

**Master in the Study of Law (M.S.L.) Program in American and
Transnational Law Certificate in Government Contracting and
Procurement Law**

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A. Introduction

This Appendix applies to candidates for the Master in the Study of Law (“M.S.L.”) degree in American and Transnational Law with a certificate in Government Contracting and Procurement Law (“G.C.P. Certificate”) at the University of Dayton School of Law (“Dayton Law”).

The policies in this Appendix supplement the Dayton Law Policy Manual¹ (“Policy Manual”), which also applies, where relevant, to M.S.L. candidates. In particular, M.S.L. candidates should be familiar with the University and Law School Policies found in Section H of the Policy Manual. **It is especially important that all M.S.L. students read these important policies thoroughly and carefully.**

Because the M.S.L. program is a part of the University of Dayton’s Graduate School, M.S.L. candidates are also governed by the relevant policies contained in the University of Dayton’s online Bulletin for graduate students.

As a practical matter, anyone seeking guidance on policies pertaining to M.S.L. students should consult the Policy Manual, these M.S.L. policies, and the Graduate School Bulletin. Where these sources of M.S.L. policies are inconsistent, the M.S.L. G.C.P. Program policies in this Appendix will apply.

If you are an M.S.L. student and have questions about program policies that are not answered by the Policy Manual, the Graduate School Bulletin, or this Appendix, please reach out to the Director of LL.M. & M.S.L Programs, Office of the Registrar or the Associate Dean for Academic Affairs for clarification.

B. Admission Policies for the M.S.L. Program with a Certificate in Government Contracting and Procurement Law (M.S.L. with G.C.P.)

1. Criteria

Candidates for an M.S.L. degree with a certificate in Government Contracting and Procurement Law will be evaluated for admission on academic and personal criteria. The entire application of each candidate will be reviewed. First consideration will be given to academic criteria, including prior academic performance as demonstrated by university transcripts, an acceptable grade point average in relevant course work, and other academic records.

Other factors will also be considered, including:

- other educational factors, such as the type, depth and difficulty of courses completed, grade trends, honors, and other graduate studies;

¹ http://www.udayton.edu/law/students/policy_manual.php

- life experience, such as work and military achievements, extracurricular activities, community service; and
- personal attributes, such as maturity, good judgment, writing ability, analytical and leadership skills, breadth of interests, and ability to overcome handicaps of all kinds, including environmental or financial problems, employment experience and other personal accomplishments.

2. Applications

a. Information and Data required from all M.S.L. with G.C.P. Candidates

Before an admission decision on an M.S.L. with G.C.P. candidate can be finalized, the applicant's file must include the following:

- (1) a completed application for admission to the M.S.L. with G.C.P. program;
- (2) a copy of the transcripts from all colleges and universities attended, including transcripts reflecting the receipt of at least a bachelor's degree from an accredited U.S. college or university or from a foreign university authorized to confer such a degree by the government of the country in which it is located;
- (3) a personal statement discussing the applicant's professional goals and interest in the program; and,
- (4) the names and contact information for two references.

b. Additional Requirements for International M.S.L. Program Applicants

(1) Financial Declaration

In addition to the documents required of all M.S.L. applicants, applicants who are not U.S. citizens must submit an official financial declaration showing adequate funding for their studies at Dayton Law.

(2) English Language Proficiency

All candidates for the M.S.L. degree must be fluent in English. Applicants whose native language is not English may meet this requirement:

- a) by having completed their basic legal or baccalaureate studies in a university where instruction was in English;
- b) by taking the Test of English as a Foreign Language (TOEFL) test administered by the Educational Testing Service and attaining a score of at

least 600 (paper-based), 250 (computer based) or 100 (iBT) or by taking an equivalent exam with similar results; or,

- c) by successfully completing the highest level of the Intensive English Program at the University of Dayton.

Applicants who wish to demonstrate English proficiency using the TOEFL, or equivalent, exam must arrange to have the official score report sent to Dayton Law to be considered for full admission into the M.S.L. Program.

Scores from TOEFL or other tests taken more than two years prior to the date of the application to the program will not be accepted.

c. Requests to Reactivate Admission Files

M.S.L. with G.C.P. applicants who complete their admission file in one year and then wish to reactivate the file or be reconsidered in a later year must file a new application.

d. Requirement to Disclose Prior M.S.L. Studies

An applicant who has previously attended the M.S.L. program at Dayton Law or an M.S.L. program elsewhere, but has not received the M.S.L. degree, must reveal that prior attendance in the application.

3. Admissions Decisions

Completed files of M.S.L with G.C.P. applicants will be presented to the Graduate and Special Programs Committee (“GSPC”) or its designee for decision. Because each applicant’s credentials are fully considered, admissions decisions are final and are not subject to appeal.

4. Official Transcripts

a. Definition

An "official transcript" is a record issued by the registrar of an educational institution showing all of the courses taken while a student is there and the grades received, bearing the embossed seal of the institution, indicating the award of an undergraduate or graduate degree and the date the degree was conferred.

b. Submission Required

Once accepted and prior to registration, every enrolling M.S.L. student must arrange for his or her undergraduate college and, if applicable, other graduate school or foreign university to submit an official transcript directly to the School of Law’s Registrar. Transcripts received from the Law School Admissions Council are

scanned documents or photocopies and, thus, are not acceptable to fulfill the requirement for an "official" transcript.

c. Consequences of Failure to Submit

Because of the importance of the official transcript, the latest an official transcript must be received is during the first semester of a student's participation in the M.S.L. program. Students who do not comply with this requirement will not be allowed to register for the second semester.

C. Academic Standards and Policies

1. Credit Hour Requirements

All M.S.L. with G.C.P. Program candidates are required to earn credit for thirty (30) semester hours of course work.

2. Receipt of Transfer Credit

M.S.L. with G.C.P. Program candidates may not receive transfer credit for coursework completed at the University of Dayton or other institutions in pursuit of a bachelor's or other graduate-level degree.

3. Leaves of Absence

A student in the M.S.L. with G.C.P. Program may petition the Associate Dean for Academic Affairs for a leave of absence. This petition must be in writing, setting forth the circumstances of the request and the length of leave desired. Normally, leaves of absence are granted for one year. A student who has been given a leave of absence can request an extension for an additional year. No student will be granted a leave for more than two years.

It is the student's responsibility to meet the conditions of his or her leave. The student must submit a letter to the Associate Dean's Office at least two months prior to the end of leave, indicating his or her intention to return to the school. If the student fails to submit a letter or goes beyond the time of leave granted, the student will not be eligible to return, but must petition for readmission.

A student in the M.S.L. with G.C.P. Program who withdraws from any course without obtaining a leave of absence will be deemed to have withdrawn from the M.S.L. Program. The student will not be eligible to return, but must petition for readmission.

4. Time to Complete Degree

All requirements for the M.S.L. degree must be completed over the course of no more than four (4) calendar years from the date of matriculation. A waiver to this requirement may be granted by the Associate Dean for Academic Affairs.

5. The M.S.L with G.C.P. Certificate Curriculum

The policies on required coursework set forth below apply to graduate students seeking an M.S.L. with G.C.P Certificate.

a. Required Introductory Course for M.S.L. Students

All M.S.L. students must take an introduction to law course. Any M.S.L. student who wishes to take LAW 6000 level courses must take the 3-credit course Introduction to the U.S. Legal System & U.S. Legal Research for Graduate Students (LAW 6908) during the first semester of their M.S.L. studies at the law school. M.S.L. students in the M.S.L. with G.C.P. Program may satisfy the introductory course requirement by taking Introduction to Business Law (LAW 2000) within .

b. Required Courses

M.S.L. candidates seeking a G.C.P. Certificate must successfully complete the following courses.

<u>Contracts I: Introduction to Contracts</u> (LAW 2001)	3 credits
<u>Program and Project Management</u> (LAW 2002)	4 credits
<u>Contracts II: Government Contracting</u> (LAW 2003)	3 credits
<u>Negotiation & ADR</u> (LAW 2006)	3 credits
<u>Contracts III: Drafting</u> (LAW 2007)	4 credits
<u>Capstone</u> (LAW 2008)	3 credits

c. M.S.L. Writing Requirement

M.S.L. candidates must satisfy a writing requirement prior to graduation. Successful completion of the 4-credit Contracts III: Drafting course satisfies this requirement for M.S.L. with G.C.P. candidates.

d. Electives

M.S.L. with G.C.P. candidates may fulfill the remainder of their semester-hour requirement by taking any course approved for the M.S.L. degree but are strongly encouraged to take the following courses:

<u>Business Finance</u> (LAW 2004)	4 credits
<u>Business Ethics</u> (LAW 2005)	3 credits

e. Study “In Absentia”

M.S.L. candidates in academic good standing may qualify to study “in absentia” under the Dayton Law policy.²

6. Registration for Courses

a. Registration

M.S.L. candidates in the G.C.P. Program may register for courses using the University’s online course registration system.

b. On-Campus and Online Options

Students will typically have the option of taking courses on campus or online. At least seven days prior to the date designated each semester as the official registration date, M.S.L. candidates in the G.C.P. Program must submit a written declaration to the Registrar indicating whether they are electing to take a course on campus or online. Students may not change their elections as to that course without the written consent of the Associate Dean for Academic Affairs.

By selecting the online option, a candidate certifies: 1) he or she possesses a reliable laptop or desktop computer with webcam, microphone, and a stable high-speed Internet connection; 2) he or she is able to competently install and operate all necessary student information systems and class software; and 3) he or she will be actively engaged and participate fully with in-person participants.

² See Dayton Law Policy Manual § C(1)(d) (Educational Program-Study “In Absentia”).

7. Course Policies

a. Scheduled meetings

Faculty members are expected to meet classes at the times published in the class schedule and on the days indicated in the academic calendar. Faculty absences should be reported to the Administrative Office as early as possible.

b. Attendance

Students are required to attend classes regularly. Each student shall be allowed absences up to, but not exceeding, two times the number of credit hours in a course. (For example, a student in a three-hour class that meets once per week may miss a total of two such sessions.) This policy sets a firm absence limit and does not permit excused absences.

For each absence exceeding the limitation imposed in the paragraph above, a faculty member must impose a penalty for violations. The penalty may include, but is not limited to, disqualifying a student from taking the final examination, dropping him or her from the class roll, or reducing his or her grade by one or more increments including giving an "F", for failing to attend classes regularly. During the first week of class, the faculty member must provide written communication to the class describing the penalty that will be imposed for violations. A written warning from the faculty member informing the student and the Associate Dean that the student has one remaining absence before exceeding the number of absences allowed for that class is required before imposing any penalty. If a student exceeds the number of permitted absences for a class, the faculty member must notify the student and the Associate Dean in writing of any penalty imposed as a result of the excessive absence(s). If a student has an extraordinary circumstance that leads to excessive absences, such as a serious illness, the student should address the issue with the Associate Dean. In such extraordinary circumstances, the Associate Dean has the discretion to relieve the student of any penalty imposed by virtue of the excessive absences. The Associate Dean shall promptly notify the appropriate faculty member(s) of any such exercise of his or her discretion.

c. Manner of Grading

The decision to grade by an examination or written assignments is to be made by the course instructor, subject to the approval of the Associate Dean for Academic Affairs and provided appropriate and timely notice of any change is given to students.

d. Student Evaluations

Student evaluations of faculty performance are conducted at the conclusion of each academic semester. The evaluations are voluntary, and anonymous on the part of student.

The Associate Dean for Academic Affairs is responsible for administering the evaluation and compiling the results. Evaluations will be distributed, completed and collected as close to the end of classes as possible using the University's online Student Evaluation of Teaching (SET) surveys. When evaluations are conducted during class time, the professor must depart the room while students are completing the evaluation.

The Associate Dean for Academic Affairs must make the evaluations available to the Dean and instructor, and, in the case of tenure-track faculty members, may make them available to the instructor's Promotion, Retention and Tenure Committee after informing the instructor. Any other distribution or use of the evaluations may be made only with the consent of the instructor.

8. Examinations

a. Accommodations of Disabilities

It is the policy of the School of Law to comply with the Americans with Disabilities Act. The school will make every effort to provide reasonable accommodations to students with disabilities to the extent that it is possible to do so, and that accommodations are not unduly burdensome. Student must obtain a determination by the University of Dayton's Office of Learning Resources that a disability exists and of the appropriate accommodations.

b. Examinations: When Required

By University policy, final examination must be given in all courses except those in which a substantial written product is the main basis for grading or in which the performance of skill is primary.

c. Examinations Responsibility

While the preparation and grading of examinations is the responsibility of the course instructor, the administration of the examination itself is the responsibility of the Associate Dean for Academic Affairs and the Registrar.

d. Examinations: Anonymity

All examinations, including midterm examinations, will be administered anonymously to insure the integrity and fairness of the grading process. Whenever practicable, other graded exercises that contribute toward the course

grade should be submitted anonymously as well. The Registrar will assign an examination number to each student, which will not be disclosed to the course instructor until after he or she has submitted at least a Preliminary Grade Sheet reflecting the grades by examination number.

e. Examinations: Scheduling

Examinations must be taken during the period and at the times stated on the academic calendar and examination schedule provided by the Registrar. Students are responsible for reading and following all examination instructions provided by the Registrar. All scheduled examinations taken at the law school shall be proctored.

(1) Deferrals

Examinations are rescheduled in only when extraordinary and unavoidable circumstances intervene (such as a serious health problem of a student or a close family member).

The Associate Dean for Academic Affairs shall approve all examination deferral requests. Upon approval, the Registrar will reschedule the examination to the next available non-conflicting date, but not later than the third business day after the end of the examination period.

(2) Missed Exams

A student who fails to take an examination during the final examination period will receive a failing grade in the course unless his or her absence is excused by the Associate Dean for Academic Affairs.

f. Examinations: Grading

Once submitted, the Registrar will make each student's answer available to the course instructor for grading in a way that will preserve the anonymity of the student. Grades must be submitted by the deadline determined by the Associate Dean for Academic Affairs.

g. Retention of Exams

Faculty must deliver all examination answers to the Registrar. The School of Law will retain examination questions and answers for at least one year. Thereafter, examination questions and answers may be destroyed.

11. Grading Policies

a. Grade Scale

The faculty maintains high expectations of students. By creating and maintaining a climate of challenge, faculty help students to demonstrate significant academic achievement. These expectations are shared with students early in each semester and those challenging goals are then reinforced as the term progresses. The faculty then carefully examines student performance in light of these objectives and will use the full range of possible grades below to evaluate that performance. Grading is based on a point system in which corresponding letter and quality points are the following:

- A Excellent (4.0 quality points)
- A- (3.7 quality points)
- B+ (3.3 quality points)
- B Average (3.0 quality points)
- B- (2.7 quality points)
- C Poor (2.0 quality points)
- F Failing (0 quality points)

b. Other Possible Grades Assigned

W (Withdrawal) - A grade of "W" may appropriate when a student is granted a leave of absence by the Associate Dean for Academic Affairs after the beginning of the term. Students granted a leave can withdraw from courses "without record" during the first four weeks of class. Withdrawals with leave after this period will result in the recording of a "W" for that course on the student's transcript.

Students, who withdraw will be entitled to a refund on a sliding scale based on the date of withdrawal. University and SBA fees are non-refundable in any situation.

The refund schedule for tuition is as follows:

If the student withdraws	Percent of refund
During the first week of classes	80%
During the second week of classes	60%
During the third week of classes	40%

During the fourth week of classes 25%

During the fifth week of classes, or later No refund

I (Incomplete) - A student in good standing in a course may, after the official withdrawal deadline, petition to the professor for an "I" grade. This grade is appropriate only if extraordinary conditions beyond the control of the student have led to an inability to complete course requirements. This must be documented and approved by an instructor who may then with the consent of the Associate Dean for Academic Affairs assign an "I" grade if a) the reasons presented by the student are deemed acceptable, b) the student has completed a sufficient amount of coursework to justify this grade in anticipation of completion of the work, and c) the professor and student agree to a one-term plan of action for completing the coursework.

An "I" in a graduate course must be removed within one calendar year from the date listed on the grade report or it will be changed to an "F" on the student's permanent record and the quality-point average adjusted accordingly. The time limit may be extended under exceptional circumstances, with the approval of the Associate Dean for Academic Affairs, if application for the extension is made within the one-year period noted above.

12. Academic Standards

a. Academic Good Standing

All M.S.L. students are required to maintain at least a 3.0 quality point average.

b. Academic Probation

Any M.S.L. student who is eligible to continue studies in the School of Law is considered to be on "academic probation" when that student's cumulative quality-point average is below 3.0.

An M.S.L. student on academic probation must complete a written academic recovery contract with the Director of Graduate Law Programs which shall specify goals, expectations, and a timeline for achieving good academic standing. This contract must specify the duration of the probationary period, which may not be shorter than one academic semester, nor longer than one calendar year, and must be approved by the Associate Dean for Academic Affairs. Students on academic probation who do not sign an academic recovery contract will not be permitted to register for courses.

c. Academic Dismissal

Students whose academic performance has seriously impaired their ability to succeed at the University of Dayton may be subject to academic dismissal by the

Associate Dean for Academic Affairs, who authorizes the dismissal and notifies the student of his or her status. M.S.L. students who may be dismissed include:

- those who fail to achieve good standing at the end of an agreed upon period of academic probation;
- those who receive one or more grades of “F.”

d. Readmission

M.S.L. students will not be readmitted after they have been academically dismissed from Dayton Law.

e. Honors

M.S.L. students will not be awarded graduation honors for the M.S.L. degree.

13. Student Affairs

a. Co-curricular Activities

(1) Moot Court

M.S.L. students are not eligible to participate in Moot Court Programs.

(2) Law Review

M.S.L. students are not eligible to participate in Law Review.

b. Extra-Curricular Activities

All M.S.L. students who are in good academic standing and eligible to continue their studies towards the M.S.L. degree are eligible to participate in appropriate extra-curricular activities.

c. Faculty Committees

Ordinarily, M.S.L. students are not eligible to serve on faculty committees. Under special circumstances, this policy may be waived, but only with the express permission of the Associate Dean for Academic Affairs.

d. Employment

M.S.L. students who are U.S. citizens or permanent residents may work full-time or part-time.

Students on an F-1 visa are eligible to work on campus while attending classes are subject to F-1 immigration regulations and the policies of the University of Dayton.³ F-1 students with questions about employment should consult the Office for International Student and Scholar Services in the Center for International Programs.⁴

³http://www.udayton.edu/international/iss/immigration/f1_immigration/f1_employment.php

⁴ <http://www.udayton.edu/international/iss/>