



**MASTER OF LAWS (LL.M.) PROGRAM
WAYNE STATE UNIVERSITY LAW SCHOOL**

MASTER OF LAWS ACADEMIC REGULATIONS

(As Approved by the Law Faculty, November 28, 2007)

SECTION A: ADMISSION

The basic requirement for admission to the LL.M. program is a sufficient demonstration of ability to be a successful student.¹ This ability should be demonstrated by a record that includes the following:

1. A J.D. (or LL.B.) degree from a law school that is approved by the American Bar Association and is a member of the Association of American Law Schools.

2. A J.D. (or LL.B.) degree from a law school that is approved by the American Bar Association but is not a member of the Association of American Law Schools, but only if the applicant has compiled a distinguished academic record at that law school.

3. The equivalent of a J.D. or LL.B. degree from a law school in a common law based country (or an equivalent degree from a law school in a non-common law based country) at which the applicant compiled a distinguished academic record. A score of 600 or above on the Test of English as a Foreign Language (TOEFL), or an equivalent score of 250 on the computer-based TOEFL or 100 or above on the internet-based TOEFL, is the minimum required of applicants who are not native English speakers, although in unusual cases a waiver may be requested. An applicant to the LL.M. degree program whose law degree is from a university outside the United States normally will be admitted only in the Fall term and is encouraged to take the introductory sessions of the legal research and writing program. In unusual cases in which the applicant demonstrates a significant understanding of

¹ Each state applies its own criteria for allowing applicants to take the bar examination and for admitting attorneys to practice law. Completion of the LL.M. degree does not qualify a student to apply for permission to take the bar exam in every state. Lawyers from other countries seeking to practice law in the United States should obtain information regarding the requirements for admission to the bar in the state(s) in which they wish to practice.

the United States legal system, the Director of Graduate Studies may admit the applicant to begin the LL.M. degree in a different term.

4. In extraordinary cases, the Graduate Committee, on the recommendation of the Director of Graduate Studies, may admit to the LL.M. degree program an applicant who has graduated from a United States law school that is not approved by the American Bar Association if the applicant has been admitted to practice without limitation in one of the States of the United States and has clearly demonstrated by experience, academic performance, and other qualifications the ability to perform well in the LL.M. program. The Director of Graduate Studies shall sign and place in the student's file a statement of the considerations that led to the decision to admit the applicant.

SECTION B: BASIC REQUIREMENTS

The basic requirements for the LL.M. degree are as follows:

1. Successful completion of 24 semester credit hours of course work (no credit is given for a grade below "C"), plus two credit hours for the Master's Essay. An LL.M. student may not take a course as part of the Master of Laws program if the student took the same course in a J.D. program, except (a) a required class for the student's major that was not completed within five years of enrollment in the LL.M. program, or (b) with the Director's approval.

2. Occasionally, advanced courses are offered at other universities that are not offered at the Law School, and such courses may be taken on a transfer credit basis with the advance permission of the Director of Graduate Studies. Courses at other universities must be taken for a grade (i.e., a pass/fail option may not be elected) and no credit will be given for a grade below "B," but only the credit hours transfer and the grade will not appear on the student's Law School transcript.

3. Upon approval of the Director of Graduate Studies, a maximum of two credit hours of directed study may be substituted for an equivalent number of credit hours of classroom instruction for purposes of the 24-credit-hour requirement. (See explanatory footnote 2 below.)

4. Successful completion of 16 credit hours of law school (LEX) course work.

5. All students must complete the basic course in their respective major field of study: Taxation for Tax majors; Corporations for Corporate and Finance Law majors; and Labor Law for Labor and Employment Law majors. If a student completed the basic course within five years of enrollment in the LL.M. program, then the requirement is waived. Students who have not completed the basic course within five years of enrollment must enroll in the course, unless the requirement is waived by the Director of Graduate Studies. Students registering for the basic course in their major may receive only two semester credit hours toward completion of the 24 semester credit hours of course work required for the LL.M. degree.

6. A cumulative honor point average of 3.0 (B) on all hours taken. In computing this average, there is no rounding up.

7. Each student must complete the requirements for the Master of Laws degree within six years of the date he/she first entered the program.

8. University Graduate Level Courses: A student may elect up to eight credit hours of law-related courses on the graduate level in other departments of the University if they are listed as approved courses or with prior approval from the Director of Graduate Studies. Generally, courses numbered 5000 and above are considered graduate level; in some departments, certain 5000- and 6000-level courses are not permitted for graduate credit and are so designated. Courses numbered 7000 and above are open only to graduate students. Courses in other graduate departments of the University must be taken for a grade (i.e., a pass/fail option may not be elected) and no credit will be given for a grade below "B". Both the letter grade and the credit hours transfer fully from other graduate programs of the University.

SECTION C: THE MASTERS ESSAY REQUIREMENT

The Master's Essay may be written (1) under a full-time or adjunct faculty member's independent supervision (with the student receiving two semester credit hours) or (2) as a paper in fulfillment of a seminar. In either case, the student should produce an original work related to his/her field of specialization. The Master's Essay must receive a grade of "B" or above. Final decision as to whether the paper satisfies this requirement rests with the faculty member supervising the work.

Ordinarily, the Master's Essay may be written only after (1) the student has completed 16 credit hours of course work, unless an earlier starting date is approved by the Director of Graduate Studies, and (2) the student has participated in the Master's Essay Workshop which is held during the Fall term of each academic year. Law Review members and Moot Court finalists at their respective J.D. law schools are exempt from the Workshop requirement, but may participate in it if they wish. Detailed Master's Essay and Directed Study Guidelines and Requirements are attached as Appendix C to this document.

If the Essay is to be written under a faculty member's independent supervision, the student should register for a two-credit Master's Essay (LEX 8999) with the instructor's written approval.

If the Essay is to be written as a seminar paper, the student should attend the three-hour seminar, but formally register for a two-hour Master's Essay (LEX 8999) and a one-hour directed study (LEX 7990) with the seminar professor.² Prior to registering for the seminar that will meet the Master's Essay requirement, the student must have the permission of both the instructor and the Director of Graduate Studies.

SECTION D: REQUIREMENTS FOR SPECIFIC MAJORS

1. All students must complete the basic course in their major field of study: taxation for taxation majors; corporations for corporate and finance law majors; and, labor law for labor and employment law majors. Students taking the basic course in their major field of study may register for only two credits for the class. If a student completed the basic course within five years of enrolling in the LL.M. Program, then this requirement is waived, although a student may elect to take the basic course again for two credits. Students who have not completed the basic course within five years of enrollment in the LL.M. program must take the basic course, unless the requirement is waived by the Director of Graduate Studies.

2. In addition to the basic course, each major has specific additional requirements, as follows:

(a) *Corporate and finance majors:*

² A directed study credit earned as the third credit in connection with registration for a seminar does not count against the two-credit maximum set out in Section B.3 above.

- (i) Corporations (LEX 7156); *and*
 - (ii) Taxation (LEX 7816); *and*
 - (iii) A finance class:
 - Corporate Finance (LEX 7141),
 - International Finance: Transactions, Regulation and Policy (LEX 7406),
 - Corporate Financial Management (BA 7020), or
 - Money and Capital Markets (FIN 7090); *and*
 - (iv) A corporate tax class:
 - Elements of Corporate Tax (LEX 7203),
 - Taxation of Corporations (LEX 7821),
 - Corporate Tax I (LEX 7146) *and* Corporate Tax II (LEX 7151), or
 - Business Planning: A Transactional Approach (LEX 7061); *and*
 - (v) A total of 16 hours of approved courses, seminars, and internships (including required courses).
- (b) *Labor and employment majors:*
- (i) Labor Law (LEX 7501); *and*
 - (ii) An employment law class:
 - Employment Law (LEX 7221),
 - Employment Discrimination (LEX 7216),
 - Employment Law: Privacy, Status Discrimination and Wage, Hour and Benefit Issues (LEX 7223), or
 - Workers Compensation, Whistleblowers, Contracts, Intellectual Property, and OSHA (LEX 7222); *and*
 - (iii) A total of 16 hours of approved courses, seminars, and internships (including required courses).
- (c) *Taxation majors:*
- (i) Taxation (LEX 7816); *and*
 - (ii) A corporate tax class:
 - Taxation of Corporations (LEX 7821),
 - Corporate Tax I (LEX 7146) *and* Corporate Tax II (LEX 7151), or
 - Business Planning: A Transactional Approach (LEX 7061); *and*
 - (iii) A total of 18 hours of approved courses, seminars, and internships (including required courses).

Students who completed any of the specific required courses in their major within five years of enrollment in the LL.M. program need not repeat that course, although they may.

3. Students may choose electives that further their educational objectives — up to six credit hours for Taxation majors, and eight credit hours for other majors — from among the other Law School offerings. Prior approval of the Director of Graduate Studies is required before registering for a course that is not on the approved list for the major for credit to be granted toward the LL.M. degree.

SECTION E: ENROLLMENT IN INTERNSHIPS AND LIVE-CLIENT CLINICS

1. LL.M. students must have prior approval from the Director of Clinical Education before enrolling in an internship or live-client clinic. Students must have prior approval from the Director of Graduate Studies to enroll in internships other than the Internal Revenue Service internship (for Taxation majors), EEOC and NLRB internships (for Labor and Employment Law majors), and the Non-Profit Corporations Clinic (for Corporate and Finance Law majors).

2. In deciding whether to approve an LL.M. student for an internship or live-client clinic, the Director of Clinical Education will apply the following criteria:

- a. As a general matter, LL.M. students must have completed the equivalent of the first-year of law school, including legal writing. In some cases, LL.M. students may be able to demonstrate, based on review of their transcript or by other experience, that they will be able to succeed in an internship or other clinical program. The purpose of this rule is to help assure that LL.M. students understand the basics of the American legal system and are able to perform adequately in and obtain the maximum educational benefit from the clinical setting.
- b. To enroll in an internship or other clinical program, LL.M. students must have a cumulative 3.0 grade point average prior to enrolling in an internship or live-client clinic. LL.M. students whose grade point average falls below the 3.0 requirement may be permitted to enroll if they are able to demonstrate to the Director of Clinical Education that they possess adequate academic and language skills.
- c. Students may enroll in no more than one internship each term, and may receive no more than three hours of internship credit toward the LL.M. degree. Students may not take the same type of internship more than once without the approval of the Director of Clinical Education or instructor. Students who are permitted to enroll in the same internship for a

second semester will generally be required by the Director of Clinical Education or instructor to substitute for the classroom component either (a) individual conferences, (b) a substantial written product, or (c) some combination of (a) and (b).

SECTION F: CHANGES IN COURSE ELECTIONS

1. A student may drop a course by filing a drop notice in the Law School Records Office at any time up to the day of the first examination, series of examinations, or due date for a research paper in that course that amounts to 20 per cent or more of the final grade. (Courses with a take-home examination must be dropped before the examination is distributed.) After this date, a student may drop only with the permission of the instructor and the Director of Graduate Studies or other appropriate administrative official.
2. The drop will be effective on the date of the filing of the notice in the Records Office.
3. Courses scheduled during the fall or winter term shall not be added, or substituted for courses dropped, after the first week of classes in that term without approval of both the instructor and the Director of Graduate Studies or other appropriate administrative official.
4. Courses for which a grade has been earned may not be dropped.

SECTION G: CREDIT HOURS

Semester credit hours are assigned to each course and announced in the Law School catalog and at the time of registration. In general, one semester credit hour is awarded for each hour of class per week for an academic term of approximately fourteen weeks, the preparation for the class, and the passing of an examination with the grade of "C" or above.

SECTION H: EXAMINATIONS

1. Normally, written final examinations will be given at the end of each regular term in courses completed during the term. Except as otherwise permitted by

these rules, a student who has elected a course will be required to take the regularly scheduled examination in each course. Failure to hand in an examination paper will result in a failing grade for the course.

2. Withdrawal from school without submitting the appropriate notice of withdrawal to the Records Office does not countermand the failing grade.
3. A student may not take a regularly scheduled midyear or final examination in a course other than at the time and date scheduled for the examination, except that upon establishment to the satisfaction of the Director of Graduate Studies or other appropriate administrative official:
 - a. that his/her absence from the scheduled examination was occasioned by illness or some other contingency beyond his/her control, or
 - b. that after beginning the scheduled examination, he/she failed to hand in the examination because of illness or other emergency,

he/she may be authorized to take a subsequent regular midyear or final examination. In this case, the grade of "I" will be given. The mark of "I" which is not converted to a letter grade within one year from the date it was received will be considered a withdrawal ("W").

SECTION I: REPETITION OF COURSES

A graduate department or equivalent academic administrative unit may, if it wishes, allow a student to petition to repeat a graduate course in which a grade of "B-minus" or lower is received. No more than two courses may be repeated during the student's study at Wayne State and this number may be further limited by individual departments. Permission to repeat a course must be obtained from the Director of Graduate Studies (for Master's students) before registration for the course takes place. The original grade for the course will remain on the student's transcript, but only the grade received in repetition of the course will be used in computation of the student's honor point average for the degree program. Students will not receive University financial aid for repetition of courses.

SECTION J: DUE DATES FOR WRITTEN PAPERS

1. All courses, seminars, directed studies or Master's Essays in which the grade depends in whole or in part upon a written paper or papers, the paper(s) must be presented to the instructor on or before the final day of the examination period for the term in which the course, seminar, directed study or Master's Essay is taken, or at such earlier time as required by the instructor, or the instructor will not be required to accept the paper(s) for credit.
2. A student may be granted an extension of time only upon the establishment of adequate cause to the satisfaction of the instructor. However, the instructor must be able to submit a final grade for the course, seminar, directed study or Master's Essay at the end of the regular examination grading period for that term, and no extension of time will be permitted which precludes an instructor from complying with this requirement.

SECTION K: GRADUATE GRADES

1. The Law School Graduate Division follows the University Graduate Grading System. An honor point average of 3.0 is required for graduation.
2. The graduate grading system is intended to reflect higher standards of critical and creative scholarship than those applied at the undergraduate level. To receive a graduate grade in courses open to both undergraduate and graduate students, the graduate student is expected to do work of superior quality and is required to do any additional work specified by the instructor. Graduate students are required to earn a "B" (3.0) average to satisfy degree requirements.
3. Grades of "C-" or below are definitely unsatisfactory and constitute valid cause for dropping a student from graduate study. To be awarded a graduate degree, the student must have achieved at least a "B" average. A limited number of "C" grades, though unsatisfactory, may be applied toward a graduate degree provided they are offset by an equal number of "A" grades. Students are advised to consult their departments for specific limitations on "C" grades. Every effort is made to assist students whose work suffers as a result of conditions beyond their control, or interruption of study for military service.

4. Final grades and associated honor points are generally recorded under the following system:

A	=	4.00	B-	=	2.67
A-	=	3.67	C+	=	2.33
B+	=	3.33	C	=	2.00
B	=	3.00	C- or below	=	0.00

5. The University does not recognize the grade of A+, and no grade below C is awarded honor points for graduate courses in the LL.M. program. A graduate student who does not achieve a grade of at least C will have the mark of "F" entered on his/her record.
6. The mark of "I" (Incomplete) is given to a graduate student when he/she has not completed all of the course work as planned for the term and when there is, in the judgment of the instructor, a reasonable probability that the student will complete the course successfully without again attending regular class sessions. The student should be passing at the time the grade of "I" is given. A written contract specifying the work to be completed should be signed by the student and instructor. Responsibility for completing all course work rests with the student.

The mark of "I" will be changed to a letter grade when the student completes the course work as arranged with the instructor or, if the instructor has left the University, with the Chairperson of the department or other instructional unit. Work must be completed within one calendar year. There are NO extensions.

The mark of "I" will not be awarded if, in the instructor's judgment, it is necessary for the student to attend subsequent sessions of the class. If regular attendance is necessary to complete coursework, the student must register for the class for the semester in which attendance is planned. The student will be assessed tuition and applicable fees for the second registration. If the student decides to register for the course, subsequent to the assignment of an "I," then the mark of "I" for the original election will be changed to a Withdrawal/Passing ("WP"), and the student will be responsible for tuition and applicable fees for the second registration. Students are responsible for notifying their department and the department offering the course that they have reregistered for the course so that the "I" is not changed to an "F."

Any unchanged mark of "I" will, within one calendar year from the time it was received, be changed to a grade of "F" or failure. This will not be changed after the "I" is replaced.

7. The mark of "WF" (Official Withdrawal Failing) is given when the student drops the course in accordance with University policy and the student had earned a failing grade as of the date the withdrawal is approved.
8. The mark of "WN" (Withdrawal Non-Attendance) is given to students who did not attend any classes and/or did not complete any assignments and/or did not participate in credit-earning activities by the withdrawal date.
9. The mark of "WP" (Official Withdrawal Passing) is given when the student drops the course in accordance with University policy and the student had earned a passing grade as of the date the withdrawal is approved.
10. The mark of "Y" (Deferred) is given when the student is up-to-date in the work of a course planned to continue beyond the semester (i.e., essay, thesis, dissertation and certain courses taken in sequence).
11. The mark of "Z" (Auditor) is given when the student has formally registered for the course for audit. The student's Academic Dean or his/her designee must provide written audit authorization to the student at the time of registration.
12. *Additional Essay, Thesis, or Dissertation Elections and Fee Policy.* A graduate student who has enrolled for elections (including essay, thesis or dissertation) and who has completed all the requirements of these elections, but has not completed the essay, thesis, or dissertation, will be required to register for at least one credit (the appropriate amount to be determined by the department) of essay, thesis, or dissertation direction until such time as the student:
 - a. completes the requirements for the degree;
 - b. declares him/herself no longer a candidate for the degree; or
 - c. exceeds the time limit allotted for securing the degree.

For these credits, the student will pay customary fees and will register as an auditor. No degree credit will be granted for these elections which are beyond

the required credits for an essay, thesis, or dissertation. A mark of "Z" (Auditor) will be recorded on the student's record for additional elections.

13. *Grade Review.* Students may ask faculty members for informal review of a grade. A faculty member may not change a final grade except for technical errors (computational errors, errors in transposing a grade and the like). Any faculty member who submits a grade change must also submit in writing the reason for such a change, which shall be retained by the Records Office as part of the permanent grade records.

A grade dispute which cannot be resolved through informal review by the faculty member and which involves an allegation that the grade was based on improper discriminatory criteria (race, color, religion, national origin, sex, sexual orientation, sexual harassment, marital status, age, or handicap), or other invidious or meretricious criteria, or on a faculty member's failure to comply with academic rules and regulations, may be appealed to the Dean. Such an appeal must be submitted in writing within 30 days following official notification of grades for the term in which the disputed grade was assigned. The Dean will review the complaint and invite the faculty member involved to reply in writing to the objections of the student. If the Dean has reasonable grounds to believe that the student's complaint is valid, the Dean shall afford the parties the opportunity for a hearing. Within 60 days following receipt of the appeal, the Dean will render a final written decision which shall, if the grade is changed, be retained by the Records Office as part of the permanent grade records.

SECTION L: CLASS ATTENDANCE, PREPARATION, AND PARTICIPATION

1. Regular class attendance, preparation, and participation in class discussions are important ingredients in obtaining a sound legal education.
2. In accordance with the procedures outlined in Section I.2 below, a faculty member may adopt one or more of the following policies for a particular class:
 - a. For courses graded anonymously, a faculty member may raise a student's grade by one step (e.g., from a B to B+) for exceptional participation in class discussions.

- b. For courses graded anonymously, a faculty member may lower a student's grade by one step (e.g., from a C to a C-) for poor attendance, lack of preparation, or refusal to participate in class discussions.
 - c. A faculty member may adopt an attendance policy that includes exclusion from an examination or the assignment of extra work as sanctions. Exclusion from an examination will result in withdrawal from the course.
 - d. A faculty member may give a failing grade to any student who fails to attend or who fails to complete any course requirement or participate in seminar activity.
- 3 A faculty member who chooses to adopt one or more of the policies outlined in this Section must comply with the following procedures:
 - a. Before the end of the first full week of classes, the faculty member shall announce to the class, in writing, any grading and any attendance policy.
 - b. The faculty member shall send notice to any student (at the address on file with the Records Office) whose attendance has placed the student in jeopardy of being excluded from the final examination.
- 4 In extreme cases of excessive absence, the faculty by vote may place the student on probation.

SECTION M: AVERAGES

A student's scholastic standing in the school will be determined by his/her average on the work in all courses in which he/she received grades on the A - F grading system. Courses completed in some other law school for which credit is given toward a degree in this school will have no effect in determining the student's average.

SECTION N: APPLICATION

These regulations are applicable to all students now in the Master of Laws Program and to those who will be admitted in the future. These regulations may be amended by the faculty from time to time and may be binding, at the discre-

tion of the faculty, on all students from the date of such amendment. Notice of amendments to the regulations will be posted on the official bulletin board of the Law School.

APPENDIX A

WAYNE STATE UNIVERSITY LAW SCHOOL STUDENT FILES

- I. *Contents.* Student files maintained by the Law School shall contain only:
 - A. Admissions data
 - B. Law School transcript and material concerning students' law school programs and academic status, and
 - C. Letters regarding certification of completion of degree, transcript requests, and other material relating to former students' attendance at the Law School.

The contents should not include letters of recommendation except for letters of recommendation pertaining to admission.

- II. *Recordation of Entry.* A record shall be kept of every entry into a student's file. An entry is defined as an inspection, addition, or removal of information in the file. The record shall note for every entry: (1) date of entry, (2) person entering, (3) reason for entering, and (4) date file returned if different from date of entry.

However, authorized Records and Admission Office personnel making (1) notations on transcripts or substituting updated transcript, (2) inserting correspondence or other material which is dated and signed, or (3) abstracting data for statistical analysis, need not comply with the above requirement of recordation.

- III. *Access*
 - A. Every student and former student of Wayne State University Law School shall have the right to inspect his/her individual student file, excluding letters of recommendation placed in a record prior to January 1, 1975. A request for access must be in writing and addressed to the Law School official responsible for maintenance of and control over student records. The inspection shall take place in the presence of Records Office Personnel during normal business hours. Material shall not be removed from the file.

- B. Other authorized persons shall have access to student files subject to those limitations which are listed below:
 - 1. The Deans and the Director of Graduate Studies;
 - 2. Faculty members with the written authorization of a dean or the written permission of the student. Such authorization or permission shall be placed in the file;
 - 3. The Registrar and Records Office personnel for the purpose of maintaining files;
 - 4. Admissions Office and Financial Aid Office personnel for the purposes connected with the performance of their duties;
 - 5. Any other person who has obtained the prior written permission of the student, but such person shall not have access to letters of recommendation.

- IV. *Objecting to Material in Files.* If a student believes that his/her record is inaccurate, misleading, incomplete, or in violation of his/her privacy, he/she may question the information pursuant to the University Procedure for Student Challenge of Educational Records, dated February 24, 1976.

- V. *University Requirements.* The policy established in this proposal shall not be inconsistent with any University policy pertaining to the release of information about students.

APPENDIX B

POLICY AND PROCEDURES IN CASES OF PLAGIARISM AND OTHER CHEATING

A. *Plagiarism*

In cases of serious plagiarism it would appear irresponsible not to invoke severe disciplinary sanction, e.g., suspension, for a time stated; or permanent suspension subject to the right to petition for readmission at the end of a time stated. Such is the case of a student who presents verbatim (or nearly so) the work of another as his or her own. Here the inference of intent to deceive is overwhelming. To rely on a failing grade as sufficient sanction—even if it carries with it loss of residency — overlooks the multiple nature of what has been done: the failure to meet minimum academic requirements plus the egregious breach of academic and professional ethics. Lest this appear harsh, note that the student who adopts this course of conduct has rejected the alternatives of withdrawal from the course, seminar, or directed study, nor has he/she presented grounds — should such in fact exist—for seeking more time through an “incomplete.”

Included in this first category is the pervasive paraphrase of another’s work without acknowledgment.

Of equally serious character is the appropriation of another’s idea without acknowledgment — even though it is restated in the language of the student with adaptation beyond mere paraphrase.

Perhaps less serious is the case where, although citation is made in one part of the student’s work, paraphrase or even quotations are not acknowledged thereafter. Here only may the failing grade, if it involves loss of residency or default of probationary conditions, be considered adequate sanction.

In cases where the misrepresentation is not pervasive but is narrowly limited, it may be attributed to oversight if the source is accurately cited elsewhere in the paper. Here the question is more ambiguous than in the above situations and therefore should be viewed with a “benevolent skepticism.”

In all cases where other than a failing grade is involved, the instructor shall provide the Dean with a memorandum which shall contain a detailed statement of the allegation. The matter shall be handled in accordance with the Wayne State University Student Due Process Policy.

B. *Cheating*

In all cases of alleged cheating on Law School examinations, the person or persons transmitting information concerning the alleged cheating shall provide the Dean with a memorandum which shall contain a detailed statement of the allegation. The matter shall be handled in accordance with the Wayne State University Student Due Process Policy.

C. *Reports to Bar Admission Authorities*

In the case of a finding by the appropriate hearing board that the charge brought against a law student in a disciplinary proceeding is proved and the charge is not dismissed, or in the case of the acceptance by the law student of a judgment of the Dean of the Law School in a disciplinary matter, the Dean shall promptly report the fact of, or basis for, and result of that disciplinary proceeding to the Committee on Character and Fitness of the State Bar of Michigan, and to the bar admission authorities of other states that request that information. For the purposes of this resolution the term "student" includes "former student."

The Dean or any other member of the faculty may report to any bar admission authority information about a student pursuant to a) the requirements of Canon One³ and Ethical Consideration 1-3⁴ of the Code of Professional Responsibility promulgated by the American Bar Association, or b) the written authorization of that student.

³ "A lawyer should assist in maintaining the integrity and competence of the legal profession."

⁴ "Although a lawyer should not become a self-appointed investigator or judge of applicants for admission, he should report to proper officials all unfavorable information he possesses relating to the character or other qualifications of an applicant."

APPENDIX C

LAW SCHOOL'S MASTER'S ESSAY AND DIRECTED STUDY GUIDELINES AND REQUIREMENTS

Effective May 1, 2001

Introduction

After completing sixteen credit hours of course work, the Master of Laws student is eligible to begin work on the Master's Essay. Upon request, an earlier start may be approved by the Director of Graduate Studies. All students must first participate in a Master's Essay Workshop, offered in September of each academic year. The Workshop will cover topics of research, the graduate level writing process and writing skills. Law Review members and Moot Court finalists at their respective J.D. law schools are exempt from the Workshop requirement, but may participate in it if they wish.

The Master's Essay may be written (1) under a faculty member's independent supervision by registering for LEX 8999, Master's Essay Direction (2 credits), or (2) as a paper in fulfillment of a seminar writing requirement (3 credits). If the Essay is to be written as a seminar paper, the student should attend the 3 credit hour seminar, but formally register for the 2 credit hour Master's Essay (LEX 8999) and a 1 credit hour directed study (LEX 7990) with the seminar professor. In either case, the student should produce an original work related to his/her special field. The Master's Essay must receive a grade of "B" or above. It is expected that the student will complete the Essay within the term he or she is enrolled in LEX 8999 or the seminar unless conditions beyond the student's control prevent completion.

Procedure

1. Attend the Master's Essay Workshop at the beginning of the academic year in which the Essay is to be written.
2. Secure an advisor. If help is needed in this area, contact the Director of Graduate Studies.

3. Fill out the "Authorization for Master's Essay Direction" form which is available in the Law School Records Office and secure approval of the topic from your advisor. Return completed forms to the Law School Records Office no later than the first week of classes for the term in which you register for your Master's Essay.
4. Submit a written outline to your advisor for approval no later than the end of the fourth week of classes, or as required by your advisor.
5. Submit a rough draft of the Essay to your advisor for suggestions and changes, if needed, no later than the end of the tenth week of classes, or as required by your advisor.
6. Prepare the Essay in final form. Submit two (2) original copies of the completed Master's Essay to your advisor and secure the advisor's signature on *both* copies.
7. After the advisor gives final approval and signs the two copies, submit the signed copies to the Law School Records Office on or before the due date for grades for the term in which the Master's Essay has been completed. The Records Office will then have the advisor submit the final grade.
8. Extensions beyond the time permitted to submit the Master's Essay must be approved *first* by the advisor, and then authorized by the Director of Graduate Studies. Registration and payment of fees for a 1 credit hour audit will be required for any extension and no additional academic credit will be granted.

Form

1. Essays should be typed on white, bond, 8½" x 11" paper, with a weight of not less than 16 lbs. Onionskin is not acceptable.
2. Text should be double spaced.
3. Footnotes should be single spaced, typed either at the bottom of the page to which they apply, or listed on separate sheets at the end of the Essay. Correct use of signals is essential. The form of legal citation may be found in the latest

edition of A UNIFORM SYSTEM OF CITATION, published by the Harvard Law Review Association, or the ALWD CITATION MANUAL: A PROFESSIONAL SYSTEM OF CITATION, published by the Association of Legal Writing Directors.

4. It is impossible to prescribe an exact minimum page length, but the presumption is that any subject suitable for a Master's Essay/seminar paper cannot be treated adequately in fewer than 25 pages of text and footnotes.
5. Include with the Essay a bibliography of all relevant sources consulted in the course of your research, whether or not they appear in your final text or footnotes.
6. The order of the Essay should be as follows:
 - I. Title Page (see attached format)
 - II. Table of Contents
 - III. Text
 - IV. Footnotes
 - V. Bibliography

Originality

The Essay as a whole must represent your own analysis, organization and writing. This means:

1. Another author's ideas or language cannot be used without acknowledgment. It is as wrong to "crib" another author's footnotes as it is his text. And it is as improper to borrow bits and pieces of language from several sources as it is to purloin a single source in toto.
2. If you wish to use another author's language, you must use quotation marks. You should, however, avoid excessive reliance on quotations.

3. Close paraphrase is **never** acceptable, even if the source is cited. What is meant by “close paraphrase”? It is the appropriation of chunks of another author’s language without quotation marks and with only minor word or syntactical changes.
4. The “ideas” of others which require citation include doctrinal analyses, criticisms, and proposals appearing in any published form: cases, books, articles, or student notes, or papers written by others that have not been published formally. You may and should use and discuss such ideas, provided only that you do so with proper acknowledgment.
5. Always consult original sources. Do not, for instance, take an author’s quotation from a case; go to the case itself. If the original source is unavailable, then be sure to cite the secondary reference upon which you were obliged to rely.

Copies of approved Essays are on file in the Law Library for reference as to format.

TITLE PAGE FORMAT

(TITLE OF ESSAY)

by

(Name of person submitting manuscript.)

AN ESSAY

Submitted to the Director of Graduate Studies,

Wayne State University Law School,

Detroit, Michigan

in partial fulfillment of the requirements

for the degree of

(FULL DEGREE NAME IN CAPITALS)

(Year)

MAJOR: *(IN CAPITALS)*

APPROVED BY:

Advisor

Date