

Admissions

Students applying for the Master of Legal Studies program will be either admitted or denied admission; Chase will not utilize any other categories for applicants to the Master of Legal Studies program. For example, Chase will not utilize the “conditional admission” category.

Admissions considerations: When making an admissions decision, Chase College of Law will consider the applicant’s undergraduate GPA (2.250 minimum), undergraduate major and institution, work experience, and answers to the questions provided on the application.

Standardized Tests

No standardized test is required for acceptance to the Master of Legal Studies program. Students may, however, submit test scores they received on standardized tests.

Visiting Students; Undergraduate Students Taking Chase Courses; MLS Students Taking Undergraduate Courses

Chase College of Law will allow students seeking a Master of Legal Studies degree at another institution to be a visiting student at Chase, as long as the student can provide documentation that the student’s degree-granting institution will accept transfer credit from Chase.

No undergraduate students, other than those participating in the Chase 3+3 program, may take any courses at Chase College of Law.

Students in the Master of Legal Studies program may take a maximum of six credit-hours at NKU’s other colleges and receive credit toward the MLS degree for that coursework. The remaining twenty-four credit-hours must be earned at Chase College of Law (or at another law school - see transfer credit policy below). Students must receive permission from Chase’s Associate Dean for Academics before registering for non-Chase coursework at NKU.

Time Limits for Application / Interruptions in Studies / Application Deadlines

The application deadline for the fall semester is July 20. Students may begin the Master of Legal Studies program only during the fall semester.

International Students

International students applying for admission to the Master of Legal Studies program will be evaluated in the same way as non-international students will be evaluated (see “Admissions” section of these policies).

Credit Applied to Degree; Non-degree Credit; Transfer Credit

Students in the Master of Legal Studies program cannot apply non-Chase credit-hours earned prior to enrolling in the program. This applies to JD credits earned at another law school, MLS credits, and all other non-Chase credits earned prior to enrolling in the MLS program.

Chase College of Law's policies regarding non-J.D.-degree-seeking students are the only policies that apply to non-degree-seeking students. NKU policies on non-degree-seeking students are inapplicable to Chase College of Law.

Students in the Master of Legal Studies program must receive permission from the Associate Dean for Academics to register for courses at other law schools and have those credits apply to the Master of Legal Studies degree.

Independent Study / Readings Courses / Special Topics Courses

Students in the Master of Legal Studies program will not participate in Readings Courses or Special Topics Courses. Students in the Master of Legal Studies program will be able to participate in a Supervised Independent Research project, but they must first seek approval from the Associate Dean for Academics. Chase College of Law has its own policies and requirements for a Supervised Independent Research project, and those policies apply to students in the Master of Legal Studies program.

Degree Time Limits and Course Age

Students in the Master of Legal Studies program are expected to complete their degree requirements within four years, but they must complete the degree requirements within six years. Students must receive permission from the Associate Dean for Academics to take more than six years to earn the degree.

Grading Policies

Incompletes: Students in the Master of Legal Studies program will follow the same rules as JD students regarding "incomplete" grades.

Grading: All students in the Master of Legal Studies program will receive grades consistent with the NKU Graduate Programs grading scale (A-C, F). The students' exams will be graded separately from the JD students' exams, and the students' exams will not be factored into grade curves or grade distributions.

Good Standing: A student's academic standing will be assessed after each semester in which the student takes courses at NKU Chase (the summer grades will be reviewed only after the final summer session). To remain in good standing, the student must have earned a passing grade in at least two-thirds of the credit-hours attempted. If the student has not achieved a cumulative two-thirds pass rate at the end of any semester, the student will be placed on academic probation and will be required to bring his/her pass rate up to at least two-thirds by the time he/she completes nine more credit-hours. If he/she does not reach a two-thirds pass rate after completing nine more credit-hours, he/she will be dismissed from the Master of Legal Studies program. Upon a written request to the Associate Dean for Academics, and upon a showing of good cause, the probation period can be extended for an additional nine credit-hours.

Graduation: If, after the student reaches the 30 credit-hour total needed for graduation (earned hours) and has not achieved a two-thirds pass rate for attempted hours, he/she will have nine more credit-hours to bring his/her pass rate up to two-thirds. If he/she is successful in doing that, he/she will receive the Master of Legal Studies degree. If the student is unsuccessful, the student will not receive his/her Master of Legal Studies degree.

Course Repeats: If a student in the Master of Legal Studies program wishes to repeat a course in which he/she did not receive a passing grade, he/she may elect to do so. Each student in the Master of Legal Studies program may re-take the same course only once and can re-take a maximum of two courses. Students are responsible for completing any and all grade replacement forms for courses they decide to repeat.

If a student is academically dismissed from the Master of Legal Studies program, he/she can re-apply to the program at any time. If the student is re-admitted, the student must meet with the Associate Dean for Academics to discuss an academic plan for completion of the program.

Grade Appeals: Students in the Master of Legal Studies program will follow the same policies as JD students with respect to grade appeals.

Transfer Between JD and MLS Programs

Students in the Master of Legal Studies program who wish to transfer to the JD program must apply to the JD program just as any other JD candidate would do. Credits earned in the Master of Legal Studies program cannot transfer to the JD program.

Students in the JD program who no longer wish to pursue a JD degree may transfer all passing credits (grades of "C" or better) to the MLS degree and continue to pursue that degree. The student must then complete the remaining hours needed for graduation as a student in the Master of Legal Studies program. These "degree-transfer students" must meet with the Associate Dean for Academics to discuss Academic Standing issues (if applicable). The transferring student will pay MLS tuition for the remaining MLS credit-hours, but he will not be eligible for any refund of the difference between the JD and MLS tuition.

Audits and Course Loads

In order to audit a course, students in the Master of Legal Studies program must receive permission from the Associate Dean for Academics and the faculty member teaching the course the students wish to audit.

A part-time student is expected to take between one and six credit-hours each fall/spring semester. The expected course load during the summer will depend on course offerings.

A full-time student is expected to take seven or more credit-hours each fall/spring semester. The expected course load during the summer will depend on course offerings.

Student Appeals

If the student is appealing a Chase-specific issue (other than a grade appeal), the student must appeal to the Associate Dean for Academics, who will either resolve the appeal or designate another administrator or committee to resolve the appeal. The student will have the opportunity to appeal the first decision to the Dean, whose decision will be final.

If the student is appealing a non-Chase-specific issue, the student should follow the appeal process outlined in the Northern Kentucky University Graduate Catalog.

Culminating Experience / Capstone Courses

Students in the Master of Legal Studies program will not be required to complete a Culminating Experience or a Capstone Course.

Graduation

No student in the Master of Legal Studies program will be able to graduate if he/she is not in good academic standing at the time he/she wishes to graduate (see previous policy regarding academic standing).

Students in the Master of Legal Studies program will follow the graduation policies, procedures, and dates of the Chase College of Law, and students in the Master of Legal Studies program will be eligible to walk in the Chase College of Law graduation ceremony. Students in the Master of Legal Studies program will receive a diploma from the Chase College of Law.

Administration of the MLS Program

The Master of Legal Studies program is overseen primarily by the Chase College of Law. Students in the Master of Legal Studies program should first consult with Chase's Associate Dean for Academics if they have questions regarding the Master of Legal Studies program.

Graduate Council

The NKU Graduate Council does not oversee or interpret policies specific to the Master of Legal Studies program; the Chase College of Law oversees and interprets its own policies for the Master of Legal Studies program.

Miscellaneous Policies

Students in the Master of Legal Studies program will follow the Chase College of Law's academic calendar.

Students in the Master of Legal Studies program will follow the registration instructions provided by Chase's Associate Dean for Academics.

For students in the Master of Legal Studies program, all course withdrawals and additions will follow the rules applicable to JD students.

Students in the Master of Legal Studies program must follow the same attendance policies as JD students.

Students in the Master of Legal Studies program will be allowed to fill out student evaluation forms.

Students in the Master of Legal Studies program are bound by these policies, the Master of Legal Studies policies set forth in the NKU Graduate Catalog, the Chase Student Handbook (where applicable), and by the Chase Student Honor Code. Students in the Master of Legal Studies program are also bound by NKU policies regarding student conduct and academic integrity. Situations involving a conflict between the Chase policies and the NKU policies will be evaluated on a case-by-case basis.

Most professors at the Chase College of Law use TWEN rather than Blackboard. Students in the Master of Legal Studies program should purchase a computer capable of running the TWEN software.

Information regarding the Greater Cincinnati Consortium of Colleges and Universities is not applicable to students in the Master of Legal Studies program.