investigation or proceeding; or

6. Abuse of or tampering with the Honor Code process by an Honor Court Justice or a member of the Student Defense Council.

e. **Professional Misconduct** – The following acts constitute professional misconduct under the Honor Code:

1. Making false or misleading statements or presenting resumes or other materials containing false or misleading information:
   
   i. To a member of the ASLS community or prospective employer, including a student’s application for admission to ASLS or any activity affiliated with ASLS; or
   
   ii. In connection with any activity in which a student uses his or her affiliation with ASLS or its property to his or her academic, professional, or economic advantage;

2. Violating the rules established by the Career Services office to the detriment of ASLS or the ASLS community;

3. Violating any rules of classroom conduct established by a professor;
4. Knowingly altering or defacing any official ASLS documents or records; or

5. Violating the ethical or disciplinary rules governing Arizona attorneys while serving in any clinical, externship, internship, or other professional program sponsored by or connected to ASLS.

f. **Violation of Confidentiality** – The following acts constitute violation of confidentiality under the Honor Code:

1. Determining, without proper authorization, another student’s anonymous grading number;

2. Determining, without proper authorization, another student’s grade for an assignment, project, examination, or class;

3. Determining, without proper authorization, another student’s grade point average or class rank;

4. Revealing another student’s grade or anonymous number for an assignment, project, examination, or class without that student’s express, written consent; or

5. Revealing another student’s grade point average or class rank without that student’s express, written consent.

3.2.5.3 **Other Conduct.** It is an Honor Code violation to engage in conduct not specifically prohibited in any other provision of this Code when such conduct involves dishonesty, fraud, deceit, or misrepresentation. Such conduct must directly relate to a ASLS activity or program and adversely reflect upon the actor’s fitness to remain at ASLS.

3.2.6 **Sanctions.** Upon a finding that an Honor Code violation has occurred, the Honor Court may recommend and the Dean may impose any or all of the following sanctions:

a. Notification of the professor or supervisor of the course or program in which the violation occurred;

b. A failing grade or incomplete in the course in which the violation occurred;

c. Replacement of or restitution for converted, defaced, or destroyed property;

d. An oral reprimand from the Dean;

e. A written reprimand from the Dean, temporary or permanent, to be entered into violator’s official ASLS records;
f. Community service;
g. Loss of the right to file complaints;
h. Disciplinary probation for one or more terms;
i. Disciplinary suspension for one or more terms;
j. Permanent expulsion from, revocation of admission to, or suspension or revocation of any degree awarded by ASLS; or
k. Any other appropriate sanction(s) designed to appropriately punish the violator and prevent repeated violations.

The Dean is not obligated to follow the Court’s recommendation, and may diminish or augment the recommendation if he or she deems it necessary.

3.2.7 Honor Court, Student Defense Council, & Appeals Committee.

3.2.7.1 Honor Court - The ASLS Honor Court shall be composed of the following representatives, all serving one-year terms:

a. One student justice from the full-time day program;
b. One student justice from the full-time evening program;
c. One student justice from the part-time day program;
d. One student justice from the part-time evening program;
e. One student justice from the student body at large;
f. One member of the administrative staff designated by the Dean to serve as Clerk;
g. One faculty member.

The SBA President shall appoint the Justices by October 1 of the academic year for which they will serve. Interested students must submit applications to the SBA President by September 15. Only ASLS students in good academic standing and disciplinary standing may serve on the Honor Court.

The SBA President shall appoint as Justices one student from the first-year class, and two each from the second- and third-year classes. The Justices shall swear or affirm to fairly and impartially hear and decide any and all cases they hear, and that they will voluntarily disqualify themselves if they have an interest in proceeding before the Court or otherwise find that their impartiality is or could be compromised.

If, at any time, the composition of the student body prevents the President from appointing Justices in a manner consistent with the preceding paragraph, the President shall freely appoint Justices from the applicant pool. When appointing
Justices under this provision, the President shall, to the extent possible, appoint at least one Justice from each entering class.

The Dean shall appoint the Clerk by October 1 of the academic year for which he or she shall serve. The Clerk shall keep records of all Honor Court proceedings, and transmit and receive all Court correspondence. The Clerk shall not be a voting member of the Honor Court. The Clerk shall swear or affirm that he or she will voluntarily disqualify him- or herself in the event of a real or apparent conflict of interest.

The appointed Justices shall select the faculty member by October 15 of the academic year for which he or she shall serve. The faculty member will serve as an advisor only and shall not have a vote. The faculty advisor shall swear or affirm that he or she will voluntarily disqualify him- or herself in the event of a real or apparent conflict of interest.

The Justices shall select one member to serve as Chief Justice. The Chief Justice shall communicate with parties and preside over all Honor Court hearings.

The Honor Court shall participate in a training program designed to acquaint each of its members with the role(s) they will play in administering the Honor Code, proper method(s) of conducting orderly hearings, and their duties to ASLS, its students, and its alumni. The training shall be conducted as soon as is practicable after the Court members are selected but before they conduct any hearing on Honor Code violations.

If a Court member must recuse herself or himself or is otherwise disqualified from a particular hearing, she or he shall be substituted as follows:

a. The SBA President shall select, by lot or other random method, substitutes for the Justices. Any substitute Justice must be a ASLS student in good academic and disciplinary standing. A substitute Justice must have the same classification with respect to year and program as the replaced Justice. In the event the Chief Justice requires a substitute, the remaining appointed Justices shall select one of their number to serve as Chief. Unless absolutely necessary, no substitute Justice shall serve as Chief.

b. The Dean shall select a substitute Clerk.

c. The Justices shall select a substitute faculty advisor.

3.2.7.2 Student Defense Council – The ASLS Student Defense Council shall be composed of ten ASLS students who have completed a minimum of 45 credit hours toward the J.D. degree. Only eligible ASLS students may apply for positions on the Council. Interested students may submit application between September 1 and October 1 of the academic year for which the wish to serve. The
Honor Code Appeals Committee shall select and induct the Council members by October 15.

If, at any time, less than ten ASLS students have completed at least 45 credit hours toward the J.D. degree, the Appeals Committee shall accept applications from students who have completed at least 12 credit hours toward the J.D. degree, students with a greater number of credit hours having a higher selection priority.

Council members shall swear or affirm that they will zealously represent accused students in any Honor Code proceeding. Any student accused of an honor Code violation may select up to 3 Council members (2 representatives and 1 alternate) to represent him or her. Students on academic probation or under discipline for Honor Code violation may not serve on the Council.

Council members shall participate in a training program under supervision of the Appeals Committee designed to acquaint each of them with the role(s) they will play in proceedings under the Honor Code and their duties to the student(s) they may represent in Honor Code hearings, to ASLS, its students at large, and its alumni. The training shall be conducted as soon as is practicable after the Council members are selected but before they participate in any hearings on Honor Code violations.

3.2.7.3 Honor Code Appeals Committee – The Honor Code Appeals Committee shall be composed of 2 full-time faculty members appointed by the Dean, along with the Office of Student Services and the Associate Dean for Academic Affairs. With the exception of the initial appointees, the appointed Committee members shall serve two-year terms. The Dean shall make the initial appointments for, respectively, a one-year and a two-year term.

A new member shall be appointed at the opening of each academic year to replace the most senior appointed member. If, for any reason, more than one appointment vacancy occurs in a single year, the Dean shall appoint enough members to restore the committee to full strength.

3.2.8 Procedures.

3.2.8.1 Initiation – A party may initiate Honor Code proceedings as follows:

a. A party witnessing a suspected Honor Code violation shall inform the professor or other person responsible for administering the program or activity involved or the Dean of Students.

b. Any victim of an Honor Code violation may either file an Honor Code complaint with the Dean of Students.

c. The Dean of Students may bring the complaint on behalf on the victim of an Honor Code violation or to vindicate ASLS’s interests.
3.2.8.2 Preliminary Determination and Investigation – After receiving a complaint or a report of a suspected Honor Code violation, the Dean of Students shall determine where, if true, the facts alleged constitute an Honor Code violation.

a. If the Dean of Students and the complainant or reporting person agree that the facts alleged do not constitute an Honor Code violation, no further action shall be taken, no record shall be made of the complaint or report, and the matter shall be concluded.

b. If the Dean of Students and the complainant or reporting person disagree as to whether the facts alleged constitute an Honor Code violation, the Dean of Students shall convene the Honor Court to make an informal determination as to whether the matter shall be pursued. If the Court determines that the facts alleged do not constitute an Honor Code violation, no further action shall be taken, no record shall be made of the complaint or report, and the matter shall be concluded.

If the Office of Student Services convenes the Honor Court for an informal determination, the complainant’s or reporter’s and the accuser’s identity shall be kept confidential unless absolutely necessary to the Court’s determination.

If the complainant or reporting person believes that the facts do not constitute an Honor Code violation but the matter proceeds to an investigation and formal hearing, the complainant or reporting person shall not be subject to discipline under subsection 3.2.5.2(d)(i).

c. If the Office of Student Services and the complainant or reporting person agree that the facts alleged constitute and Honor Code violation or the Honor Court determines that the matter shall be pursued, the Office of Student Services shall begin an investigation of the matter. Upon initiating an investigation, the Office of Student Services shall give the accused student written notification of the following:

1. The factual allegations;

2. The Honor Code provision(s) forming the basis of the alleged violation;

3. That the Dean of Students will serve as the investigator and, of necessary, prosecutor of the alleged violation; and

4. A statement of the student’s rights under Section 3.2.3 of the Honor Code.
d. Unless the accused provides the Office of Student Services an alternate address, all written notifications shall be mailed to the official address on file with the Registrar.

e. The Office of Student Services may gather any information reasonably calculated to assist in the investigation and accurate determination of probable cause. The Office of Student Services must conduct the investigation as expeditiously as possible, but in no event shall an investigation continue beyond thirty (30) calendar days after the date the Office of Student Services received a complaint or report of a suspected Honor Code violation.

f. If the Office of Student Services determines that the facts do not constitute probable cause to believe that an Honor Code violation occurred, the Office of Student Services shall notify the accused and the Honor Court that the matter has been closed. No further action shall be taken, and no record shall be made of the complaint or report.

g. If the Office of Student Services determines that the fact constitute probable cause to believe that an Honor Code violation occurred, the Office of Student Services shall:

1. Officially register the complaint and proceed under subsection 3.2.8.3 if the investigation resulted from a complaint.

   a. Give the reporting party the opportunity to file a complaint or draft and file a complaint under subsection 3.2.8.1(c) if the investigation resulted from the report of a suspected Honor Code violation.

3.2.8.3 Complaint and Response – If, after following the procedures in subsection 3.2.8.2, the Office of Student Services determines that probable cause exists to believe an Honor Code violation occurred, he or she shall promptly deliver copies of the complaint to each respondent by personal delivery or certified mail. If the probable cause investigation resulted from the report of a suspected Honor Code violation, the Office of Student Services shall deliver copies to each party that reported the suspected violation.

   a. All complaints shall be in writing, signed, and shall set forth the factual basis as completely as possible, including the Honor Code provision(s) at issue, the date and time of the alleged violation, potential witnesses, and relevant documentary evidence. No complaint may be filed more than sixty (60) days after the complainant or initiating party knew or reasonably should have know of the suspected violation.
The sixty-day limitation period shall not include the time spent investigating under subsection 3.2.8.2(c).

b. The Office of Student Services shall attach a signed certification of personal delivery or mail return receipt to the original complaint as proof of delivery.

c. The respondent(s) may submit a written response to the complaint. Within one week of receiving the complaint, the respondent(s) shall notify the Honor Court of the intent to file a response, and shall file the response with the Court no later than ten (10) calendar days thereafter. If the tenth day falls on a weekend or holiday, the respondent shall file the response on the next business day.

A respondent is deemed to have received the complaint as of the date on the certification or return receipt in paragraph (b) of this section. If a respondent fails to properly notify the Honor Court of the intent to file a response, the Chief Justice, at his or her discretion, may deny any attempt to file a response.

3.2.8.4 Convening of Court – Upon receiving or filing a complaint after determining that probable cause exists, the Office of Student Services shall convene the Honor Court and provide the Clerk a copy of the complaint and any documentary evidence gathered before or during the probable cause investigation.

3.2.8.5 Preliminary Matters – The Court may dismiss a complaint without a hearing if it appears beyond dispute that:

a. The complaint, or another complaint involving substantially the same occurrences or events, has been or is being adjudicated under proper procedures;

b. The complaint was not filed in a timely manner according to subsection 3.2.8.3(a) of the Honor Code;

c. The Honor Court lacks jurisdiction over the complaint;

d. The complaint does not state a violation of the Honor Code;

e. The complainant lacks standing or has been denied the right to file complaints.

Unless the Court dismissed the complaint, it shall promptly schedule a hearing. In scheduling a hearing, the Court shall be subject to the time allowed for a written response and shall allow the parties a reasonable time to prepare. No hearing shall take place during the final examination period. The Court may schedule a hearing
The parties shall provide one another with copies of materials to be presented as evidence and names of witnesses to be examined according to a reasonable schedule established by the Chief justice, but in no event later than five (5) calendar days before the hearing. Any party failing to adhere to this requirement without good cause shall lose the right to present the evidence or witness(es) the party failed to disclose.

3.2.8.6 Hearings and Decisions – Unless all parties agree that the hearing shall be public, all proceedings before the Honor Court shall be closed. Public reports may neither include the names of the parties nor any reference that would permit their identification. Confidentiality does not apply to information that is relevant to the investigation or prosecution of a disciplinary action under the authority of a state bar, any matter relating to the admission of an attorney to any state or federal jurisdiction or court, or in any case where court order or other legal authority requires disclosure.

a. The Chief Justice shall preside over the hearing, and may set reasonable rules for the hearing’s fair and orderly conduct, including but not limited to setting time limits on the parties’ presentations, ruling on the relevance of evidence, and all other reasonable powers necessary for a fair an orderly hearing. The Chief Justice and Associate Justices may consult with the faculty advisor concerning procedural issues and other matters relating to the conduct of the hearing.

b. All witnesses shall take an oath or affirmation before testifying.

c. The Prosecutor shall present his or her opening statement, evidence, and witnesses first, followed by the responding party or parties. Each respondent shall have the right to present his or her opening statement immediately after the Prosecution’s opening statement, at the conclusion of the Prosecution’s case, or not at all. No respondent may present his or her case, if at all, until the Prosecutor has concluded his or her case.

d. Each party shall be entitled to examine the evidence presented by the other party or parties, including the opportunity to cross-examine witnesses. Each party shall be given the opportunity for rebuttal.

e. Each party may represent him- or herself or be represented by an advisor or counsel of his or her choice, including members of the Student Defense Council.
f. The Prosecution shall bear the burden of proof and must establish by clear and convincing evidence that a violation occurred.

3.2.8.7 Deliberation and Recommendation – Within a reasonable time after hearing the evidence and arguments concerning a complaint, the Court shall deliberate and formulate a recommendation to the Dean.

a. The faculty advisor and Clerk shall attend the deliberations and may express opinions during the deliberations, but neither shall vote. The decision shall be by the vote of a majority of Justices.

b. The Court shall make its recommendation in writing within fourteen (14) calendar days of hearing, explaining the reasons for the recommendation including its factual and legal basis, and recommending a sanction, if any, according to Section 3.2.6 of the Honor Code.

c. The Court shall deliver its decision and recommendation to the parties both orally, unless waived at the hearing, and in writing.

3.2.8.8 Prior Decisions – The Court may refer to prior decisions to determine how particular provisions or procedures were applied in the past or which sanctions were previously imposed for similar violations, but prior decisions are not binding. To facilitate reference to prior decisions, the Dean shall maintain a copy of written decisions under Honor Code procedures and, upon request, deliver copies of relevant decisions to the Court or parties. The Dean shall redact decisions made available under this provision to prevent identification of the parties.

3.2.8.9 Record – The Chief Justice shall maintain one record of the hearing, including relevant documents. The record shall include an audio recording of the proceeding, a copy of the Clerk’s notes or other written record of the proceedings, and a copy of the Court’s written recommendation, if any.

A copy of the audio recording shall be made available to either party upon request. To receive a copy, a party must file a written request with the Clerk within ten (10) calendar days of the hearing. Upon receipt of a proper request, the Clerk shall give the party a copy of the audio recording within a reasonable time, but in no event more than twenty-one (21) calendar days after the receipt of a proper request.

If the Court determines that ASLS should maintain a transcript of the proceedings, it shall, upon the Dean’s approval, arrange for professional transcription of the audio recording. The transcript shall become part of the official record.
3.2.8.10 Final Decision and Imposition of Sanctions – Upon receipt of the record and the Court’s recommendation, the Dean may institute further procedures consistent with the parties’ rights that the Dean considers appropriate for fair and accurate resolution of the dispute.

The Dean shall consider, but is not bound by, the Court’s recommendation. The Dean shall, if he or she departs from the Court’s recommendation, notify the adversely affected party of the reasons for the departure and afford that party an opportunity to respond in writing.

The Dean shall, within seven (7) calendar days of receiving the Court’s recommendation or completing further procedures under this paragraph, whichever is later, render a final decision on the matter, including the appropriate sanction(s). The Dean shall promptly notify the parties and the Court of the decision in writing. The Dean shall deliver the notification to a party found guilty of an Honor Code violation by personal delivery or certified mail.

3.2.8.11 Appeal – A person found guilty of an Honor Code violation may file an appeal with the Honor Code Appeals Committee in cases where the sanction(s) do not include penalties under subsections 3.2.6(i) and (j) of the Honor Code.

a. The appeal must state at least one of the following grounds as its basis:

1. The hearing was conducted in a manner substantially or materially inconsistent with the procedures set forth in the Honor Code;

2. The Court’s decision that the appellant violated the Honor Code is not supported by clear and convincing evidence as disclosed by the record;

3. The appellant’s conduct does not constitute an Honor Code violation;

4. The process violated the appellant’s rights under ASLS regulation, Arizona law, or federal law;

5. Previously unavailable evidence exists that, if proved, would alter the Court’s finding or mitigate the violation’s severity; or

6. The sanctions recommended and/or imposed are arbitrary or capricious.

b. The appeal must be written, signed, and delivered to the Honor Court Appeals Committee within ten (10) calendar days after certified receipt of the Dean’s final decision. The Committee shall review the portions of the record relevant to the grounds for appeal.
The Committee shall send written notification of its action to the appellant by personal delivery or certified mail.

c. Upon remand from the Committee, the Dean may decline to follow its recommendation, send the case back to the Court for further proceedings, revise the sanction(s) imposed, or take any other action the Dean deems equitable under the circumstances.

If the Dean sends the case back to the Court, he or she shall include the reason(s) necessitating further proceedings and the Court shall conduct those proceedings in a manner consistent with Section 3.2.8 of the Honor Code and the Dean’s remand letter. Unless the proceedings violate the parties’ rights under ASLS regulations, Arizona law, or federal law, the Dean’s decision at the end of this process shall be final.

If the Dean declines to follow the Committee’s recommendation or takes other action making further proceedings unnecessary, the Dean’s decision shall be final.

3.2.8.12 Automatic Review – In cases where the sanctions include those listed in subsection 3.2.6(i) or (j) of the Honor Code, the Dean shall forward the record to the Honor Code Appeals Committee for review.

a. The Committee shall review the entire record for evidence that:

1. The hearing was conducted in a manner substantially or materially inconsistent with the procedures set forth in the Honor Code;

2. The Court’s decision that the appellant violated the Honor Code is not supported by clear and convincing evidence as disclosed by the record;

3. The appellant’s conduct does not constitute an Honor Code violation;

4. The process violated the appellant’s rights under ASLS regulation, Arizona law, or federal law;

5. Previously unavailable evidence exists that, if proved, would alter the Court’s finding or mitigate the violation’s severity; or

6. The sanctions recommended and/or imposed are disproportionate to the violation.
b. The Committee shall prepare a written report of its findings and place the report in the record before returning the record to the Dean. The Committee shall send written notification of its findings to the guilty student by personal delivery or certified mail.

c. If the Committee finds that the record supports the sanctions, the matter shall be considered closed. If the Committee finds that sufficient grounds exist to conduct further proceedings or alter the sanctions imposed, it shall set forth a detailed justification of its findings in its notification to the Dean and the guilty student.

d. Upon remand from the Committee, the Dean may decline to follow its recommendations, send the case back to the Court for further proceedings, revise the sanction(s) imposed, or take any other action the Dean deems equitable under the circumstances.

If the Dean sends the case back to the Court, he or she shall include the reason(s) necessitating further proceedings and the Court shall conduct those proceedings in a manner consistent with Section 3.2.8 of the Honor Code and the Dean’s remand letter. Unless the proceedings violate the parties’ rights under ASLS regulations, Arizona law, or federal law, the Dean’s decision at the end of the process shall be final.

If the Dean declines to follow the Committee’s recommendation or takes other action making further proceedings unnecessary, the Dean’s decision shall be final.

3.2.8.13 Status During Appeal or Review – In cases where the sanctions include separation, whether temporary or permanent, from ASLS, the guilty student may submit a written request to the Dean for permission to attend classes pending final disposition of the appeal or review. The Dean may allow the student to attend classes pending appeal or review, upon such conditions as he or she may impose, provided that such attendance will not significantly disrupt the ASLS community. Any adverse action affirmed or imposed under the appellate or review process shall be effective from the date of the Dean’s original decision.

3.2.8.14 Process for Change of Grade – If the Dean determines in any matter affecting a student’s grade that the grade was awarded improperly, he or she may request that the responsible faculty member reevaluate the student’s work and verify the current grade or determine a new grade. If the faculty member is unable, unwilling, or disqualified from changing the grade, the Dean shall appoint a panel of three faculty members to evaluate the student’s work and verify or change the grade.

3.2.8.15 Publication of Decision – After the Dean renders a final decision and exhaustion of the appeals process, the Court, the Dean, and, if applicable, the
Committee shall publish, in the law school newsletter or in a manner affording substantially equivalent public notice, memoranda of proceedings.

a. The Court’s memorandum shall include:

1. The date of the proceedings;
2. The members of the Honor Court present at the proceedings;
3. The Honor Code sanctions at issue;
4. The Court’s decision as to whether the alleged violation(s) occurred, and a statement of the reasons for its determination, including the factual and legal basis; and
5. If the Court found that the violation(s) occurred, the recommended sanction(s).

b. The Dean’s memorandum shall include:

1. The date he or she received the Court’s recommendation;
2. The additional procedures, if any, taken under subsection 3.2.8(10);
3. Whether an appeal was filed or review instituted;
4. His or her final disposition of the matter, including the outcome of any appeal or review, sanctions imposed and, if necessary, the reasons for departure from the Court’s and/or Committee’s recommendation.

c. The Committee’s memorandum shall include:

1. The date the appeal was filed or review instituted;
2. The grounds for appeal, if any;
3. Its findings upon appeal or review, including its justification for those findings; and
4. Its recommendations to the Dean.

This public notification shall not identify the parties and shall, to the degree possible, avoid references to facts and circumstances that would permit the parties to be identified.
3.3 Drugs and Alcohol. The following is without limitation of the Alcohol and Substance Abuse Policy (Section 5.8.8 herein). The School prohibits the unlawful manufacture, distribution, dispensing, possession, consumption, sale or use of controlled substances and alcohol on or in School owned or controlled property or in the course of School business or activities. Students who violate this policy shall be subject to discipline, termination/dismissal, debarment, arrest or citation, and referral by School officials for prosecution, as applicable. Additionally, students who violate this policy may be required to participate satisfactorily in a drug abuse assistance or rehabilitation program approved by the School.

Any student who is found guilty of violating a local, State, or Federal law pertaining to unlawful possession, use or distribution of illicit drugs and alcohol must notify the appropriate School official, in writing, no later than five (5) calendar days after conviction. Failure to comply with this notification requirement will result in immediate termination or dismissal.

No later than thirty (30) calendar days after receiving notification of such conviction from a student the School will:

a. Take action against the student to include any range of authorized disciplinary actions up to termination/dismissal; and/or

b. Require the student to participate satisfactorily in a drug abuse assistance or rehabilitation program approved by the School; and/or

c. If the student is authorized to work on a grant provided by the Federal Government at the time of the incident, the School shall notify the agency which awarded the grant within ten (10) calendar days after receipt of notification from the student.

3.4 Colleague Respect.

3.4.1 Anti-Harassment Policy. ASLS is dedicated to maintaining an academic environment free of discrimination, exploitation, or coercion. Discrimination in any form frustrates individual achievement, undermines a comfortable learning climate, and affects ASLS’s integrity. In the interest of promoting an academic environment in which people are free to work and learn without fear of unlawful harassment, including sexual harassment, ASLS prohibits such harassment. Such harassment also is a violation of federal and state civil rights laws.

This policy also seeks to further understanding in the law school community of the types of behavior that may constitute discriminatory sexual harassment and to make available to persons aggrieved by such harassment both informal and formal procedures for resolution of complaints. These procedures supplement those provided by state and federal law and are in no way intended to discourage their use. This policy also reflects conscious and difficult choices concerning coverage, procedures, and academic freedom.

3.4.1.1 Scope. Professional relationships among faculty, staff, and students are central to ASLS’s educational mission. These relationships must be protected against impropriety, as well as the appearance of impropriety. Those who work
within this community are entrusted with unique responsibilities, including, but not limited to, guiding the educational and professional development of each student, evaluating student performance and assigning grades, providing job recommendations, mentoring, and counseling. Minimally, romantic or sexual relationships between faculty and staff with students create the appearance of undue advantage. Faculty and staff must recognize that in relationships with students or subordinates, there is always an element of power. Abuse of such power, or the appearance of such abuse, diminishes the trust and respect essential to the openness and freedom from constraint that an academic community requires.

In this regard, it is essential that ASLS articulates standards of conduct for faculty and staff in their dealings with students, other employees, and colleagues. ASLS expects members of its community to treat each other and visitors with dignity, respect, and courtesy. ASLS has established this policy to make clear that it does not tolerate unlawful harassment in any form, and to establish a process for responding to complaints by students, faculty and staff members of sexual and other unlawful harassment. This policy is designed to assure all member of the law school community that complaints will be addressed promptly and effectively. It also prohibits any member of the ASLS community from retaliating against an individual for having initiated an inquiry or complaint regarding an incident of alleged harassment.

Students are required, as a condition of their enrollment at or participation in ASLS’s activities, to abide by this policy statement and prohibitions against sexual misconduct contained in the Student Conduct Code. Students have the right to be free from sexual harassment during the pursuit of their educational and social activities at ASLS.

Clubs, associations and other organizations (and their members) affiliated with or partaking of the benefits, services or privileges afforded by ASLS are required to abide by this policy in the conduct of their school-related programs and activities.

The policy is not designed to reach consensual relationships between students unless institutional power or authority is implicated. (Such implication could occur, for example, where teaching assistants or student employees are involved.) While discriminatory harassment is possible in these relationships, complaints of harassment in this context ordinarily are appropriately addressed by policies and procedures governing student conduct.

The policies and procedures established herein are intended to supplement and complement the laws, policies, and regulations, and procedures of the state and federal governments concerning sexual harassment. It is not intended to displace or limit them. Resort to ASLS’s policy and procedures is not required prior to utilizing other procedures and remedies, and does not limit application of other procedures and remedies. Faculty and staff members should be aware, however, that unreasonable failure to take advantage of the internal complaint procedure
may adversely affect any later effort to pursue legal remedies, and that there are limits for filing charges of harassment with the appropriate federal and state agencies.

3.4.1.2 Definitions. The specified terms shall have the meanings ascribed hereinafter for purposes of this Section 3.4.1.

a. “Sexual Harassment” means any unwelcome sexual advance, request for sexual favor, or other verbal, visual or physical conduct of a sexual nature whereby (a) submission to these actions is made either explicitly or implicitly, a term or condition of an individual’s education or employment; (b) submission to or rejection of such conduct by an individual is used as a basis for academic or employment decisions affecting the individual; or (c) the conduct has the purpose or effect of unreasonably interfering with an individual’s academic or work performance or creating an intimidating, hostile, or offensive environment. Such conduct will constitute sexual harassment regardless of whether it is directed towards a person of the opposite or the same sex. Examples of conduct that constitutes sexual harassment include but are not limited to the following:

1. Sexual assault;

2. Express or implied threats that submission to sexual advances will be a condition of a grade, a letter of recommendation, academic evaluation, employment, or work status;

3. Classroom behavior of a sexual nature is not legitimately related to the course and creates an intimidating, hostile or offensive environment, including, but not limited to: (1) offensive comments of a sexual nature; (2) statements of behavior based on sexual stereotype; (3) statements, questions, jokes, or anecdotes of a sexually explicit nature; or (4) the use of teaching materials, including handouts, books, hypotheticals, lectures, and exam problems, that gratuitously emphasize sexuality or sexual stereotype; and

4. Any unwanted sexual advance or other conduct of a sexual nature, either in or outside the classroom, that creates an intimidating, hostile, or offensive working or learning environment, including, but not limited to, the behavior enumerated in the previous section, as well as: (1) intentional and unwanted touching, patting, hugging, or other physical contact; (2) sexually suggestive remarks about a person’s clothing or body; (3) remarks about sexual activity, or speculations about sexual experience; (4) repeated and unwanted staring or leering, or physical interference with
normal work, study or movement, such as blocking or following someone; (5) repeated and unwanted personal notes or telephone calls; or (6) a direct proposition of a sexual nature.

b. “Investigating Law School Official” means an individual ASLS official will be designated to receive and investigate complaints of sexual harassment. Depending on the nature of the complaint, the investigating law school official is the Office of Student Services, a department head, or the Associate Dean. The investigating law school official will maintain the complaint and any investigative notes in a confidential file.

3.4.1.3 Prohibited Conduct. ASLS specifically prohibits sexual harassment as defined above. Both men and women can be the perpetrator or victim of sexual harassment. In addition, prohibited harassment can be committed by any person with whom the student or employee comes into contact in connection with his/her education or work, including vendors and other outside parties.

Prohibited harassment also includes, but is not limited to, slurs, jokes, gestures, or other offensive verbal, visual or physical conduct related to an individual’s race, color, religion, sex, national origin, age, disability, marital status, sexual orientation, or any other classification protected by law. In addition, retaliation against any person who files a complaint or participates in any way in the investigation of a complaint is expressly prohibited.

This policy is not intended to suggest that classroom or out-of-class discussions of, for example, sexuality, race, or sexual stereotypes are always inappropriate. Discussion of topics having a legitimate relationship to course materials, classroom discussion, and the free debate of issues and ideas is not prohibited. In determining whether behavior constitutes sexual harassment in violation of this policy, the totality of the circumstances and the context in which the behavior occurs will be considered. This is intended to ensure the protection of individual rights, freedom of speech, and academic freedom.

3.4.1.4 Complaint and Investigation Procedures.

a. Complaints. Any student, staff or faculty member or administrator who believes that he or she has been the victim of unlawful harassment is encouraged to file a complaint as promptly as possible after that alleged harassment.

1. Form of Complaint.

i. Any aggrieved student, faculty member or staff member may make a complaint that s/he has been subjected to unlawful harassment, or to retaliation for complaining
of harassment or participating in a harassment investigation. In addition, any student, faculty member, administrator or staff member who has knowledge that another individual is being harassed or retaliated against is expected (and if a supervisor or manager, required) to immediately report the harassment.

ii. The initial complaint may be oral or written; if it is oral, the complaining party will be asked to put the complaint in writing. Complaints should provide as much detail as possible, including a description of the alleged harassment, the date(s) of the incident(s), identity of the complainant and alleged harasser, and any other information that the complaining individual considers relevant to the charge.

2. Where to File.

i. A student who wishes to file a complaint against a faculty member or staff member may file a complaint with the Office of Student Services or the Dean.

ii. A staff member who wishes to file a complaint against a member of the staff or faculty may file a complaint with his/her immediate supervisor, his/her department head, or with the Human Resources Manager.

iii. A faculty member who wishes to file a complaint against a member of the faculty or staff may file a complaint with the Associate Dean, the Dean, or the Human Resources Manager.

iv. Any person who wishes to file a complaint against a student may file a complaint under the Honor Code (Section 3.2).

3. Notice to the Dean. Upon the filing of a complaint with someone other than the Dean, the receiving official will notify the Dean. If the Dean is the subject of the complaint, the receiving official will notify the Vice President of Administrative Services.

4. Anonymity. Generally speaking, anonymous complaints will not be investigated. Under exceptional circumstances, the investigating law school official may permit a complaint to be filed without revealing the identity of the complainant party. An exceptional circumstance might arise, for example, where
there is evidence of harassment beyond the complaint (e.g., where there is evidence of inappropriate sexual references in an examination problem).

b. Investigation and Resolution.

1. General. Upon receipt of a complaint, the Dean (or his/her designee) will promptly initiate an impartial investigation. That investigation will include interviews with the person who made the complaint and the person(s) against whom the complaint was made. Depending on the circumstances, it may also include review of documentary or other tangible evidence and interviews with other students or employees who may have witnessed the reported conduct. Following the investigation, all facts will be reviewed to determine the validity of the complaint.

2. Confidentiality. Complaints and investigation arising therefrom are deemed confidential as to persons not named in the complaint or otherwise involved in the alleged harassment or retaliation. Efforts will be made to keep information arising out of a complaint or investigation as confidential as possible. Complainants should be aware, however, that information must be shared for an effective investigation to be conducted, and that anyone who knows or has reason to believe that a student, staff member or faculty member is being or has been subjected to unlawful harassment or retaliation is expected (and if a supervisor or manager, required) to report that information promptly for investigation. Complainants should also be aware that the School cannot honor a request to take no action once it receives a complaint or otherwise becomes aware of the alleged harassment.

3. Corrective Action. Upon completion of the investigation, the results will be conveyed to the individual(s) who made the complaint and the individual(s) against whom the complaint was made. If a complaint of harassment or retaliation is determined to be valid, the person(s) responsible for the harassment will face immediate and appropriate corrective action based on such factors as the severity of the incident(s). Corrective action may include, but is not limited to, action such as warning, suspension, demotion, transfer or discharge. As part of taking corrective action, ASLS may also require that the person(s) responsible for the harassment undergo counseling, attend training, or any other appropriate action.
4. Cooperation. All students, staff and faculty are expected to cooperate in harassment investigation, is asked. Failure to do so may result in disciplinary action. Knowingly giving false information or filing a false complaint also is grounds for disciplinary action.

5. Records. The complaint and any other documents that are created in the course of investigating and resolving the complaint will be retained by the School in confidential files.

c. Informal Procedures. The goals of the informal procedures are to afford the parties an opportunity to discuss the complaint with the charged party, agree on changes in behavior where necessary, and arrive at a resolution acceptable to both. Informal procedures are not prerequisites to the formal mediation procedures described below or other formal resolution mechanisms provided by state or federal law. Informal resolution procedures may be pursued prior to or after an investigation.

An aggrieved party who files a complaint may:
   1. speak directly with the charged party;
   2. request that the investigating law school official speak with the charged party; or
   3. propose another method of resolution.

In the event that the complaint is resolved through informal procedures, the investigating law school official will notify the Dean of the resolution. Notwithstanding resolution of the complaint, the Dean may take any action deemed necessary to assure that the resolution is consistent with Arizona Summit Law School policies.

d. Mediation. If the complainant is not satisfied with the result of the informal procedures described above, or if he or she chooses not to use the informal procedures, the complainant may choose to pursue mediation. Mediation provides a forum where the complainant and respondent, with the aid of a neutral third party, can come to a mutually satisfactory resolution.

   1. A complainant who wishes to proceed to mediation must inform the investigating law school official, who will arrange mediation.

   2. Both parties must be willing to engage in the mediation process and must agree upon the identity of the mediator.

A mediator may propose solutions, but any resolution of the complaint must be acceptable to both parties; however, Arizona Summit Law
School reserves all rights, privileges, and authority. The parties may not enter into a mediation agreement which binds the Arizona Summit Law School to take or refrain from taking any action.

1. During mediation, either party may be accompanied by a legal representative.

2. If the parties reach an agreement, they must reduce it to writing and provide a copy to the investigating law school official.

3. Arizona Summit Law School will bear the reasonable costs of mediation.

4. Mediation is not a prerequisite to formal resolution of the matter through state or federal formal resolution mechanisms.

5. Upon the completion of the mediation process, the investigating law school official will notify the Dean (or, if appropriate, the Vice President for Administrative Services) of the resolution. Notwithstanding the resolution of the complaint, the Dean or Vice President for Administrative Services may take any action deemed necessary to assure that the resolution is consistent with Arizona Summit Law School policies and effective at stopping any harassment that occurred.

3.4.1.5 Records. The complaint and any other documents that are created in the course of resolving the complaint will be retained by the investigating law school official in confidential files.

3.4.2 Consensual Amorous Relationships. Faculty members or other instructional personnel are prohibited from making or participating in decisions affecting a student's progress or standing or which may reward or penalize a student with whom the staff member has, or has had, a sexual or romantic relationship.

3.4.3 Classroom Conduct/Disruption. If a student engages in conduct in the classroom or in the course of any other ASLS educational activity that is disruptive or otherwise unreasonably interferes with orderly educational processes, the faculty member may take the following actions:

a. Ask the student to cease doing whatever it is that is disruptive or that is causing interference.

b. If the disruption or interference continues, the faculty may request that the student leave the class or other educational activity setting.

c. If the student refuses, the faculty member may dismiss the disruptive student.
A report of the incident must immediately be submitted to the Office of Student Services.

d. The faculty member may refuse to readmit the student to the educational activity until a meeting is held between the student, the faculty member and the Office of Student Services, the student’s conduct is addressed, and the student is authorized to return to participation in the educational activity.

e. If the student persists in disrupting or interfering with the educational activity, the faculty member may permanently dismiss the student from the class or educational activity. In such case, the faculty member shall refer the matter to the Office of Student Services to bring appropriate charges against the student under the Student Honor Code.

3.4.4 Non-discrimination. ASLS is committed to a policy that prohibits unlawful discrimination against members of the academic community, including current or prospective students, on the basis of race, color, gender, age, non-disqualifying disability, religion or creed, national or ethnic origin, marital status or sexual orientation, or any other legally protected characteristic. ASLS does not unlawfully discriminate in administration of its educational policies, admissions policies, scholarship and loan programs, and other school-administered programs. The Office of Student Services handles inquiries regarding ASLS’s non-discrimination policies. Contact information for the Office of Student Services is: One North Central Avenue, 14th Floor, Phoenix, AZ 85004, (602) 682-6820.

3.4.5 Professional Decorum. Law students are required to conduct themselves at all times when in attendance at ASLS activities or sponsored events in a manner that is befitting the status of the legal profession that they are preparing to enter. Accordingly, students are required to cooperate with and show respect for members of the academic community, including administrators, faculty and staff. Students are therefore required to provide information, identification, statements or reports when requested to do so by ASLS officials. These officials have the right to request such information from students at any time, including but not limited to, instances when they believe a violation of ASLS policies, the Honor Code or applicable federal, state or local laws or ordinances may be implicated by conduct of the student or information that the student holds. Further, students shall not hinder, delay, provide false information, or otherwise obstruct ASLS officials in the performance of their official duties. Students who fail to provide assistance to ASLS officials as noted above, who provide false information, or who otherwise hinder, delay or obstruct ASLS staff in the performance of their duties are subject to being charged with violating the Honor Code. They may also be required to leave ASLS premises, or other premises where ASLS activities are taking place, be detained for further investigation, or detained for referral to security or law enforcement personnel.

3.5 Student Concerns. Students with concerns or complaints about their academic experience are expected to discuss them with their individual professors. If a student is not satisfied with the professor’s response, or is unwilling to raise the matter in such fashion, the student should bring
it to the attention of the Associate Dean for Academic Affairs. Concerns pertaining to non-academic matters should be directed to the Office of Student Services.

3.6 Student Grievances.

3.6.1 Jurisdiction and Policy. Grievances concerning academic matters are within the province of the Associate Dean for Academic Affairs. Those relating to non-academic matters should be brought to the attention of the Office of Student Services with the exception of grievances of complaints regarding sexual or other unlawful harassment (See Section 3.4.1 for the procedure for such complaints).

Individual faculty members are primarily responsible for each course or other academic activity to which they are assigned. As a necessary concomitant of this responsibility, the faculty member has the primary authority in all matters pertaining to the course of activity, subject to ASLS’s rules, regulations and policies.

As ASLS’s chief administrative and academic officer, the Dean possesses a general supervisory responsibility for ASLS’s academic affairs. The Dean’s concomitant authority is also general and supervisory and does not extend to matters that are properly within the province of the individual faculty member.

3.6.2 Procedure (Academic Grievances).

1. A student who believes that a faculty member engaged in improper conduct, i.e., exceeded or abused her/his authority in academic matters, exclusive of grade appeals discussed in Section 2.3.4, must first discuss the problem with the faculty member. This must be done promptly, and in no event later than the end of the fourth week of the term or summer session immediately following the term or summer session in which the alleged improper conduct occurred. If the faculty member is on leave, has resigned or is otherwise unavailable to meet with the student, the student must send the faculty member a written statement describing her/his complaint within the time period specified above.

2. If discussion or correspondence between the student and the faculty member does not resolve the matter, the student may request a review by the administration. Requests for review must be submitted in writing to the Associate Dean for Academic Affairs no later than the end of the fifth week of the term or summer session immediately following the term or summer session in which the alleged improper conduct occurred. The request for review must (i) be dated and signed by the student; (ii) specify the action the student believes to have been improper; (iii) specify what relief is sought; (iv) set forth any and all other information that the student deems relevant. Upon receipt of a request for review, the Associate Dean for Academic Affairs shall forward a copy to the faculty member.
3. The Associate Dean for Academic Affairs may request that the faculty member respond to the request for review in writing, meet with the student or the Associate Dean for Academic Affairs, or both. The Associate Dean for Academic Affairs will seek to reach a resolution that is acceptable to both the faculty member and the student through correspondence and meetings. Except in unusual circumstances, the Associate Dean for Academic Affairs will send copies of all correspondence to the faculty member and the student and advise both in advance of all meetings.

4. Should the efforts to affect a mutually acceptable resolution of the matter be unsuccessful, the Associate Dean for Academic Affairs will forward to the Dean the complete file on the matter together with a recommendation as to what further action, if any, should be taken. The Associate Dean for Academic Affairs will advise the faculty member and the student when a dispute is referred to the Dean. After evaluating the file and the Associate Dean for Academic Affairs’ recommendation, the Dean may make such further inquiries as might be appropriate and will thereupon communicate a decision to the faculty member and to the student. The Dean’s decision shall be the final resolution of the matter.

5. If the grievance is not resolved after exhausting the institution’s grievance procedure, the student may file a complaint with the Arizona State Board for Private Post-Secondary Education. The State Board address is: 1400 West Washington, Room 260, Phoenix, AZ 85007. Phone: (602) 542-5709. Website: http://azppse.state.az.us.

3.6.3 Procedure (Nonacademic Grievances).

1. Grievances pertaining to nonacademic matters should be brought to the attention of the Office of Student Services, who will meet with the student and any other material parties in an attempt to resolve the matter. The Office of Student Services’ resolution is subject, upon request, to review by the Dean. The Dean’s decision shall be the final resolution of the matter. The policy does not apply to student complaints of sexual or other harassment, which are subject to a separate complaint procedure. (See the Anti-Harassment Policy, Section 3.5.1).

2. If the grievance is not resolved after exhausting the institution’s grievance procedure, the student may file a complaint with the Arizona State Board for Private Post-Secondary Education. The State Board address is: 1400 West Washington, Room 260, Phoenix, AZ 85007. Phone: (602) 542-5709. Website: http://azppse.state.az.us.

3.7 Student Records Privacy. ASLS maintains an educational record for each student who is or has been enrolled at the School. In accordance with the Family Educational Rights and Privacy Act of 1974, as amended, (hereafter "Act") the following student rights are covered by the Act and afforded to all eligible students:
a. The right to inspect and review information contained in the student's educational records.

b. The right to request amendment of the contents of the student's educational records if believed to be inaccurate, misleading, or otherwise in violation of the student's privacy or other rights.

c. The right to prevent disclosure without consent, with certain exceptions, of personally identifiable information from the student's educational records.

d. The right to secure a copy of ASLS’s record privacy policy.

e. The right to file complaints with the U.S. Department of Education concerning allegations of ASLS’s failure to comply with the provisions of the Act.

Each of these rights, with any limitations or exceptions, is explained in ASLS’s policy statement, a copy of which may be obtained in Records and Registrations’ office.

ASLS may provide Directory Information in accordance with the provisions of the Act without the written consent of an eligible student unless it is requested in writing that such information not be disclosed (see below). “Directory Information” is the student’s name, address, telephone number, date and place of birth, major field of study, dates of attendance, degrees and awards received, the most recent previous educational institution attended by this student, and other similar information.

ASLS will provide GPA and class rank only to students or graduates under the following circumstances: the student or graduate requests the information, in person, and provides either a student ID or photo driver’s license to verify his or her identity; or, he or she mails or faxes a written, signed, and notarized request for the information with a photocopy of his or her student ID to the Records and Registration. ASLS will not, under any circumstances, release GPA or class rank information over the telephone.

Current eligible students may prohibit general disclosure of this Directory Information by notifying Records and Registration in writing, within ten (10) calendar days after the first scheduled class day of each Fall term. The School will honor the request for one academic year only; therefore, the student must file the request on an annual basis. The student should carefully consider the consequences of any decision to withhold any category of Directory Information. Regardless of the effect upon a student, ASLS assumes no liability that may arise out of its compliance with a request that such information be withheld. It will be assumed that the failure on the part of a student to request the withholding of Directory Information indicates the student's consent to disclosure.

Any questions concerning the student's rights and responsibilities under the Family Educational Rights and Privacy Act should be referred to the office of the Associate Dean for Academic Affairs.

3.8 Students with Disabilities.
Any student with a disability who would like to request an accommodation related to classroom procedures, any other exams or graded exercises, or final examinations, must make a request by contacting the Records and Registration Department. The request along with appropriate documentation must be submitted no later than one month prior to the student’s examination or graded exercise, or in the event the exam or exercise is scheduled with less than a month notice, the student must submit the request within 5 days of notification of the scheduled date. It is the student’s responsibility to submit a timely request with appropriate documentation. For further information, please see the Disabilities Accommodations Guide offered by the Records and Registration Department.

3.9 Title IV Disclosures.
The Office of Student Services handles inquiries regarding ASLS’s Title IV disclosures. Contact information for the Office of Student Services is One North Central Avenue, 14th Floor, Phoenix, Arizona 85004, (602) 682-6820.

3.10 Counseling and Personal Problems.

3.10.1 Personal Counseling.

3.10.1.1 Classes. As a general rule and whenever possible, a student with a non-disability-related problem in a particular course should discuss the problem with the professor. If this is not possible, or if these discussions do not resolve the problem, students should contact the Office of Student Services. If the problem is disability related, the student should contact the Records and Registration Department. Students should not discuss accommodations for disabilities directly with their professors.

3.10.1.2 Financial Aid. Students with financial aid problems should first contact the Financial Aid Office. If this does not resolve the problem, students should then contact the Office of Student Services.

Billing questions should be directed to the Finance Office.

3.10.1.3 Career Advice. Students seeking career advice should first contact the Center for Professional Development.

3.10.1.4 Personal Problems.

3.10.1.4.1 Problems Affecting School Work. Students with personal problems that are interfering with their ability to attend classes, to study, or to take exams should contact the Office of Student Services to discuss how to handle the problem and to obtain references for services. The Office of Student Services also works closely with Records and Registration to find solutions to the academic aspect of these concerns.

3.10.1.4.2 Problems with Classmates. Students having difficulties with classmates should contact the Office of Student Services.
3.10.1.4.3 Other Personal Problems. The Office of Student Services can be students’ first stop for these issues as well. Although the Office of Student Services does not provide long-term counseling, he or she can direct students to outside service providers to help them resolve their concerns.

3.11 Use of Technology Resources. School technology resources are to be used to advance ASLS’s mission. Faculty, students, and staff may use these resources for purposes related to their studies or research, their teaching, the execution of their duties as faculty members, their official business with or for ASLS, or other sanctioned activities. ASLS encourages the use of technology resources for these primary activities. These resources include, but are not limited to, hardware (including telephones, computers, and traditional media equipment) either owned or leased by ASLS, software, and consulting time (and expertise) of the staff of Information Technology Services or other technology support staff, and network facilities. Unless approved in advance by the Dean, use of ASLS technology resources for commercial purposes is prohibited.

The use of technology resources provided by ASLS for purposes not directly related to the primary activities indicated in the previous paragraph should be considered as secondary activities (i.e. personal or otherwise.) Should such secondary activity in any way interfere with primary activities, they may be terminated immediately.

Many technology resources are shared among the entire ASLS community. The use of these may not violate law or the rights of others. Prohibited activities include, but are not limited to:

- Activities that violate copyright or other intellectual property rights of others.
- Activities that obstruct usage or deny access to technology resources.
- Activities that could be considered as harassing, libelous or obscene.
- Activities that violate ASLS policies.
- Activities that violate local, state or federal laws.
- Unauthorized use of computer accounts.
- Impersonating other individuals.
- Attempts to explore or exploit security provisions either on campus or elsewhere.
- Activities that invade the right to privacy of others.
- Destruction or alteration of data belonging to others.
- Creating, using or distributing computer viruses or other computer parasites.
- Allowing other individuals to use one’s account/password.
- Disruption or unauthorized monitoring of electronic communications or of computer accounts.
- Academic dishonesty (e.g., plagiarism, cheating).
- Inappropriate and/or widespread distribution of electronic communications (e.g. “spamming”).
The creation and propagation of anonymous or identified websites such as “blogs” for the purpose of disparaging, denigrating, harassing damaging or defaming ASLS or any of its students, employees, officers or board members in their school-related roles or positions.

Publishing anonymous information through the use of ASLS technology resources that violates any of the foregoing provisions is strictly prohibited. All publications must contain the electronic mail address of the person making the information available. For example, active information such as e-mail must contain the e-mail address of the sender in the FROM: field. Passive information, such as that found on the World Wide Web, must contain the e-mail address of the author, owner or sponsor at the bottom of the page.

3.12 Intellectual Property.

3.12.1 Definitions. For the purpose of this section, the following definitions shall be controlling:

a. “Creative works” means any works of a ASLS student prepared in the course and scope of his or her educational or employment activities under the auspices of ASLS that are copyrightable as determined in accordance with the U.S. Copyright Act (See 17 U.S.C. § 101 et seq.).

b. “Institutional resources” means any support administered by or through InfiLaw or ASLS, including but not limited to InfiLaw or ASLS funds, facilities, equipment or personnel, and funds, facilities, equipment, or personnel provided by governmental, commercial, industrial, or other public or private organizations that are administered or controlled by InfiLaw or ASLS. With respect to a student’s creative works, there shall be excepted from the definition of “institutional resources,” equipment, personnel and facilities of ASLS that are made available to and used in common by ASLS’s students to the extent of normal, approved use, including without limitation, media resources, computing equipment and facilities, software or networks, reproduction facilities, physical facilities, faculty and staff advice, consultation and assistance when provided in pursuit of course work and educational activities, including the pursuit of scholarly writings whether for non-commercial or commercial uses.

c. “Student employment” means any services performed by a student for ASLS or any ASLS employee for compensation of any kind whatsoever that is supported by ASLS funds, including without limitation funds derived from third parties such as grants or contracts.

d. “Podcast” means any recording, whether audio or visual, of a class session or other ASLS educational activity for later transmission to support Learning Activities.
e. “Learning Activities” means with respect to a Podcast the use of the Podcast recording for study and review related to the recorded course, post-requisite or sequential courses, bar exam preparation, course previews, outcomes assessment, academic success enhancement, tutorial and mentoring support, and student recruitment.

3.12.2 General Policy. ASLS disclaims any ownership interests and rights in and to copyrights in any creative works of students. As a condition of each student’s enrollment at ASLS, each student consents and agrees to the policy provisions of this Section.

3.12.3 Exceptions. The following are exceptions to the general policy.

a. Creative works that are specially and expressly commissioned or contracted for by ASLS as a required work product of a student employment or contracted services shall be owned by ASLS subject to financial or other agreements established between ASLS and the student, if any.

b. Students may not employ the use of “material institutional resources” in the production of creative works without express approval of the Dean with “materiality” assessed in light of ASLS’s financial and logistical resources. A student shall report to the Dean, in advance of use, the proposed material use of institutional resources in the generation of a creative work. If the use of “material institutional resources” is approved, the terms of the approval will identify the resulting work as (a) being commissioned or contracted for by ASLS, or (b) as exempt, and will define the rights relating to that work accordingly.

c. Student contributions to works of faculty or staff members in the performance of compensated services as a research assistant, teaching assistant or in any other role, shall be owned by the faculty or staff member, or the owner of the faculty or staff member’s work unless otherwise expressly determined in advance of any such contribution.

d. Student contributions to works of other members of the ASLS academic community, including without limitation faculty, staff and fellow students, that is not undertaken in the pursuit or performance of compensated services, shall, unless otherwise expressly determined in advance of any such contributions, be deemed to be a contribution to a work that is jointly owned by all contributors.

e. ASLS retains an irrevocable, non-exclusive, perpetual, and royalty-free license to use student work submitted in fulfillment of course, program or degree requirements, or in fulfillment of the requirements of other educational activities for the purpose of evaluating the work,
demonstrating conformance with academic requirements, and maintaining a historical record. Such rights shall in no way extend to any commercial exploitation nor the right to use the student’s name, likeness, image or identity for any purpose that is not related to ASLS’s legitimate educational functions or that is in violation of student privacy rights.

f. The recordation of a student’s participation in classroom and other educational activities is an issue of special concern. ASLS shall have the right to record classroom activities, including student involvement in those activities, and other educational activities upon prior notice to the participants and for the sole purpose of supporting the learning activities of matriculated students and student applicants. ASLS’s right to record such activities hereunder shall include the right to record, store and reproduce the presentations in any medium of expression, now known or later developed. No such recordings shall be used for purposes other than “learning activities” unless commissioned or contracted for that purpose by ASLS. Such rights shall extend to the right to record a student’s expressions, images, ideas, comments and identity.

3.13 Copyright Compliance. All students are required as a condition of their enrollment and access to ASLS facilities to conduct their activities on ASLS’s behalf, including but not limited to any photo-reproduction, research or writing activities, in such a fashion so as to meet and comply with all the requirements of the United States copyright laws and regulations (Title 17 U.S.C.).

3.14 Use of School Intellectual Property. ASLS has developed and operates unique educational programs and services based upon discoveries, research and know-how, and utilizing methods, techniques, designs, devices, proprietary, confidential and trade secret information which are unique to ASLS. In performing services and conducting business with clinic clients, ASLS regularly is given access to the trade secret and confidential information under condition that ASLS, its employees, students, and agents will not improperly disclose those trade secrets or confidential information to others (hereinafter collectively referred to, along with any additions or modifications thereto, as “Protected Information”). Students are given access to some or all of the Protected Information from time to time in the course of their pursuit of educational activities under the auspices of ASLS. Each and every student, by enrolling at ASLS, agrees that he/she will not, without ASLS’s prior consent, disclose, directly or indirectly, to any unauthorized person or entity, or convert to his/her own advantage or the advantage of another, at any time during her/his matriculation or thereafter, any of the Protected Information or any other confidential or trade secret information of ASLS or any of its clients that a student acquires or that comes to the attention of a student through any means or in any manner whatsoever.

No student or student organization may use the logos, images, name, insignia, lists of names of students, alumni, benefactors, or any other commercial rights of ASLS for any purpose without the prior written consent of the Dean.
4.1 Entry into the Profession. The entry of students into the law profession begins upon their admission to the study of law. The bar association recognizes students as contributing members to the legal community and as representatives of the profession to the public. Students are held to the same standards of conduct and deportment as licensed attorneys. Further, the bar provides for student legal practice under supervision and with prior certification.

In line with students embarking upon their legal career upon their admittance to ASLS, every ASLS student has a continuing responsibility to report any and all instances of arrest and or violations of federal, state or local laws, during her/his attendance at the law school (this does not include minor traffic violations). If a student is involved in an arrest or violation of any law, any such arrest or violation must be reported, in writing, to the Office of Student Services within five (5) business days of the arrest or violation. A failure to report this information is prohibited conduct under the Honor Code.

4.2 Honor Code. The ASLS Honor Code sets the highest standards of integrity and professionalism for law students. It sets forth rules, standards and procedures related to academic dishonesty. Each student is given a copy of the Code upon enrollment and is bound to follow it. The Honor Code is also posted on the school web site. Failure to follow the Code may result in immediate action, up to and including dismissal.

4.3 Bar Exams. Students should be advised that each state has "character and fitness requirements" in terms of sitting for and admission to the bar. Each student prior to enrollment and during law school should review the state bar requirements for Arizona or any other state in which he/she may be considering the practice of law. Please note that criminal charges and/or convictions, juvenile offenses, credit problems, academic charges and sanctions, and student conduct issues may affect your ability to sit for the bar and/or be admitted to practice. Students should contact the Board of Bar Examiners in any state in which he/she may be interested in practicing for further information.

In planning a program of law study, the student should usually consider the requirements for admission to the bar in the jurisdiction where he or she plans to practice.

The Multistate Bar Examination (MBE) is a major component of the bar exam in almost every jurisdiction. The Multistate Professional Responsibility Exam (MPRE) is also a requirement in most jurisdictions, including Arizona. The Multistate Essay Exam (MEE) has currently been adopted for use by some jurisdictions, and the Multistate Performance Test (MPT) has been adopted for use by some jurisdictions. A number of upper level courses are subjects that are frequently tested on bar exams throughout the country. Before planning your schedule, you should consult the bar requirements of your state.

4.3.1 Arizona. Admission to the Bar in the State of Arizona is regulated and administered by the Arizona Supreme Court Admissions Unit
An applicant for general admission must meet the following general standards (the detailed standards are set forth on the [http://www.supreme.state.az.us/admis/](http://www.supreme.state.az.us/admis/)
website):

- a. is at least twenty-one (21) years of age;
- b. is of good moral character;
- c. is mentally, emotionally and physically able to engage in the practice of law, and possesses the required knowledge of the law to do so;
- d. is a graduate with a juris doctor from a law school provisionally or fully approved by the American Bar Association at the time of graduation.
- e. has been found qualified by the Committee on Character and Fitness;
- f. has passed the Arizona bar examination;
- g. has satisfied the Multistate Professional Responsibility Examination requirements;
- h. has paid the fees and taken the oath or affirmation specified by this rule.

4.3.2 Other States. Information concerning the standards for admission to the bar of other states can be obtained from the National Conference of Bar Examiners’ website: [http://www.ncbex.org/](http://www.ncbex.org/)

4.4 Bar Preparation. ASLS is committed to helping each student pass the bar in their state. From their first term, students are encouraged to be aware of bar preparation issues. In every class, professors continually assist their students in developing life-long study habits that will also improve their bar performance. Students are also highly encouraged to enroll in the Bar Exam Strategies and Skills course in their last term of studies.

4.5 Student Membership – State Bar of Arizona. The Arizona State Bar's Young Lawyers’ Division offers associate membership to students attending Arizona law schools. The Young Lawyers’ Division is comprised of all Arizona attorneys under 36 years of age or in practice less than five years.

4.6 Center for Professional Development. ASLS maintains a full service career counseling and resource center that supports and assists students in all stages of the career planning process. The Center for Professional Development (CPD) is committed to assisting each student in identifying, developing, and attaining his or her individual career goals. Consistent with these aims, the CPD offers a wide range of services and programs that are responsive to a diverse student body and evolving market realities.

Each student will be encouraged to meet individually with a career counselor to discuss unique career planning goals and to develop effective job search strategies. Workshops and special programs will be offered regularly and frequently. The CPD will offer special panels and
programs bringing to campus practicing attorneys, judges and members of the community to discuss their careers and the legal profession. It also will develop programs on entrepreneurialism, law firm management, client relations, and stress management.

The CPD Resource Room is stocked with publications and materials covering a wide variety of career-related topics, including career planning, job search, resume preparation, interview skills, legal practice areas and alternatives, and law firm practice and management. Counselors also will work with students to navigate the on-line resources available, including Lexis/Nexis, Westlaw, the Internet and various databases.

First-year law students are strongly encouraged to focus on their adjustment to law school and academics during the first term. For this reason, and due to ABA guidelines, Arizona Summit Law School will offer introductory workshops during the first year and sensitize them to the CPD’s impending function. These preview workshops will focus on self-assessment, establishing priorities, dispelling myths about the law, and setting goals.

The CPD will work to establish recruitment programs and develop additional opportunities for students to interact with attorneys and other potential employers. Students will be encouraged to test options and gain experience through employment, internship and clinical opportunities, pro bono activities, networking, and student organizations. The CPD also will be committed to developing innovative career opportunity strategies and programs to assist our students in reaching their professional goals.

The school also offers a number of employment opportunities for students, including research and teaching assistantships, that enable students to work with faculty members in connection with professional writing and course preparation and delivery.

CHAPTER V

GENERAL SCHOOL POLICIES AND PROCEDURES

5.1 Facilities and Equipment. School facilities, equipment and supplies are provided for the use of students in the legitimate pursuit of their studies and educational activities under School auspices. Use for purposes other than those authorized is prohibited unless specific authorization is obtained from the Dean’s Office.

5.2 Library.

5.2.1 Computer Labs. There is a computer lab in the library on the thirteenth floor which is intended for student use. The computers include the following programs: Internet Explorer and Microsoft Word. These computers are password protected and students can obtain a password only by taking the e-mail training class.
5.3 Law Library. The services offered by the ASLS Law Library in support of the law school’s educational and research mission include: reference assistance, course reserves, research guides, electronic resources, interlibrary loans, computer lab, and group study rooms.

5.4 Business and Accounts. Students are required to meet all of their financial obligations to ASLS in a timely manner. A student with delinquent financial obligations arising from any source will not be eligible for graduation or access to his or her transcript. A student who does not pay any financial obligation, of any kind or nature, owed to ASLS when due agrees to pay all costs of collection, including without limitation, costs incurred by ASLS in the form of staff time and administrative expenses, collection agency fees, court costs, litigation expenses, and attorney fees.

5.5 Use of School Equipment. ASLS’s equipment and resources are provided for the use of students in the proper pursuit of educational activities in accordance with School rules. Use for purposes other than those authorized is prohibited without prior authorization.

5.6 Campus Closure. In the event of bad weather, the Dean or her/his designee will decide on closing offices and/or cancelling classes, or postponing starting times, not earlier than 9 p.m. the evening prior or later than 6 a.m. that day.

When ASLS is to close offices and/or cancel classes, or postpone opening, the Dean or her/his designee will notify the Communications Manager. The Communications staff will then place calls to the cooperating news media and update ASLS’s website and phone messages to reflect the closure. Faculty members are advised to monitor standard media outlets, ASLS’s website and main phone extension for such information.

If any faculty, staff members, or students believe that weather conditions prevent their traveling safely even though ASLS is officially open, they may choose to remain at home. Staff members should notify their supervisors as early as possible, and the time off will be counted towards annual leave accruals. Faculty members should make necessary arrangements with the Associate Dean for Academic Affairs and students are required to make appropriate arrangements with their professors.

5.7 Campus Conduct. All ASLS students, faculty and staff are required to behave in a professional, business-like manner on ASLS’s premises, and at ASLS-sponsored events and activities. All visitors are also required to behave in a professional, business-like manner. ASLS prohibits violence or threats of violence. This prohibition includes but is not limited to threatening or abusive language, both verbal and written, threatening gestures, hazing, and/or actual physical fighting.

5.8 Campus Security Policy and Crime Statistics Reporting

5.8.1 Overview. In 1990, the U.S. Congress enacted the Crime Awareness and Campus Security Act, which requires postsecondary institutions to disclose campus crime statistics and security information. In 1998, the act was renamed the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.
The following provides information on required policy disclosure and crime statistics that will be recorded, tabulated, and disseminated to students and employees and made available to outside constituencies. The act is intended to provide current students, potential students, and employees accurate and complete information about safety on campus so they can make informed decisions.

5.8.2 Timely Warnings. In the event that a situation arises, either on or off-campus, that, in the judgment of the Dean or President of ASLS, constitutes an ongoing or continuing threat, a campus wide “timely warning” will be issued. Based on the nature of the warning, the warning may be issued through the ASLS e-mail system, digital signage, or any other appropriate means to convey pertinent information promptly to students and employees.

5.8.3 Reporting the Annual Disclosure of Crime Statistics. ASLS prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. ASLS, through the facilities and legal affairs office, prepares this report annually. This report is also prepared in cooperation with the local law enforcement agencies surrounding our campus at One North Central Avenue, and formerly at 4041 N. Central Avenue, Phoenix, Arizona. Crime statistics include those reported to designated campus officials, and local law enforcement agencies.

5.8.4 General Procedures for Reporting a Crime or Emergency.
Arizona Summit Law School does not have campus police. Due to limited authority of our contract security personnel, emergency situations should be directed to local law enforcement by dialing 9-1-1. ASLS contract security does not have arresting authority. They will assist the victim as best they can until law enforcement arrives on scene.

For non-emergency situations, ASLS students and employees are encouraged to report all crimes and public safety related incidents in a timely manner to onsite contract security, the facilities/security director, the Dean of Students, or the Dean. All reports will be investigated. Incident reports will be completed and forwarded to the facilities/security director.

In addition, Arizona Summit Law School encourages anyone who is a witness or victim of a crime to promptly report such activity to police. Because police reports are public records under state law, ASLS cannot hold reports of crime in confidence—violations of the law will be referred to law enforcement agencies. However, confidential tips can be made to law enforcement by calling 480-WITNESS (480-948-6377).

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<thead>
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<td>Facilities/Security Director</td>
<td>602-682-6816</td>
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<tr>
<td>Office of the Dean</td>
<td>602-682-6814 / 6870</td>
</tr>
<tr>
<td>Office of Student Services</td>
<td>602-682-6820</td>
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5.8.5 Access to Campus Facilities and Security.
Except as provided below, the campus at One North Central is open to students and employees 24 hours a day, seven days a week. A valid ASLS ID card must be shown for
entry through the main lobby between 7:00 am and 6:00 pm on weekdays. An ASLS-issued ID/access card is necessary to gain entry to the building between 6:00 pm and 7:00 am on weekdays and all day on weekends and holidays, at which times the building is locked. The parking garage is accessible by an ASLS-issued ID/access card in accordance with ASLS parking policies.

From 12 am to 6 am daily, and all day on any holiday that the school is otherwise closed for business, students will still have access, but only to the 13th floor.

Without limitation of any provision herein, violations of this policy are a misuse of Arizona Summit Law School property.

If the ASLS-issued ID/access card becomes faulty, damaged, or lost, report this event to the Facilities Director by email Facilities@azsummitlaw.edu. There may be a cost in replacing a damaged or lost key.

ASLS does not have campus residences.

ASLS provides one security guard, between the hours of 6:00 am and midnight, seven days per week. From 6:00 am to 6:00 pm, the security guard is at the front desk, and from 6:00 pm to midnight, the security guard makes rounds throughout the campus. Property managers at One North Central provide one security guard from midnight to 6:00 am, who patrols the entire building at One North Central, not solely the space occupied by Arizona Summit Law School.

The security guards do not have arresting authority. Security will patrol ASLS controlled areas, the adjacent parking garage, immediate outside premises, check for proper lighting, complete incident reports, escort students and employees to/from their vehicles, ask ASLS members for proper identification if none is visible, and contact 9-1-1 in an emergency situation. Students and employees can contact ASLS contract security at 602-689-9942.

ASLS is not responsible for personal articles on its property.

5.8.6 Security Awareness and Crime Prevention Programs. Incidents of crime on campus are negligible. Nonetheless, during student orientation, fall and spring, and new hire orientation as needed, students and employees are informed of Arizona Summit Law’s security procedures, and are informed about safety awareness and crime prevention. In particular, students and employees are encouraged to be aware of their responsibility for their own security and the security of others, which includes utilized security escorts.

Arizona Summit Law School does not have any officially recognized student organizations with off-campus locations, e.g., fraternities or sororities.

5.8.7 Alcohol and Substance Abuse Policy. Arizona Summit Law School recognizes the importance of maintaining a safe, efficient, and healthful work environment for its
employees, students, volunteers, and clients. As such, the Arizona Summit Law School campus has been designated as “Drug-Free” and only under certain circumstances and with prior written approval from the Dean is the consumption of alcohol permitted on campus.

The alcohol and drug policies herein are without limitation of any other alcohol and drug policies set forth by Arizona Summit Law School. Students and employees are subject to all applicable drug and alcohol policies including policies set forth in the Employee Handbook, Faculty Handbook, and Student Handbook, as applicable, or other applicable rules when adopted.

The possession, sale, manufacture or distribution of any controlled substance is illegal under both state and federal laws and is thus prohibited on campus. Additionally, furnishing or providing alcohol to anyone under 21 years of age, or for anyone under 21 years of age to possess alcohol, is illegal. Violations of any of the foregoing may also result in criminal prosecution, fine and/or imprisonment.

There are many health risks associated with the substance (alcohol and drug) abuse. Alcohol or drugs used in excess and over time can produce illness, disability, and death. The health consequences of substance abuse may be immediate and unpredictable, such as cardiac arrest with cocaine use, or more subtle and long term, such as liver deterioration associated with the prolonged use of alcohol. In addition to health related problems, substance abuse can lead to financial difficulties, domestic violence, deterioration of the family structure, motor vehicle accident injuries, and reduced job performance.

Services for employees experiencing substance abuse issues are available through Arizona Summit Law School health plan to assist employees that may be experiencing substance abuse. Employees can contact their primary care physician or the UnitedHealthcare “Care24 Services” for help (Available 24 hours a day, 7 days a week. 1-888-887-4114 [TTY/TDD callers, please call the National Relay Center at 1-800- 828-1120 and ask for the foregoing number), including referrals for those requesting assistance with substance abuse. Employees who desire substance abuse counseling can also contact Human Resources for such referrals and resources available in the community.

Arizona Summit Law School’s drug and alcohol abuse program for students includes a presentation at each student orientation from the Member Assistance Program (MAP) from the State Bar of Arizona. For those who participate voluntarily, MAP offers confidential assistance to any Arizona attorney, judge or law student whose professional performance may be impaired because of physical or mental illness, emotional distress, substance abuse, compulsive gambling or other addictive behaviors. More information can be found at http://www.azbar.org/MAP. In addition, the Dean of Students offers referrals to students who are experiencing substance abuse problems.

All members of the ASLS community are urged to seek help with substance abuse. Additional resources are:
Additionally, students and employees who violate drug and alcohol policies may be required to participate satisfactorily in a drug abuse assistance or rehabilitation program approved by the School.

At any Arizona Summit Law School event where there is alcohol served (as approved by the Dean pursuant to these policies), Arizona Summit Law School reserves the right to refuse to serve alcoholic beverages to anyone who is visibly intoxicated or whose behavior, at the sole discretion of Arizona Summit Law School and its agents, warrants the refusal of service. Any individual who arrives at a Arizona Summit Law School function either on or off campus in a visibly intoxicated state may, at the sole discretion of Arizona Summit Law School, or its agents, be denied entrance to the event.

Any student who is found guilty of violating a local, State, or Federal law pertaining to unlawful possession, use or distribution of illicit drugs and alcohol must notify the appropriate School official, in writing, no later than five (5) calendar days after conviction. Failure to comply with this notification requirement will result in immediate termination or dismissal.

No later than thirty (30) calendar days after receiving notification of such conviction from a student the School will:

Take action against the student to include any range of authorized disciplinary actions up to termination/dismissal; and/or

Require the student to participate satisfactorily in a drug abuse assistance or rehabilitation program approved by the School; and

If the student is authorized to work on a grant provided by the Federal Government at the time of the incident, the School shall notify the agency which awarded the grant within ten (10) calendar days after receipt of notification from the student.

The School will review this policy and the relevant education assessment, and treatment programs annually to determine their effectiveness and to ensure that sanctions are consistently enforced. The School reserves the right to implement changes at any time by approval of the Dean.

5.8.8 Alleged Victims of Crimes of Violence or Non-forcible Sex Offense. Arizona Summit Law School will, upon written request, disclose to the alleged victim of a crime of violence, or a non-forcible sex offense, the results of any disciplinary hearing conducted by the school against the student who is the alleged perpetrator of the crime or offense. If the alleged victim is deceased as a result of the crime or offense, Arizona
Summit Law School will provide the results of the disciplinary hearing to the victim’s next of kin, if so requested.

5.8.9 Evacuation Procedures. Notification to evacuate is conducted by the sounding of the fire alarm, school wide e-mail, and other means as designated by the school. In the event of fire stairwells must be taken to the ground floor. Employees and students will exit by the quickest means to the ground floor and assemble outside the building. The security staff and/or facilities staff will notify the employees and students once the building or buildings are safe for occupancy.

5.8.10 Sexual Assault Prevention and Response. ASLS is committed to providing a safe learning and working environment. ASLS, through the Phoenix Police Department, offers sexual assault education and information to ASLS students and employees upon request.

If you are a victim of a sexual assault, your first priority is to seek safety. Next, obtain necessary medical treatment. All assaults, sexual in nature or otherwise, should be reported as soon as possible. Evidence collection and preservation is a time sensitive issue. An assault on a student should be reported to the Office of the Dean, the Office of Student Services, or the facilities/security director. An assault on an employee should be reported to Human Resources, facilities/security director, or the Office of the Dean. Filing an incident report with ASLS will not obligate the victim to prosecute, nor will it subject the victim to scrutiny or judgmental opinions. A victim is encouraged to promptly file a police report to:

- Ensure that a victim of sexual assault receives the necessary medical treatment and tests, at no expense to the victim
- Provide the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later (ideally a victim of sexual assault should not wash, douche, use the toilet, or change clothing prior to a medical/legal exam)
- Assure the victim has access to free confidential counseling from counselors specifically trained in the area of sexual assault crisis intervention.

There are currently no on-campus services for victims of a sexual assault. Through the Phoenix Police Department, victims have access to services such as rape and abuse counselors, temporary housing/shelters, and advocacy centers. These services can be accessed by calling 602-262-7626. ASLS administration will assist a victim in contacting such services.

A change to a victim’s academic situation will be accommodated upon request following an alleged sex offense. Examples include placement in another class at different day and/or time or continuing academic progress in a future term.

The accuser and the accused in a sexual assault are entitled to the same opportunities to have others present during a disciplinary proceeding. Both the accuser and the accused
will be informed of the outcome of any institutional disciplinary proceeding that is brought alleging a sex offense. Sexual assault is a criminal act that may result in criminal and civil penalties under federal and state law. Formal complaints will initiate an investigation that may lead to administrative or disciplinary action. Sanctions for those deemed to have violated this policy may be up to and include expulsion for students and separation from service for employees.

5.8.11 Sex Offender Registry. In accordance to the Campus Sex Crimes Prevention Act of 2000, ASLS is providing a link to the State of Arizona Department of Public Safety Sex Offender Info Center.

The Sex Offender and Crimes Against Minors Registry (SOR) for Violent Sex Offenders are available via Internet pursuant to A.R.S. 13-3827. This site is maintained and updated by the Arizona Department of Public Safety. https://az.gov/webapp/offender/main.do

5.8.12. Weapons Policy. Arizona Summit Law School prohibits the use, possession, display or storage of any weapons, explosive device, fireworks, and all other dangerous or hazardous devices or substances in all buildings or vehicles owned or under the control of Arizona Summit Law School, and at all ASLS sponsored events, except as provided in Arizona Revised Statutes § 12–781. Additionally, all students and employees with knowledge of violations of this policy are required to report these violations to the President, Dean, or Associate Dean. If in your judgment you feel there is a threat to your safety, call 911.

The Dean, or an employee designated by the Dean to maintain order, may have an individual or group removed from the premises if the Dean or Dean’s designee believes the person is committing an act or has entered the premises with the purpose of committing a violation of this policy. Violations of this policy will be considered misconduct and subject to disciplinary action that may result in the ejection from the school and/or confiscation of the weapon, dangerous instrument, etc. Violations may also result in arrest according to applicable Arizona state statues.

5.8.13 Crime Statistics Definitions The following crime definitions are what are reported to the Department of Education on an annual basis according to current Clery Act regulations. Those same crime statistics follow these definitions.

- **Murder/Non-negligent manslaughter:** The willful (non-negligent) killing of one human being by another.
- **Negligent Manslaughter:** The killing of another person through gross negligence.
- **Sex Offenses, Forcible:** Any sexual act directed against another person, forcibly and/or against that person’s will; or not forcibly or against the person’s will where the victim is incapable of giving consent.
- **Sex Offenses, Non-forcible:** Any incidents of unlawful, non-forcible sexual intercourse.
• **Robbery:** The taking or attempting to take anything of value from the care, custody or control of a person or persons by forced or threat of force or violence and/or by putting the victim in fear.

• **Aggravated Assault:** An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm.

• **Larceny/Theft:** Controlling the property of another with the intent to deprive the other person of such property.

• **Burglary:** The unlawful entry of a structure to commit a felony or theft.

• **Motor Vehicle Theft:** The theft or attempted theft of a motor vehicle. This includes all cases where a vehicle is taken by persons not having authority or legal access, even though the vehicle is later abandoned: “Joyriding”

• **Arson:** Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property or another, etc.

• **Liquor Law Violations:** The violation of laws or ordinances prohibiting the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to an underage person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and all attempts to commit any of the aforementioned. (Driving under the influence is not included).

• **Drug Law Violations:** The violation of State and/or local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives; marijuana; synthetic narcotics; and dangerous non-narcotic drugs.

• **Weapons Law Violations:** The violation of State and/or local laws dealing with weapon offenses, regulatory in nature, such as: manufacture, sale or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; and all attempts to commit any of the aforementioned.

• **Hate Crimes:** A reported crime motivated by or committed because of clear prejudice based on the following: race, gender, religion, sexual orientation, ethnicity, or disability.

**5.8.14 Violations.** The Dean, or an employee designated by the Dean to maintain order, may have an individual or group removed from the premises if the employee believes the
person is committing an act or has entered the premises with the purpose of committing an act that disrupts the lawful use of the property by others.

Violations of this policy by students, faculty and staff will be considered misconduct and subject to disciplinary action resulting in the ejection from the school and/or confiscation of the weapon, dangerous instrument used, displayed or possessed. Violations may also result in arrest according to applicable Arizona state statues.

5.8.15 Anti-Discrimination Policy. Arizona Summit Law School provides and will continue to provide equality of opportunity in legal education for all students, with respect to applicants for admission, enrolled students, and graduates, without discrimination, segregation or harassment on the grounds of race, color, religion, national origin, sex, age, handicap or disability, sexual orientation, gender identity, gender expression, or veteran status. Arizona Summit Law School does not discriminate in admission or access to, or treatment or employment in, its programs or activities.

WHERE TO FILE A COMPLAINT/ DESIGNATION OF 504 AND TITLE IX COORDINATOR
The Dean of Students serves as the designated Coordinator for Section 504, Title III of the ADA, and Title IX grievances as well as the individual with whom to file all student complaints alleging discrimination under federal, state or local law. The contact information for the Section 504 Coordinator and Title IX Coordinator is as follows:
TERESE M. BROWN, Dean of Students, 1 N Central Ave, 13th Floor, Phoenix, AZ 85004
Tel. 602-682-6820, Email: tbrown@azsummitlaw.edu.

COMPLAINT PROCEDURES

APPLICABILITY: This Policy and Procedure applies to allegations arising from conduct by students, faculty, employees, administrators and outside third parties who have contact with students, employees or faculty. Violations covered by this procedure may include allegations of discriminations based on race, color, and national origin, disability (Section 504 and Title III of the ADA) including failure to accommodate, sexual orientation or preference and sex/gender. Title IX sexual harassment claims are covered under a separate policy and Investigative procedure.


Reference and Incorporation of Additional School Policies.
Issues relating to Accommodations for students with disabilities. Student requests for accommodations are reviewed initially under the Accommodations Guide. The Guide details the procedures that are to be followed to request accommodations and also provides a copy of all forms that must be submitted. The Accommodations Guide also
includes timelines to be followed by the School and by the Student in order to assure the timely provision of accommodations. The Accommodations Guide further explains how to grieve/appeal a determination of accommodation.

A person alleging discriminatory failure to accommodate under either or both Section 504 or Title III of the ADA may file a complaint pursuant to the procedure detailed below.

**Issues relating to Sexual Harassment and Title IX**

Sexual Harassment Procedures are covered under the Sexual Harassment Policy and Procedure as contained in the Student Handbook and the Employee Handbook. The Sexual Harassment and Title IX Procedures are separate and distinct from the procedures outlined in this document.

**PURPOSE:** Arizona Summit Law School shall follow this process for the investigation and resolution of reports of violations of the ASLS Nondiscrimination and Anti-Harassment Policy, including claims made pursuant to Section 504 of the Rehabilitation Act, Title III of the ADA, and Title VII for any violation of the statutes or the regulations implementing those statutes. The purpose of these procedures is (1) to provide all members of the ASLS community with a process for making the School aware of potential violations of the nondiscrimination and anti-harassment policy, and (2) to provide assistance and guidance to the Dean of Students and the Human Resources Department in carrying out their responsibilities in administering and enforcing the ASLS policies. The School shall review these procedures every two (2) years and may amend these procedures as necessary.

**I. PROCEDURES**

A. Reporting of Violations

All members of the ASLS community have a responsibility to contact the Dean of Students if they observe or encounter conduct that may be a violation of the Anti-Discrimination Policy. Violations may include allegations of discriminations based on race, color, and national origin, disability (Section 504 or Title III of the ADA) including failure to accommodate, sexual orientation or preference and sex/gender.

1. **Confidentiality**

Any and all ASLS employees who receive reports of violations of the anti-discrimination policy shall maintain the confidentiality of the information that they receive except where disclosure is necessary to facilitate legitimate School processes, including reporting, investigation and resolution of allegations, or as is required by law.

2. **To Whom May Violations be Reported and Designation of Section 504 Coordinator**

Reports of violations of the anti-discrimination policy may be made to any faculty member, manager, supervisor, or other administrator. The Dean of Students is the person...
to whom all reports must be immediately forwarded. The Dean of Students is also the
Designated 504 Coordinator. Her contact information is:

TERESE M. BROWN, Dean of Students,
1 N Central Ave, 13th Floor
Phoenix, AZ 85004
Tel. 602-682-6820
Email: tbrown@azsummitlaw.edu

The contact information for the Dean of Students is also available on the ASLS website.

If the Complaint is against the Dean of Students or any of her staff, the Complaint shall be filed directly with the Dean.

3. Duty to Timely Report Complaints Received

Any ASLS employee, including faculty, managers, supervisors, and administrators shall notify the Dean of Students within 1 business day of any violation of the Policy of which they become aware.

4. Limitations of Time to Report for Internal Investigation

Although there is no jurisdictional statute of limitations for the time to report alleged incidents or violations, all reports should be made within sixty (60) days after the alleged violation unless good cause exists to support a delay, and in any event no later than 180 days of the most recent alleged violation. Prompt reporting enables the School to investigate the facts, determine the issues, and provide an appropriate remedy or action. While the School shall respond as best as it can to reports of violations of the Policy brought after 180 days of the most recent alleged violation, the amount of time that has passed since the alleged conduct occurred will be taken into account and ASLS may decline to investigate.

5. Employee relations issues and/or collegiality issues and Honor Code issues shall be addressed through normal supervisory channels and applicable policies.

B. Making a Complaint

1. Informal Resolution

Individuals making reports of violations of the Policy may wish to resolve the matter through an informal process or reach a resolution through alternatives to the investigative process. The goal of an informal resolution is to resolve concerns at the earliest stage possible, with the cooperation of all parties involved. Informal resolution is an option when the parties desire to resolve the situation cooperatively and/or when an investigation is not likely to lead to a satisfactory outcome. Parties are not required to participate in informal resolution prior to the School's decision to initiate an investigation.
Any informal resolution process shall require the mutual consent of the involved parties and the School.

Means for informal resolution shall be flexible and encompass a full range of possible appropriate outcomes. Informal resolution includes options such as facilitating an agreement between the parties, separating the parties, referring the parties to counseling programs, imposing appropriate remedial action as determined by the School, conducting targeted educational and training programs, or remedies for the individual harmed by the violation of the Policy. Informal resolution efforts, including any mutually agreed upon outcome, shall be documented.

If a mutually acceptable solution cannot be reached through the informal resolution process, an investigation will still be made through the Dean of Students, Human Resources or Legal Affairs. A party may opt out of the informal resolution process at any time and request a formal investigation. In cases alleging harassment, no party shall be required to confront an alleged harasser during the informal resolution process.

2. Formal Investigation.

To initiate a formal investigation, a report of a potential violation of the Policy which if true would constitute a violation of the applicable statutes and the regulations implementing the statutes, and which involves a student will be in writing and submitted to the Dean of Students. Reports of violations of the Policy should set forth as much information as possible, including:

a. The full name and contact information of the reporting or complaining party;
b. The name of the individual(s) alleged to have violated the Policy;
c. A clear and concise statement of the facts that constitute the alleged violation of the Policy including dates and as much identifying information as possible;
d. Names and contact information or any other identifying information available regarding any other individuals who may provide information and/or be witnesses during the course of an investigation;
e. Any request for remedy or relief.

If the complaint is not made in writing to the Dean of Students, then the person to whom the report is made verbally shall notify the Dean of Students or her designated staff of the verbal report within one (1) business day. The employee to whom the verbal report is made will document the complaint in writing with as much information as possible.

3. The Law School shall respond, to the extent possible, to reports of potential violations of the Policy made anonymously or by third parties not directly involved in the alleged violation. However, the response to such reports may be limited if information contained in the report cannot be verified by independent facts. Anonymous or third-party reports of potential violations of the Policy may be addressed through an informal resolution process and a formal investigation may be declined.

C. Investigative Process
4. Responsible Party/Who Shall Conduct Investigation. All investigations conducted pursuant to this Policy will be adequate, impartial and reliable. For investigations involving students, the investigation will be conducted by the Dean of Students Office or the Legal Affairs Department if so directed by the Dean. During any investigation under this Policy the Dean of Students may seek the advice and assistance of the Legal Affairs Department and the Human Resources Department, as appropriate. For investigations that do not involve students, the investigation will be conducted by the Director of Human Resources or the Legal Services Department if so directed by the Dean.

5. Complaints against Students. When an investigation involving a complaint against a student is referred to the Dean of Students, the investigation shall be substantively the same as that detailed in herein and shall also be conducted in accordance with the student disciplinary procedures under the Student Code of Conduct. After the completion of the civil rights investigation under this Policy the disciplinary aspect of any determination shall be forwarded to the Honor Court for disposition. If during an Honor Court proceeding any Honor Court Member become aware of allegations that if true could constitute violations of this Policy, then the Honor Court Member shall immediately refer those allegations for investigation under this process.

1. Notice of Investigation and Opportunity to Respond. In all investigations, a Notice of investigation and allegations will be provided to the individual(s) accused of violating the Policy and to the Complainant. All parties(s) shall also be provided the opportunity to provide information and respond. Additional notice may be provided to individuals with a legitimate need to know, including appropriate administrators such as Deans, Directors, Academic or Administrative Unit Heads or faculty, who may have an obligation to monitor the environment to ensure that retaliatory action does not occur during or after the investigative process. All parties shall have the opportunity to be heard and present evidence.

2. Witnesses and Document Review

The Dean of Students, and her staff, or the Director of Human Resources and her staff, shall take action to investigate and determine (i) whether the allegation makes a prima facie case for discrimination; (ii) whether there is a reasonable basis to suspect that a violation has occurred; and (iii) to confirm the appropriateness of any preliminary evaluation and/or indicate the need for additional assistance. The investigation may include consultation and interviews with faculty, students, supervisors, managers or administrators receiving reports of violations of the Policy, witness interviews, review of documents and other action deemed necessary to make an appropriate evaluation. All parties shall have the opportunity to present evidence and be heard. All evidence gathered during the investigative process shall be evaluated. The standard of proof to be used to make the investigative determination to resolve a complaint shall be a preponderance of the evidence.
No department or individual shall enter into any kind of discussion regarding settlement without prior approval from the Legal Division and the Dean.

3. Interim Protections or remedies during Investigation
   At any time during the investigation, the investigator may recommend that interim protections or remedies be provided by appropriate School officials. These protections or remedies may include separating the parties, placing limitations on contact between the parties, or making alternative classroom, working or other arrangements deemed appropriate by the Dean of Students. Failure to comply with the terms of interim protections may be considered a separate violation of the Policy.

4. Time Frame for Investigation.
   The investigation shall be completed as promptly as possible and in most cases, within 60 days of the date the investigation request was filed. Additional time may be required in the event that School is on break or the allegation is made when faculty or students are not in session. If more than 60 days is necessary to complete an investigation, then the Dean of Students shall notify the parties, and explain the reasons for the delay and provide an estimate of when the investigation will be completed.

5. Written Report
   Upon the completion of the investigation, the Dean of Students, the Director of Human Resources, Legal Affairs or its designee shall prepare a written report, including whether a policy violation has been established by a preponderance of the evidence.

6. Submission of Report to the Dean
   Within 10 business days and after review by Legal Affairs, a copy of the written report shall be provided to the Dean or her designee, for acceptance, rejection, or modification of the findings. The Dean or designee shall provide a copy of the determination within 20 business days to all parties including specifically the reporting party, the party accused of violating the policy, and the appropriate School administrator. A final decision of the Honor Court shall not require review by Legal Affairs and may be submitted directly to the Dean or designee for acceptance, rejection or modification of the Court Findings and Recommendations.

F. Request for Reconsideration of Findings
   1. Review of Findings requested by Student or Faculty Member.

   7. Review of findings under this section is limited to the investigative findings of the Dean of Students, Director of Human Resources, Legal affairs or its designee. The reconsideration will not be a de novo review.

   8. Where there has been a finding that a faculty member or student has violated the Policy either party may request a review of that finding by the Dean no later than
15 days after being notified of the finding. The request for reconsideration must be in writing and include:

i. Documentation to support the appeal, if any;
ii. An explanation of why the Complainant feels the factual information was incomplete;
iii. Why the analysis of the facts was incorrect and/or the appropriate legal standard was not applied; and
iv. How this would change ASLS’s determination in this case.

Failure to provide this information may result in the denial of the request for reconsideration.

c. The Dean may exercise discretion and grant a waiver of the 15 day time frame for reconsideration where:

i. the complainant was unable to submit the request for reconsideration within the 15-day timeframe because of illness or other incapacitating circumstances and the reconsideration was filed within 10 days after the period of illness or incapacitation ended; or

ii. unique circumstances generated by ASLS’s action have adversely affected the complainant.

d. The 15 day period includes only the time when school is in session. Semester breaks and summer recess are not included. The Office of the Dean shall make a determination as to whether there has been a violation of the Policy, which determination shall be final.

2. Request for reconsideration by a Non-faculty Member.

a. Where there has been a finding that a non-faculty employee has violated the Policy, that employee may request a reconsideration of that finding by the Head of Human Resources no later than 15 days after being notified of the finding. The Head of Human Resources Officer shall make a determination as to whether there has been a violation of the Policy, which determination shall be final. The request for reconsideration must be on writing and include:

i. Documentation to support the appeal, if any;
ii. An explanation of why the Complainant feels the factual information was incomplete;
iii. Why the analysis of the facts was incorrect and/or the appropriate legal standard was not applied; and
iv. How this would change ASLS’s determination in this case.

b. Failure to provide this information may result in the denial of the request for reconsideration.

c. The Dean may exercise discretion and grant a waiver of the 15 day time frame for reconsideration where:
i. the complainant was unable to submit the request for reconsideration within the 15-day timeframe because of illness or other incapacitating circumstances and the reconsideration was filed within 10 days after the period of illness or incapacitation ended; or

ii. unique circumstances generated by ASLS’s action have adversely affected the complainant.

G. Remedial Action. If the report substantiates a violation of the Policy, the Dean or Head of Human Resources of his designee shall determine and consider if remedial action is necessary to stop the ongoing activity or actions, remedy the effects of the discrimination, and prevent further discrimination. Such remedial action may include but not limited to, disciplinary action and training.

H. Action or Dismissal. In such instances where the Dean or Head of Human Resources or his designee determines that the policy violation warrants the disciplinary action of dismissal or suspension without pay, review of such disciplinary actions will be conducted under the applicable procedure for the employment classification of the employee who has been found to have violated the Policy whether they be administrators, faculty, professional staff or other classification of employee and shall comport with all due process requirements. Disciplinary action involving students shall be in accordance with the Student Handbook and Honor Code Procedures.

I. Anti-Retaliation:
Retaliation against any individual who files a complaint or participates in the grievance procedure included in this policy or the Accommodations Guide is strongly prohibited and shall be considered an independent violation of the Anti-Discrimination Policies of the Law School.

J. Records Retention
Faculty or Employee The written report and referenced exhibits developed or created as a result of an investigation which relate to an employee or faculty member, shall be retained by the Head of Human Resources or Legal Affairs for the length the employee’s term of employment and for a period of 5 years from the time of separation of employment by the employee. All other related documents, materials and records shall be destroyed in accordance with the records retention policy.

Students Student records related to or arising out of an investigation by the Dean of Students shall be retained in accordance with student records retention policies and procedures.

5.8.16 Notice of Non-Discrimination and Designation of Section 504 Coordinator and Title IX Coordinator
NON-DISCRIMINATION POLICY

ASLS DOES NOT DISCRIMINATE IN ADMISSION OR ACCESS TO, OR TREATMENT OR EMPLOYMENT IN, ITS PROGRAMS OR ACTIVITIES. ASLS has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints alleging any action prohibited by Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) of the U.S. Department of Education regulations implementing the Act. Section 504 prohibits discrimination on the basis of disability in any program or activity receiving Federal financial assistance. The Law and Regulations may be examined in the office of the Dean of Students. The ASLS Dean of Students has been designated as the Section 504 Coordinator to oversee, coordinate, and implement the efforts of ASLS to comply with Section 504.

NOTICE OF DESIGNATION OF SECTION 504 COORDINATOR

TERESE M. BROWN
Dean of Students,
1 N Central Ave, 13th Floor
Phoenix, AZ 85004
Tel. 602-682-6820
Email: tbrown@azsummitlaw.edu

NOTICE OF DESIGNATION OF TITLE IX COORDINATOR

TERESE M. BROWN
Dean of Students,
1 N Central Ave, 13th Floor
Phoenix, AZ 85004
Tel. 602-682-6820
Email: tbrown@azsummitlaw.edu

Any person who believes she or he has been subjected to discrimination on the basis of disability may file a grievance under this procedure. It is against the law for ASLS to retaliate against anyone who files a grievance or cooperates in the investigation of a grievance.

SUMMARY OF SECTION 504 GRIEVANCE PROCEDURE FOR FILING A SECTION 504 COMPLAINT

The Section 504 procedure is explained in full in the Anti-Discrimination Policy and Procedures which are published in the Student Handbook, the Employee Handbook, are available on line at the ASLS website, and are also available upon request in hard copy from the Dean of Students. Please review the Policy and Procedure carefully. Any questions should be referred to the Dean of Students. Title IX Procedures are a separate procedure and also available in the Handbooks, website and upon request from the Dean of Students.
• Grievances must be submitted to the Dean of Students who is the Section 504 Coordinator within 180 days of the date the person filing the grievance becomes aware of the alleged discriminatory action. Prompt submission allows for better investigation and resolution of complaints.

• A complaint shall be in writing, containing the name and address of the person filing it. The complaint must state the problem or action alleged to be discriminatory and the remedy or relief sought.

• The Section 504 Coordinator (or her/his designee) shall conduct an investigation of the complaint. This investigation may be informal, but it must be an adequate, impartial and reliable investigation. Among other things this means that the investigation must be thorough and unbiased, affording all interested persons an opportunity to submit evidence relevant to the complaint. The Section 504 Coordinator will maintain the files and records of ASLS relating to such grievances.

• The Section 504 Coordinator will issue a written decision on the grievance no later than 60 days after its filing or provide a written explanation of the delay.

• Either party may appeal the decision of the Section 504 Coordinator by writing to the Dean within 15 business days of receiving the Section 504 Coordinator’s decision.

• The availability and use of this grievance procedure does not prevent a person from filing a complaint of discrimination on the basis of disability with the U. S. Department of Education, Office for Civil Rights.

ASLS will make appropriate arrangements to ensure that disabled persons are provided accommodations, if needed, to participate in this grievance process. Such arrangements may include, but are not limited to, providing interpreters for the deaf, providing taped for the blind, or assuring a barrier-free location for the proceedings. Upon notice of the request, the Section 504 Coordinator will be responsible for such arrangements.

5.8.17 Human Resources Hotline Information. ASLS is committed to the highest possible standards of ethical, moral and legal business conduct. In line with this commitment and our commitment to maintain open communication, this policy aims to provide an avenue for employees to raise concerns and receive reassurance they will be protected from reprisals or victimization for whistleblowing in good faith.

The whistleblowing policy is intended to cover serious concerns that could have a large impact on ASLS, such as actions that:

May lead to incorrect financial reporting;
Compliance issues that are unlawful;
Are not in line with policy, including the Code of Business Conduct; or
Otherwise amount to serious improper conduct.

To whistleblow or report serious improper conduct please contact the Hotline as follows:
Through the Toll Free Hotline: 800-398-1496 (English) or 800-216-1288 (Spanish)
E-mail: reports@lighthouse-services.com
Fax alternative for written documents: 215-689-3885

Callers to the Hotline will have the ability to remain anonymous if they choose. Please
note that the information provided by you may be the basis of an internal and/or external investigation into the issue you are reporting and your anonymity will be protected to the extent possible by law. However, your identity may become known during the course of the investigation. Complaints are submitted by the Hotline to ASLS or its designee.

**Employment-related, routine, normal day-to-day employee concerns should continue to be reported through your normal channels such as your supervisor, local HR representative, or to the Vice President of Human Resources (239-659-4614).**

Timing - The earlier a concern is expressed, the easier it is to take action.

For questions or more information on the Human Resources Hotline, please contact the Human Resources Department.

**5.9 Fund Raising.** All fund raising activities conducted in pursuit of ASLS business or activities or by ASLS-related organizations must be coordinated with and conducted in accordance with the Office of Student Services and the Director of Finance and be approved by the Dean.

**5.10 Media Releases.** All contacts with the news media in pursuit of ASLS business or activities or by ASLS-related organizations must be coordinated with and conducted in accordance with the Communications Manager.