

ARIZONA SUMMIT LAW SCHOOL STUDENT HANDBOOK

Revised: January 17, 2018

Amendments to Handbook dated May 15, 2017

1/17/18

2.2.2.2 Withdrawal from ASLS

- Students that do not attend classes prior to the end of the add/drop period will be withdrawn from ASLS.

2.2.2.3. Withdrawal and Refunds.

- Amend institutional refund policy

2.2.2.5 is removed and moved into 2.2.2.3 with further clarity of Return of IV Funds.

2.2.4 Transfer between Full- And Part-Time Programs

- Removal of requirement that petition be filed 3 weeks prior to start of the term.

2.2.5 Class Attendance

- Students whose absences exceed fifteen percent (15%) of the total number of classes in a course will be withdrawn from the course and receive a grade of “F*”
- Adding limitation that Academic Dean may not waive absences that exceed 20% of the total number of classes.

2.2.12 Distance Education

- Minimum GPA requirement to enroll in distance education courses is raised from a 2.2 to 2.75

2.4.3.2 Grading Scale

- Amend grading scale to include F* and delete P/F scale for Skills Lab Courses

2.4.3.5 Student Ranking System

- Class ranking will only be calculated after Required Terms for active students only

2.4.6.1 Guided Curriculum

- Increasing the GPA requirement for being placed on guided curriculum from 2.49 to 2.74

2.4.6.2 Academic Probation.

- Updating credit hours for probation to coincide with revised 1L required credit amount

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MESSAGE FROM THE DEAN

Welcome to Arizona Summit Law School (“ASLS”)!

Congratulations on your decision to pursue a law degree and thank you for investing in the ASLS. Our vision of legal education is to help you become the best lawyer possible by maximizing the return on your investment. By helping you unlock your potential, you are better able to develop the emotional intelligence, legal skills, and depth of knowledge needed for you to be successful not only in law school and the legal profession, but in life. 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. Upon successful completion of our program, you will be awarded the Juris Doctor degree.

Welcome also to the legal profession. Professionalism in law begins with the admissions process and continues 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-centered 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!

Penny L. Willrich, 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 ASLS (“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. The Enrollment Agreement incorporates this Handbook by reference. Each student is responsible for reading and understanding the Handbook and its provisions.

CHAPTER I

Reserved

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 first year courses (unless specified otherwise) at ASLS. Records and Registration conducts registration in accordance with rules and procedures established 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. "Required Terms" are class sessions that commence in the Fall or Spring. "Optional Terms" are class sessions that commence in the Summer or Intersession. Students who are in good academic standing at the time of registration will be unregistered from intersession courses if their cumulative GPA falls below good standing at the end of the term during which they registered. (See also section 2.4.6, including sub-sections). Each student is responsible for becoming familiar with registration rules and procedures, including drop/add procedures and dates, to ensure proper course registration. Course descriptions are available on the website. Late registration is subject to a \$50 late registration fee. Registration rules and procedures can be found on the ASLS website located at www.azsummitlaw.edu/onestop

2.2.1 Course Load.

2.2.1.1 Full-Time and Part-Time Status. Full-time status requires a Required Term course load of at least 13 credit hours and part-time status requires a Required Term course load of at least 7 credits. The standard course load for full-time students is 13 to 16 credit hours per Required Term and the standard course load for part-time students is 7 to 12 credit hours per Required Term. Under no circumstance may a student register for more than 17 credits in any term. The Associate Dean of Academics Outcomes shall deny any and all requests to register for more than 17 credits

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. Sample course schedules are available on the ASLS 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. 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. ABA Standards and ASLS also require that except in extraordinary circumstances, the program of study be completed no later than 84 months after a student has commenced law study at ASLS or a law school from which the school has accepted transfer credit.

Students generally must complete all first year-required courses before taking any upper-division courses. Students missing one 1L required course may enroll in both the first-year required course and upper-division courses. See also 2.2.3 Repeating a Course.

2.2.1.2 Auditing a Class. Individuals who wish to audit a course must apply to the Associate Dean of Academic Outcomes. Normally auditors will be required to pay 50% of the course's tuition. 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.

2.2.2 Withdrawal from Courses.

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 as published on the academic calendar.

After the Drop/Add period, a student may only withdraw from a course in accordance with the applicable withdrawal policies. Students who wish to withdraw from a course after the Drop/Add period must submit their request to the Associate Dean of Academic Outcomes. If that request is approved a student will receive the grade of "W" for the course. Withdrawal from courses may have financial aid impact. After the Drop/Add period, a student may not change the number of credit hours for any course for which s/he is already registered.

Failure to attend a class does not constitute a drop. Notification to the professor of an intention to stop attending classes does not constitute a drop. A student must complete the Drop/Add process to officially drop a course. Drop/Add rules and procedures can be found on the ASLS website located at www.azsummitlaw.edu/onestop.

2.2.2.2 Withdrawal from ASLS. A student considering withdrawing from ASLS should first consult with the Associate Dean of Academic Outcomes or his or her designee. A student's academic status — Good Standing, on Academic Probation, or Academically Dismissed—will not be changed because the student decides to withdraw from ASLS. Additionally, any pending or ongoing disciplinary proceedings will move forward irrespective of any withdrawal.

A student wishing to withdraw from ASLS must submit a completed official withdrawal form to Records and Registration. A withdrawal will not be in effect until the student satisfies or make arrangements to satisfy all obligations owed to ASLS (including, without limitation, return of library materials, satisfying student accounts, etc.) prior to the request being granted.

If a student has failed to attend classes by the conclusion of the add/drop period of a Required 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 canceled, and financial charges for those classes will be removed from their accounts. Withdrawn students will be required to apply for readmission to return to ASLS.

2.2.2.2.1 Evaluation of Credit for Prior ASLS Students Withdrawn While in Good Standing. ASLS will deem any student in good standing who discontinues her/his attendance for a Required Term to have withdrawn from school. Such students must apply for readmission by submitting an application to the Admissions Committee no later than 45 days prior to the beginning of the term in which the student seeks readmission. Students approved for readmission must follow the current program version of course requirements. The Associate Dean of Academic Outcomes will evaluate credits for courses completed at ASLS on a case-by-case basis. Credit will only be considered for courses with a grade of C or better. Students must have earned all evaluated credits within four academic years prior to matriculation at ASLS. Under no circumstances will a student obtain credit for more than 32 credits unless deemed appropriate by the Associate Dean of Academic Outcomes.

2.2.2.3 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. ASLS will refund tuition and fees according to ASLS policies after the start of the term. Tuition, fees and other charges 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 Drop/Add. Students will not be able to register for classes if there is a balance on their account. If needed, financial counseling is available in the financial aid department.

- **Tuition Refund Policy**
 - **State of Arizona Policy**
 - An applicant who provides written notice of cancellation within three days (excluding Saturday, Sunday and federal and state holidays) of signing an enrollment agreement is entitled to a refund of all monies paid. No later than 30 days of receiving the notice of cancellation, the school shall provide the 100% refund. Otherwise, refunds will use the Institutional Refund Policy.
 - **Institutional Policy**
 - **During Add/Drop Period**

A Student, who has withdrawn from a course during the official Add/Drop period, will receive a 100% refund. Anyone wishing to withdraw from his or her courses should notify the Records & Registration Office

immediately.

- **After Add/Drop Period**

A student, who has withdrawn from all courses after the official Add/Drop period, may be due a refund of tuition. Our institutional refund policy is calculated by the number of days attended in the term. In the instance you are scheduled for multiple terms, the refund will be calculated in the term with the earliest start date (i.e. some students are scheduled for a new start term concurrently with a continuing start term).

| Course Length | During Add/Drop Period* | Calendar Days 0-21 | Calendar Days 22-28 | Calendar Days 29-35 | Calendar Days 36+ |
|-------------------------------|--------------------------------|---------------------------|----------------------------|----------------------------|--------------------------|
| Fall & Spring Term | 100% | 80% | 60% | 40% | 0% |
| Summer Session | 100% | 40% | 0% | 0% | 0% |
| Intersession | 100% | 0% | 0% | 0% | 0% |

** If a student withdraws during the Add/Drop period, they will be granted a 100% refund*

- **Return of Funds**

- **During Add/Drop Period**

For students, who withdraw from all courses during the Add/Drop period, all Title IV funds will be returned to Title IV programs (Direct Unsubsidized and/or Direct Grad Plus loans) as ineligible funds. For those students who received living expense stipends (i.e. money in the excess of tuition and fees), they are required to return 100% of those funds back to ASLS, as those funds are required to be returned to Title IV programs. Failure to return those funds will result in a balance owed to ASLS and a Financial Hold will be placed on the student’s account.

- **After Add/Drop Period**

If a student withdraws after the Add/Drop period but prior to 60% of the term has been completed, then Title IV regulations requires that a calculated percentage of all Title IV funds disbursed to the student be returned to Title IV programs as ineligible funds.

The return of those Title IV funds will be returned to Title IV programs in the following order:

- 1. Unsubsidized Federal Student Loans
- 2. Graduate PLUS Loan
- 3. Other Federal, State, Private or Institutional Assistance (those fund sources requiring refund)

The return of Title IV funds to Title IV programs will result in a balance on the student's account, representing the tuition and fees that still need to be paid to ASLS. This balance can result in a Financial Hold placed on your account if not resolved.

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", "F*" or a "W" in a required course must repeat the course. The student will only receive credit for the class one time. The student must retake the course within two Required Terms, in which the course is offered, following notification of the grade.
- c. In all other cases, a student may repeat any course once. The student must retake the course within two Required Terms, in which the course is offered, following notification of the grade.
- 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. The grade in the repeated course will be used to compute the student's cumulative grade point average.

2.2.4 Transfer between Full- And Part-Time Programs. A student who wishes to change from part-time to full-time or full-time to part-time status must submit a petition to change status to Records and Registration by the of the add/drop period of the term in which they wish the change to be effective. If approved, the change in status may result in a deviation from the student's course sequence. The student's graduation date may also be affected. There is no guarantee that the classes the student needs or wants to complete graduation requirements will be available at the time the student needs or wants to take them.

2.2.5 Class Attendance. Regular attendance and preparation are required in all courses. 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 "F*". The student is barred from attending class, completing further class work, taking the final examination, and submitting any other course assignments unless he or she has a pending petition to waive the excessive absences. It is the student's responsibility to check their portal regularly to ensure they have not exceeded the maximum number of absences allowed in any course. The attendance policy can be found on the ASLS website at www.azsummitlaw.edu/onestop.

If "extraordinary circumstances" have caused a student's absences to exceed the limit, the student may file a petition to waive the excessive absences. "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 Outcomes. The procedure for filing a waiver of excessive absences

petition can be found on the ASLS website at www.azsummitlaw.edu/onestop. Once a petition has been submitted, the student must continue to attend classes pending the decision of the Associate Dean of Academic Outcomes, which shall conclude the matter. Under no circumstances will an appeal be granted for a student whose absences exceed 20% of the total number of classes.

Within the bounds of the policy, each professor is free to maintain class-specific attendance policies 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.

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 full-time course load, as defined in section 2.2.1.1. 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 Engagement. Such disciplinary action may include, but is not limited to, a denial of credit hours for all course work taken in excess of part-time course load, as defined in section 2.2.1.1. ASLS will not refund tuition for credit hours denied under this section.

2.2.7 Leaves. Any time after completion of the first term of study, a student may petition the Office of Student Engagement for a leave of absence. The Office of Student Engagement will grant a leave of absence only when the request is sufficiently compelling, and the Office of Student Engagement will generally grant a leave for one academic term. A student may not exceed 2 (two) leaves during the entire law school enrollment. Additional leaves may be considered under extraordinary circumstances as determined by the Office of Student Engagement. Leave of absence forms can be found on the ASLS website located at www.azsummitlaw.edu/onestop

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

The following are examples of approved reasons for a leave of absence:

- Military duty
- Serious Medical Conditions
- Extreme extenuating circumstances that the student can resolve only by an extended absence from the school

Students will be notified of an approval or denial to their request for a Leave of Absence. An approval notification shall set forth the period of the approved leave and any conditions associated with the leave. The leave of absence officially begins on the date approved by the Office of Student Engagement.

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, absent extraordinary circumstances, a student complete his or her studies within seven years of the original matriculation.

A student who obtains a leave of absence after the drop/add period 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 ASLS, may resume law studies upon approval of the Office of Student Engagement. A student returning from a leave of absence must contact Records and Registration and the Office of Student Engagement at least four weeks prior to his or her return date to register for courses and complete other relevant processes. The student is also responsible for contacting the Financial Aid Office to ensure that funds are available for his or her return. Students approved for return from a leave of absence may be required to follow the current program version of course requirements.

2.2.9 Transfer of Credit From Another Law School. A student who has transferred from another law school must successfully complete at least 45 credit hours at ASLS, 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 Associate Dean of Academic Outcomes will evaluate credits for courses completed at another ABA approved law school or qualified law school under ABA Standard 505 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. Under no circumstances will a student obtain credit for more than 32 credits. Credits obtained from another law school will not impact the student’s cumulative GPA, but will count toward the total credits required to complete the J.D. degree.

Transfer students will work with the Associate Dean of Academic Outcomes to create a course schedule based on credits completed and credits needed for degree completion.

2.2.10 Visiting Students – Transfer and Residence Credit. An ASLS student who at the time of application has a cumulative GPA of 2.75 or above may with advance permission from the Associate Dean of Academic Outcomes visit at an ABA-accredited law school. At the time of the visit the student must have completed all first year required courses. The Associate Dean of Academic Outcomes may grant such permission upon finding that the visitation is in the student’s and ASLS’ best interest. The Associate Dean of Academic Outcomes may consider, among other factors, the nature of the course(s) proposed, their relationship to the student’s course of study at ASLS, the institution offering the course, the student’s academic record at ASLS, and the student’s prior education.

A student visiting elsewhere must receive advance approval from the Associate Dean of Academic Outcomes for the student's proposed courses and earn a "C" or better in each such course to receive credit. Absent extraordinary circumstances, the application will not be approved if: (1) the courses overlap with courses previously taken or currently offered at ASLS; (2) the courses would result in a violation of the academic rules (including rules relating to Non-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 2.2.2.3 and 2.2.12.)

In no instance may a visiting student receive more than eight (8) course credits for courses taken in a single summer. To receive credit for courses taken at another law school, students must submit an official transcript from that law school to Records and Registration. Under no circumstances will a student obtain credit for more than 30 credits. Credits obtained from another law school will not impact the student's cumulative GPA but will count toward the total credits required to complete the J.D. degree. (See, also, the restrictions set forth in section 2.2.2.3 and 2.2.12.)

2.2.11 Graduate Credit. Students may apply towards the course credit requirement up to six course credits for non-law graduate courses taken during law school, provided the Associate Dean of Academic Outcomes approves the enrollment in advance and that the student earns a grade of "C" or better.

The Associate Dean of Academic Outcomes may approve enrollment only if s/he finds that (1) the student has, at the time of application, both earned a cumulative GPA of 2.75 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. A distance education course is one in which students are separated from the faculty member or each other for more than one-third of the instruction and the instruction involves the use of technology to support regular and substantive interaction among students and between the students and the faculty member, either synchronously or asynchronously. A maximum of fifteen (15) distance education credit hours will count toward the J.D. **No student may enroll in distance education courses until that student has both completed all first year required courses and earned a cumulative GPA of 2.75 or above.** See also, section 2.2.10 Visiting Students – Transfer and Residence Credit.

Distance learning courses may be "synchronous" – students all engage in real-time, live classes, but may be separated by distance; or "asynchronous" – students are separated in both time and place from the professor and are provided with materials for review and analysis in a recorded or archived fashion. In asynchronous classes student to student and student to professor communication is conducted via the course management system, and can include email, discussion boards, and verbal communication in person or via telephone. Attendance is tracked through student viewing of

recorded material, student participation in discussion boards, and student completion of assignments by the required deadline for completion.

2.2.13 Technology Requirement. ASLS requires all students to have a laptop computer or equivalent technology that meets certain minimum criteria as listed on the ASLS website.

2.2.14 Waiver of Academic Rules - General. Unless otherwise specified in this Student Handbook, academic rules, policies, and/or procedures may not be waived or appealed.

2.2.15 Waiver Response Time - General. Students shall consult with the Office of Student Engagement to ensure their waiver request is complete and contains the information necessary for consideration. The waiver request must be deemed complete by the Office of Student Engagement before it will be processed. Except as otherwise stated in this Handbook, students shall receive a response to their waiver request within 2 business weeks.

2.2.16 Reserved.

2.3 The Law School Program.

2.3.1 Graduation Requirements. Graduation requirements are established based upon the student's date of matriculation. The requirements are maintained by the Office of Records and Registration on the degree audit forms and can be found on the ASLS website located at www.azsummitlaw.edu/onestop

2.3.2 Reserved.

2.3.3 Advanced Writing Requirement. In accordance with ABA Standard 302(a)(2), 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. Students who have completed all first year required courses and whose cumulative grade point average is at least 2.20 are eligible to complete their AWR. Students on academic probation may not complete their AWR without approval from the Associate Dean for Academic Outcomes. The requirements for the AWR be found on the ASLS website located at www.azsummitlaw.edu/onestop.

2.3.4 Independent Study Students who have completed all first year required courses and whose cumulative grade point average is 2.20 or higher are eligible to enroll in an Independent Study Course with the approval of the professor and the Associate Dean for Academic Affairs. The student may choose to take the Independent Study Course for one, two, or three credits. Further requirements are maintained by the Office of Records and Registration and can be found on the ASLS website located at www.azsummitlaw.edu/onestop.

2.3.5 Non-Course Credit (Study Outside the Classroom). A student may enroll in and apply toward the course credit requirements up to 20 non-course credits. Non-course credits consist of externships, 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. No more than a total of 8 non-course credits may be earned through participation in law review or moot court.

2.3.6 Clinics and Externships. ASLS offers students in good academic standing, an opportunity to participate in clinical programs and externships. Please consult the ASLS course descriptions for a listing of these offerings. Each clinic or externship includes an academic component. The Clinical Director and Externship Director coordinate the respective programs and work with each student to enhance the placement process and maximize the learning experience. Each program and placement may have specific prerequisites; however, in all cases students must have a grade point average of 2.20 or above at the time of registration. Enrollment in clinics and externships may be limited.

2.3.7 Reserved.

2.3.8 Teaching and Research Assistants. Students may serve as a teaching assistant (T.A.) or research assistant (R.A.). Further requirements are maintained by the Office of Records and Registration and can be found on the ASLS website located at www.azsummitlaw.edu/onestop

2.3.9 Reserved.

2.3.10 Reserved.

2.3.11 Reserved.

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:

| | |
|------------------------|----------------|
| <i>Summa Cum Laude</i> | 3.75 or better |
| <i>Magna Cum Laude</i> | 3.50 – 3.74 |
| <i>Cum Laude</i> | 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 and the examination policies published on the ASLS website www.azsummitlaw.edu/onestop regarding examinations, quizzes, research papers, and any other work product.

2.4.1.2 Absences from Examinations. A student may obtain an excused absence from a final examination only for demonstrable good cause. Requests must be submitted in writing, setting forth the reason(s) for the request. Documentation may be required. Requests should be submitted in writing to the Office of Student Engagement as soon as practicable under the circumstances. A student who obtains an excused absence must take the examination as soon as practicable under the circumstances as determined by the Office of Student Engagement 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 an “F” for the examination unless the absence is excused as provided above. Depending on the circumstances of the absence, the student may be required to sign a waiver of grading anonymity. The process to petition for an excused absence can be found on the ASLS website located at www.azsummitlaw.edu/onestop

2.4.1.3 Reserved.

2.4.1.4 Late Arrival for Exams. A student who arrives late for an examination will be permitted to take it without excuse, and 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: (a) Two examinations on the same day; (b) A verified medical condition that, in the opinion of the student's medical provider, renders the student medically unable to sit for the examination at the designated time; (c) A verified religious observance (the student must provide written verification of the religious observance); or (d) Other extraordinary circumstances as determined by the Director of Student Engagement.

A student may request deferral of a scheduled midterm examination only for extraordinary circumstances as determined by the Director of Student Engagement.

Deferred examinations will be marked and grades rendered in the normal course. Depending on the circumstances of the deferral, the student may be required to sign a waiver of grading anonymity.

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 two weeks prior to the first day of the final examination period. The process to petition for an exam deferral can be found on the ASLS website located at www.azsummitlaw.edu/onestop

2.4.2 Reserved.

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 for courses not designated as Honors.

| Grade | Quality Points | Grade | Quality Points |
|-------|----------------|-------|----------------|
| A | 4.00 | D+ | 1.33 |
| A- | 3.67 | D | 1.00 |
| B+ | 3.33 | F | 0.00 |
| B | 3.00 | F* | 0.00 |
| B- | 2.67 | FAIL | 0.00 |
| C+ | 2.33 | PASS | |
| C | 2.00 | W | |
| C- | 1.67 | I | |

Honor's Class Grading scale:

| Grade | Quality Points | Grade | Quality Points |
|-------|----------------|-------|----------------|
| A | 4.33 | D+ | 1.67 |
| A- | 4.00 | D | 1.33 |
| B+ | 3.67 | F | 0.00 |
| B | 3.33 | F* | 0.00 |
| B- | 3.00 | FAIL | 0.00 |
| C+ | 2.67 | PASS | |
| C | 2.33 | W | |
| C- | 2.00 | I | |

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 ASLS Faculty has adopted a grade distribution policy. The grade distribution policy seeks to avert inconsistent grading standards and establish a faculty-wide grading criterion. Professors retain discretion to use the distribution 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 of Academic Outcomes.

The grade distribution is:

| | |
|--------------|-----|
| A, A- | 15% |
| B+, B | 25% |
| B-, C+, C | 45% |
| C-, D+, D, F | 15% |

- a. First-year classes. 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). 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% |

- b. Upper-level classes. 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). 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.

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% |

2.4.3.4 Grade of Incomplete. A student shall receive an Incomplete (“I”) if, and only if: (i) the Associate Dean of Academic Outcomes 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.

With the exception of AWRs, students may expunge an Incomplete (“I”) by taking an examination or completing other unfulfilled course requirements within such time assigned by the professor or Records and Registration, but in no event later than six (6) weeks after the start of the term following that 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. The due dates for Incompletes granted for the completion of an AWR and other AWR requirements can be found on the ASLS website located at www.azsummitlaw.edu/onestop.

2.4.3.5 Student Ranking System. ASLS’s ranking system seeks to rank, in the same group, all students likely to graduate in the same academic year. The student ranking system will apply to all active students for that term.

After issuing grades at the end of each Required Term, but not an Optional Term, 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 16 or fewer credit hours

- Group 2: All part-time students who have completed 16 or fewer credit hours
- Group 3: All students who have completed 17-32 credit hours
- Group 4: All students who have completed 33-59 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. In addition, Summer graduates will be added to Fall term ranking.

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 ($75/212 = .35$).

Class rankings and percentages are unofficial until the student's graduation date.

2.4.3.6 Repeated Courses. See section 2.2.3 above. 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. The grade in the repeated course will be used to compute the student's cumulative grade point average.

2.4.3.7 Anonymous Grading. Except as provided below, professors grade written examinations without knowing the test taker's identity. Blind Grading 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 a BGN. Students who fail to use a BGN, use the incorrect BGN, or who 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.

2.4.3.8 Grade Appeals.

Students may appeal grades only for one of two reasons:

- a. **Arithmetical Error.** If a student believes that an arithmetical error in calculating the grade occurred, s/he may submit a written petition setting forth all information that the student deems relevant. The Associate Dean of Academic Outcomes will provide a copy of the petition to the faculty member. Where appropriate, the Associate Dean of Academic Outcomes may convene a meeting between the student and the faculty member to resolve the dispute. The decision of the Associate Dean of Academic Outcomes shall be final.
- b. **Animus or Arbitrariness.** If a student believes a grade was motivated by animus or given arbitrarily, s/he may submit a written petition setting forth all information that the student deems relevant. The Academic Standards Committee will provide a copy of the petition to the faculty member. Where appropriate, the Academic Standards committee, in consultation with the Associate Dean of Academic Outcomes, may convene a meeting between the student and the faculty member to resolve the dispute. The decision of the Academic Standards Committee shall be final.

If a student believes a grade meets one or both of the above standards, he/she may submit a written petition within two weeks after the grade is posted, or within two weeks after return from study abroad, if applicable. If a student is unable to meet with the faculty member who taught the course or review the final exam within the two-week filing period, the student may seek an extension to the two-week filing period from the Dean of Academic Outcomes. The policy and procedures for filing a grade appeal can be found on the ASLS website located at www.azsummitlaw.edu/onestop. Students may only submit one grade appeal per class and a grade appeal should not be filed until a final grade is posted. The grade appeal must include all the reasons for which the student believes the grade meets one or both of the above standards. Students shall receive a decision to their petition within 2 business weeks of the Academic Standards Committee's receipt of all relevant information pertaining to the petition.

2.4.5 Reserved.

2.4.6 Good Academic Standing. To be in good academic standing, a student must have a cumulative grade point average of at least 2.20.

2.4.6.1 Guided Curriculum. Students whose cumulative grade point average is 2.74 or less after attempting 32 credits (full- or part-time) at ASLS, or any time thereafter, will be placed on the Guided Curriculum. The requirements of the Guided Curriculum can be found on the ASLS website located at www.azsummitlaw.edu/onestop.

2.4.6.2 Academic Probation. Records and Registration will place on academic probation for one term any student whose cumulative grade point average is 1.90 – 2.19 upon attempting 16 credit hours (full- or part-time) at ASLS or at any time thereafter. Records and Registration will place on academic probation for one term any student whose cumulative grade point average is 2.19 or below upon attempting 15 or less credit hours at ASLS. Records and Registration will academically dismiss any student who fails to attain at least a 2.20 cumulative grade point average upon completion of the probationary term. Students on academic probation after attempting 32 credits will be placed on the Guided Curriculum.

Students are also required to attend a mandatory academic advising meeting prior to their probation semester.

Students on Academic Probation may register for Summer courses but are limited to a maximum of 6 credits and must also take Mastering Legal Skills as 3 of their 6 credits if they have not already taken the course. Students on Academic Probation may not register for courses in the intersession. Students who are in good academic standing at the time of registration will be unregistered from intersession courses if their cumulative GPA falls below good standing at the end of the term during which they registered. 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.

2.4.6.3 Academic Dismissal. Records and Registration will academically dismiss any student who fails to attain at least a 1.90 cumulative grade point average after attempting 16 credit hours (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.

Records and Registration will academically dismiss any probationary student who fails to attain at least a 2.20 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. A student is deemed to have received notice of academic dismissal on the date the Records and Registration sends the e-mail. Students who are academically dismissed will be unregistered from all classes.

Any academically dismissed student who does not qualify for reinstatement or whose petition for reinstatement is denied pursuant to Section 2.4.7 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. Dismissed students are responsible for scheduling an appointment with the Financial Aid Office to discuss the implications of the dismissal.

2.4.7 Academic Reinstatement.

2.4.7.1 Petitions for Reinstatement – Filing Requirements and Eligibility. A student whom Records and Registration has academically dismissed for failure to achieve at least a 2.20 cumulative grade point average, but whose cumulative grade point average is 1.90 – 2.19 at the time of dismissal, is eligible to petition the Academic Standards Committee for reinstatement upon receiving notice of academic dismissal pursuant to § 2.4.6.3. The student must file the petition for reinstatement no later than six weeks after receiving notice of the academic dismissal from Records and Registration, as provided in § 2.4.6.3. Any petition for grade appeal, pursuant to § 2.4.3.8, must be filed, and a final decision received from the Academic Standards Committee, prior to a student filing a petition for reinstatement. The petition for reinstatement must be deemed complete by the Office of Student Engagement before it will be processed. Petitions that do not qualify as eligible will be denied without a hearing of the merits.

The following are not eligible to file a petition for reinstatement:

- a. Students who Records and Registration has academically dismissed for failure to achieve at least a 1.90 cumulative grade point average.
- b. Students who Records and Registration has academically dismissed more than once.

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 § 2.4.6.4.2; 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 2.20. Students shall receive a decision to their petition within 2 business weeks of the Academic Standards Committee’s receipt of all relevant information pertaining to the petition. If the Committee grants the petition, it shall reinstate the student for one probationary term (part- or full-time, as applicable) under such conditions as it deems appropriate. If reinstated, a student dismissed after the Fall term will begin the immediately subsequent Fall term. If reinstated, a student dismissed after the Spring term will begin the immediately subsequent Spring term. If reinstated, a student dismissed after the Summer term will begin the immediately subsequent Spring term.

2.4.7.4 Finality. All decisions of the Academic Standards Committee with regard to petitions for reinstatement are final.

CHAPTER III

STUDENTS AS CITIZENS AND PROFESSIONALS

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 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 the 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 the 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.

3.3 Honor Code.

3.3.1 Purpose. We, the students of ASLS 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.

3.3.2 Notice, Scope, and Severability. Each student accepts this Code and its provision by enrolling at ASLS. The Director 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.

3.3.3 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 case, 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 through 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 others 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.

3.3.4 Definitions.

- a. “Academic credit” means any form of recognition leading to the award of any ASLS degree, regardless of 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 Engagement” includes his or her designee.
- d. “Associate Dean” means the Associate Dean of Academic Outcomes and includes his or her designee.
- e. “Committee” means the ASLS Honor Code Appeals Committee.
- f. “Council” means the ASLS Student Defense Council.
- 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 an ASLS representative when functioning in that role in an Honor Code Hearing.

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

3.3.5.1 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.

- d. Conduct During Exams: Students are 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.

- e. 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.

3.3.5.2 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 any rules of classroom conduct established by a professor;
 3. Knowingly altering or defacing any official ASLS documents or records; or
 4. Violating the state and/or international ethical or disciplinary rules governing attorneys while serving in any clinical, externship, or other professional program sponsored by or connected to ASLS.
- f. Violation of Confidentiality – The following acts constitutes violation of confidentiality under the Honor Code:
1. Determining, without proper authorization, another student’s anonymous grading number; grade for an assignment; project examination or class; grade point average or class rank; revealing another student’s grade or anonymous number for an assignment, project, examination, or class without that student’s express, written consent.

3.3.5.3 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 an ASLS activity or program and adversely reflect upon the actor’s fitness to remain at ASLS.

3.3.5.4 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.

3.3.6 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. A verbal reprimand from the Dean;
- e. A written reprimand from the Dean, temporary or permanent, to be entered into the student's official record;
- f. Community service;
- g. Loss of the right to file complaints;
- h. Disciplinary probation or suspension for one or more terms;
- i. Permanent expulsion from, revocation of admission to, or suspension or revocation of any degree awarded by ASLS; or
- j. 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.

3.3.7 Honor Court

3.3.7.1 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.

3.3.7.2 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 they 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.

3.3.7.3 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 of 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 .

3.3.8 Procedures.

3.3.8.1 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.

3.3.8.2 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 an 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 Records and Registration Department.

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.

3.3.8.3 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.

3.3.8.4 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.

3.3.8.5 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 during the summer session or on a day when the law school does not hold classes only if all parties consent.

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.

3.3.8.6 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 and 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.

3.3.8.7 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.

3.3.8.8 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.

3.3.8.9 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.

3.3.8.10 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.

3.3.8.11 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 3.3.6(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, state 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 3.3.8 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

3.3.8.12 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.

3.3.8.13 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 faculty members to evaluate the student's work and verify or change the grade.

3.3.8.14 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 2.3.6;
 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.

3.4 Code of Conduct. A central mission of Arizona Summit Law School is to develop and maintain a challenging, yet supportive academic environment guided by core values of professionalism, integrity, trust, civility, mutual respect, and accountability. The Student Code of Conduct is comprehensive Code intended to ensure students, as members of our school community, conduct themselves in accordance with these values. The purpose of the Student Code of Conduct is to create a set of expectations of student conduct, to ensure a fair process for determining responsibility, and to assign corrective measures when student behavior deviates from expectations. Students become part of the school community upon admission, and by doing so; they share in the school's mission and associated responsibilities.

Students are expected to respect the views and personal dignity of other members of the Arizona Summit community. In addition, students should learn about the expectations that will be required of them when they become lawyers. The Codes of Professional Responsibility published by each state's

bar association, including the Rules of Professional Conduct of The Arizona Bar, describe these expectations. Students are encouraged to consult these codes for guidance.

Please refer to the Arizona Summit Law Student Code of Conduct located on the law school's website at <http://www.azsummitlaw.edu/student-resources/student-handbook-code>

3.5 Drugs and Alcohol. The following is without limitation of the Alcohol and Substance Abuse Policy. ASLS prohibits the unlawful manufacture, distribution, dispensing, possession, consumption, sale or use of controlled substances and alcohol on or in ASLS owned or controlled property or in the course of ASLS business or activities. Students who violate this policy shall be subject to discipline, termination/dismissal, debarment, arrest or citation, and referral by ASLS 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 ASLS.

3.6 Violation of the Law. Any student who is found guilty of violating a local, State, or Federal law must notify the Student Engagement Advisor, in writing, no later than five (5) calendar days after conviction. Failure to comply with this notification requirement may result in immediate termination or dismissal.

No later than thirty (30) calendar days after receiving notification of such conviction from a student the ASLS may take action against the student to include any range of authorized disciplinary actions up to termination/dismissal.

3.7 Colleague Respect.

3.7.1 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 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.

3.7.1.1 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. 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 members 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. Resorting to ASLS' 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.

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

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 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 Engagement, a department head, or the Associate Dean of Academic Outcomes. The investigating law school

official will maintain the complaint and any investigative notes in a confidential file.

3.7.1.3 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. Any student who believes that he or she has been the victim of unlawful harassment is encouraged to file a complaint as promptly as possible with the Office of Student Engagement. The process to file a complaint can be found on the ASLS website located at www.azsummitlaw.edu/onestop

3.7.2 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.

3.7.3 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 Engagement.

- 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 Engagement, 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 Engagement to bring appropriate charges against the student under the Student Honor Code.

3.7.4 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 Engagement handles inquiries regarding ASLS's non-discrimination policies. Contact information for the Office of Student Engagement is: One North Central Avenue, 14th Floor, Phoenix, AZ 85004, (602) 682-6917.

3.7.5 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.

3.8 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 of Academic Outcomes. Concerns pertaining to non-academic matters should be directed to the Office of Student Engagement. To raise a concern or complaint, contact information for the Associate Dean of Academic Outcomes and the Office of Student Engagement can be found on the ASLS website located at www.azsummitlaw.edu/onestop

3.9 Student Grievances.

3.9.1 Jurisdiction and Policy. Grievances concerning academic matters are within the province of the Associate Dean of Academic Outcomes. Those relating to non-academic matters should be brought to the attention of the Office of Student Engagement with the exception of grievances of complaints regarding sexual or other unlawful harassment. To raise a concern or complaint, contact information for the Associate Dean of Academic Outcomes and the Office of Student Engagement can be found on the ASLS website located at www.azsummitlaw.edu/onestop

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 Associate Dean of Academic Outcomes 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.

3.9.2 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 2.4.3.8, 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 Required Term or summer session immediately following the Required 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 of Academic Outcomes no later than the end of the fifth week of the Required Term or summer session immediately following the Required 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 of Academic Outcomes shall forward a copy to the faculty member.
3. The Associate Dean of Academic Outcomes must either respond to the request in writing, meet with the student or the Associate Dean of Academic Outcomes, or both within 2 business weeks. The Associate Dean of Academic Outcomes 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 of Academic Outcomes 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 of Academic Outcomes 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 of Academic Outcomes will advise the faculty member and the student when a dispute is referred to the Dean. After evaluating the file and the Associate Dean of Academic Outcomes' 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 within 2 business weeks. 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: 1740 West Adams, Ste. 3008, Phoenix, AZ 85007. Phone: (602) 542-5709. Website: <http://azppse.state.az.us>.

3.9.3 Procedure (Student Grievance).

1. Grievances pertaining to nonacademic matters should be brought to the attention of the Office of Student Engagement within twenty-five (25) working days of the date on which the grievant knew or should have known of the action or condition which occasioned the grievance. The Office of Student Engagement will meet with the student and any other material parties in an attempt to resolve the matter and provide a response within 2 business weeks. The Office of Student Engagement' resolution is subject, upon request, to review by the Dean. The request for review must be made within 2 business weeks. The Dean's response will be provided within 2 business weeks. 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. The process for filing a grievance can be found on the ASLS website located at www.azsummitlaw.edu/onestop
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: 1740 West Adams, Ste. 3008, Phoenix, AZ 85007. Phone: (602) 542-5709. Website: <http://azppse.state.az.us>.

3.9.4 Procedure (Complaint Procedure Implicating Compliance with ABA Standards).

1. Submit the complaint in writing to the Associate Dean of Academic Outcomes or the Director of Student Engagement. The writing may consist of e-mail, U.S. mail, or fax.

2. The writing should indicate that this is an ABA Standard 510 complaint and describe in detail the behavior, program, process, or other matter that is the subject of the complaint, and should explain how the matter implicates the law school's program of legal education and its compliance with a specific, identified ABA Standard(s).
3. The writing must provide the name, official law school e-mail address, and a street address of the complaining student, for further communication about the complaint.
4. The administrator to whom the complaint is submitted will acknowledge the complaint within three business days of receipt of the written complaint. Acknowledgement may be made by e-mail, U.S. mail, or by personal delivery, at the option of the administrator.
5. Within two weeks of acknowledgment of the complaint, the administrator, or the administrator's designee, shall either meet with the complaining student, or respond to the substance of the complaint in writing. In this meeting or in this writing, the student should either receive a substantive response to the complaint, or information about what steps are being taken by the law school to address the complaint or further investigate the complaint. If further investigation is needed, when the investigation is completed, the student shall be provided either a substantive response to the complaint or information about what steps are being taken by the law school to address the complaint within two weeks after completion of the investigation.
6. Appeals regarding decisions on complaints may be taken to the Dean of the law school. The Dean will review the recommended resolution and make further inquiries as appropriate. Any decision made on appeal by the Dean shall be the final resolution of the matter.
7. A copy of the complaint and a summary of the process and resolution of the complaint shall be kept by the administration in the Dean's office for a period of eight years from the date of final resolution of the complaint.
8. Students may also follow the Student Grievance procedure found at Section 3.9 of the Student Handbook, as applicable.

3.10 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 "FERPA") the student rights are covered by FERPA and afforded to all eligible students as set forth in the link to FERPA <http://familypolicy.ed.gov/content/ferpa-general-guidance-students>

Each of these rights, with any limitations or exceptions, is explained in ASLS's policy statement located on the school's website at www.azsummitlaw.edu/onestop

3.11 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 Disability Services. The policies and procedures

to request an accommodation can be found on the law school's website at www.azsummitlaw.edu/onestop

3.12 Title IV Disclosure. The Office of Student Engagement handles inquiries regarding ASLS's Title IV disclosures. Contact information for the Office of Student Engagement is One North Central Avenue, 18th Floor, Phoenix, Arizona 85004, (602) 682-6917.

3.13 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:

- a. Activities that violate copyright or other intellectual property rights of others.
- b. Activities that obstruct usage or deny access to technology resources.
- c. Activities that could be considered as harassing, libelous or obscene.
- d. Activities that violate ASLS policies.
- e. Activities that violate local, state or federal laws.
- f. Unauthorized use of computer accounts.
- g. Impersonating other individuals.
- h. Attempts to explore or exploit security provisions either on campus or elsewhere.
- i. Activities that invade the right to privacy of others.
- j. Destruction or alteration of data belonging to others.
- k. Creating, using or distributing computer viruses or other computer parasites.
- l. Allowing other individuals to use one's account/password.
- m. Disruption or unauthorized monitoring of electronic communications or of computer accounts.
- n. Academic dishonesty (e.g., plagiarism, cheating).
- o. Inappropriate and/or widespread distribution of electronic communications (e.g. "spamming").
- p. 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.

- q. 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.

3.14 Intellectual Property. 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 Intellectual Property policy provisions located on the law school's website at www.azsummitlaw.edu/onestop

CHAPTER IV

GENERAL SCHOOL POLICIES AND PROCEDURES

4.1 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.

4.2 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.

4.3 Campus Security Policy and Crime Statistics Reporting

4.3.1 Reporting the Annual Disclosure of Crime Statistics. ASLS prepares this report in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. To view the Act in its entirety, visit <http://clerycenter.org/summary-jeanne-clery-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 Phoenix, Arizona. Crime statistics include those reported to designated campus officials, and local law enforcement agencies. The report is intended to provide current students, potential students, and employees accurate and complete information about safety on campus so they can make informed decisions. All campus safety statistics are posted on the main ASLS website at www.azsummitlaw.edu

The crime definitions found at <http://bit.ly/1MTBMyg> are what is reported to the Department of Education on an annual basis according to current Clery Act regulations.

4.3.2 General Procedures for Reporting a Crime or Emergency.

ASLS does not employ 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 Student Engagement Advisor, or the Dean. All reports will be investigated. Incident reports will be completed and forwarded to the facilities/security director.

In addition, ASLS 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).

| | |
|----------------------------------|--------------|
| ASLS Contract Security (TRIDENT) | 602-689-9942 |
| Facilities/Security Director | 602-682-6816 |
| Office of the Dean | 602-682-6870 |
| Office of Student Engagement | 602-682-6817 |

4.3.3 Access to Campus Facilities and Security.

From 12 am to 6 am daily, and all day on any holiday, the school is otherwise closed for business. 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. Without limitation of any provision herein, violations of this policy are a misuse of ASLS 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 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 ASLS.

Security patrols ASLS controlled areas, the adjacent parking garage, and the immediate outside premises. They also 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.

4.3.4 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.

4.3.5 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.

4.3.6 Alcohol and Substance Abuse Policy. ASLS recognizes the importance of maintaining a safe, efficient, and healthful work environment for its employees, students, volunteers, and clients. As such, the ASLS 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. Students are subject to all applicable drug and alcohol policies.

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.

All members of the ASLS community are urged to seek help with substance abuse. Additional resources are:

Alcoholics Anonymous (Phoenix Metro) <http://www.aaphoenix.org/>
Narcotics Anonymous (Phoenix Metro) <http://www.arizona-na.org/>
St. Lukes Behavioral Health Center <http://www.stlukesbehavioralhealth.com/>

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

The School reserves the right to implement changes at any time by approval of the Dean.

4.3.7 Alleged Victims of Crimes of Violence or Non-forcible Sex Offense. ASLS 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, ASLS will provide the results of the disciplinary hearing to the victim's next of kin, if so requested.

4.3.8 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 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 Engagement, or the facilities/security director. 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.

4.3.9 Sex Offender Registry. In accordance to the Campus Sex Crimes Prevention Act of 2000, please visit the State of Arizona Department of Public Safety Sex Offender Info Center http://www.azdps.gov/Services/Sex_Offender/

4.3.10 Weapons Policy. ASLS 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 ASLS, and at all ASLS sponsored events, except as provided in Arizona Revised Statutes § 12-781. Additionally, all students 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.

4.3.11 Violations. To maintain order, the Dean, or an employee designated by the Dean, 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 the campus security 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 statutes.

Violations of this policy by students, faculty and staff will be considered misconduct and subject to disciplinary action that could result in 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 statutes.

4.4 Anti-Discrimination Policy. ASLS 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. ASLS does not discriminate in admission or access to, or treatment or employment in, its programs or activities.

4.4.1 Filing a Complaint. The Office of Student Engagement 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. Complaint procedures are located on the ASLS website at www.azsummitlaw.edu/onestop

The contact information for the Section 504 Coordinator and Title IX Coordinator is as follows: Frank Guebara, Student Engagement Director, 1 N Central Ave , 18th Floor, Phoenix, AZ 85004 Tel. 602-682-6917, Email: fguebara@azsummitlaw.edu

4.5 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 Student Engagement. *The Student Engagement Advisor 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

FRANK GUEBARA
Student Engagement Director
1 N Central Ave, 19th Floor
Phoenix, AZ 85004
Tel. 602-682-6817
Email: fguebara@azsummitlaw.edu

NOTICE OF DESIGNATION OF TITLE IX COORDINATOR

FRANK GUEBARA
Student Engagement Director
1 N Central Ave, 19th Floor
Phoenix, AZ 85004
Tel. 602-682-6817
Email: fguebara@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.***

4.6 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.

4.7 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 Engagement and the Director of Finance and be approved by the Dean.

4.8 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.