

8-2014

## Student Handbook 2014-2015

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**GOLDEN GATE UNIVERSITY  
SCHOOL OF LAW**

**STUDENT  
HANDBOOK**

**2014–2015**



SCHOOL OF LAW  
OFFICE OF LAW STUDENT SERVICES

August 2014

Dear Entering Law Student,

Welcome! On behalf of the faculty and staff of Golden Gate University School of Law, we congratulate you on your admission to law school. We are very glad you have decided to enroll at Golden Gate, and we look forward to working with you.

Although certain key provisions of the *Student Handbook* will be highlighted for you at Orientation, please take the time to thoroughly read the entire *Student Handbook* online at <http://law.ggu.edu/law/law-student-services/organizations-and-student-life/student-handbook>. **You are responsible for knowing the information contained in the *Student Handbook*.** It contains the answers to most questions that students have about the policies and procedures here at the School of Law. The *Student Handbook* also contains important information on the Standards of Student Conduct, Academic Standards, Examination Procedures, and Financial Aid.

**All students at Golden Gate University School of Law, including students in the LLM and SJD programs, are bound by the *Student Handbook* rules.** The policies and procedures specifically applicable to graduate (post-JD) students apply to all LLM and SJD students, whether graduates of law schools in the United States or elsewhere, and whether US citizens, permanent residents, or attending school on visas. Additional rules governing SEVIS registration and student visas may be found in the “International Students” section of this handbook.

**The policies, rules, and procedures in the *Student Handbook* are subject to change.** In the event that we make any changes, you will be alerted to them via *Law School News* or via email, and the updates will be reflected in the online version. Refer to the *Student Handbook* for the duration of your law school career. By having it easily accessible online, you will have answers at your fingertips.

Once again, we are happy that you have joined us at Golden Gate. We wish you all the best as you embark on this exciting endeavor of legal education at Golden Gate, and we are here to support you along the way. The Law Student Services Office is located in suite 3314. Please stop by if you have any questions or concerns or just to introduce yourself.

Sincerely,  
Law Student Services

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# I. NOTICE TO STUDENTS

Students are responsible for ascertaining and following the rules, policies, and procedures contained in this *Student Handbook* and, where referenced, on the Law School's website. In addition, all students are subject to the rules, policies, and procedures of Golden Gate University, even those not specifically described in this *Handbook*.

The Law School's website, [law.ggu.edu](http://law.ggu.edu), is the online resource for information, policies, and services referenced in this *Handbook*. In addition, the website provides access to GGU4YOU, Golden Gate University's web portal to the administrative database.

A new edition of this *Handbook* is published at the beginning of each academic year. All students should carefully review the new edition each year as all students are subject to all sections of the current *Handbook*, except that continuing students who matriculated in prior academic years are governed by the Grading Policies portion of the Academic Standards of the current *Handbook* and by all other portions of the Academic Standards in the *Handbooks* for their respective matriculation years.

The provisions of this *Student Handbook* are subject to change at any time. The Law School expressly reserves the right to change the requirements for continuation at the School of Law or graduation, the right to modify the offering, timing, and content of courses, the right to modify scholarship policies, and the right to change regulations affecting the student body, including but not limited to the requirements relating to academic standing, disqualification, and graduation. Such changes shall become effective whenever the administration deems appropriate and may operate retroactively. Any changes to the *Student Handbook* made between the annually published versions will be noticed to students via email or *Law School News*.

## II. EMERGENCY SERVICES

In case of medical or family emergencies, the following telephone numbers can be used to reach GGU Staff, who will attempt to get a message to the student. Please note that, due to federal regulations, no contact information, course schedule or other information about students will be released to anyone without the express, written permission of the student.

⇒ **Monday through Friday, 9 am to 5:30 pm**

Contact Law Student Services at 442-6615 or the Dean's Office at 442-6600.

⇒ **Other times when the university is open** (nights and weekends)

Dial "0" from any campus phone or 442-7000 from an outside phone.

⇒ **When the university is closed**

Leave a message on the Law Student Services or Dean's Office voicemail, or contact GGU security services by calling 442-7093.

A student with a potential health emergency should, when possible, inform the Law Student Services Office ahead of time so that appropriate action can be taken in the event such an emergency does arise.

## **III. SECURITY**

Students with a security problem, including lost or stolen articles, should contact the switchboard operator by dialing “0” from a campus phone or 442-7000 from an outside phone. After regular hours, after 10:00 pm Monday through Friday and after 3:30 pm on weekends, a GGU staff member may be contacted by calling 442-7093.

### **A. ESCORT SERVICE**

As a courtesy, the university operates a security escort service to accompany students from the university to their means of transportation after dark, within a reasonable distance. To request an escort, students may either call the operator or go to the information desk on the first floor. While it is unusual, sometimes (typically on Friday evenings) no escorts are available. Students should arrange in advance for escorts on weekends, as the switchboard closes at 3:30 pm on Saturdays and Sundays.

Escort service maps, which show the range of service, are available from the information desk in the first floor lobby.

### **B. LOST AND FOUND ITEMS**

The university’s lost and found area is located at the Business Services and Facilities Office front counter in room P-63 (on the Plaza Level). Items can be turned in or retrieved from that office during its normal hours of operation. The front counter is open from 9 am to 7 pm, Monday through Friday. At all other times, please contact the operator by dialing “0” from a campus phone or 442-7000 from an outside phone for additional information and assistance. Students also may check with Law Student Services about lost items.

### **C. PERSONAL PROPERTY INSURANCE**

The Law School does not assume responsibility for loss or damage to personal property belonging to students. Students should inspect their own insurance policies to determine any such coverage.

### **D. CAMPUS SECURITY INFORMATION**

In accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, Golden Gate University publishes a set of crime survey statistics for the campus and surrounding area. That information, and other important security information, is available in *Street Smarts*, a document published annually by Business Services and Facilities. *Street Smarts* is available online via Golden Gate University’s website, under “About GGU.” Hard copies of *Street Smarts* are also available upon request from Business Services and Facilities.



## IV. SCHOOL OF LAW OFFICES

The majority of the School of Law's faculty and administrative offices, including classrooms and the Student Bar Association, are located on the second and third floors of the main campus building at 536 Mission Street. The entrance to the Law Library is on the street level, in the main lobby adjacent to the university switchboard and information desk. Except where noted, locations in this handbook are at the main campus building, 536 Mission Street.

Law Career Services, Law Alumni Services, the Environmental Law and Justice Clinic (ELJC), and the Women's Employment Rights Clinic (WERC), are located at 40 Jessie Street.

The Golden Gate University Café, Bookstore, Student Accounting Services, and Wellness Resources are also located at 40 Jessie Street.

### A. MAILING ADDRESS

The mailing address for all offices and departments within the School of Law (including offices located at 40 Jessie Street) is **Golden Gate University School of Law, 536 Mission Street, San Francisco, CA 94105-2968.**

### B. PHONE NUMBER

The phone number for the main university switchboard is 442-7000, and the Law School's main phone number is 442-6600. All telephone numbers referenced in this *Handbook* are in the 415 area code.

### C. FACILITY HOURS

- **536 Mission Street:** Sun. through Fri. – 7:30 am to 11 pm; Sat. – 7:30 am to 8:30 pm
- **40 Jessie Street:** Mon. through Fri. – 7:30 am to 7:30 pm
- **Bookstore (40 Jessie Street):** Mon. through Thurs. – 9 am to 7 pm; Fri. 9 am to 2 pm; Sat. & Sun. closed (Limited weekend hours at start of term; check website for hours).
- **Student Services Center (40 Jessie Street):** Mon. through Thurs. – 10 am to 6:30 pm; Fri. – 10 am to 5 pm.

### D. SCHOOL OF LAW OFFICES

#### LAW ADMISSIONS

**442-6630** or [lawadmit@ggu.edu](mailto:lawadmit@ggu.edu)

**Hours:** Monday through Friday – 9 am to 5:30 pm

#### ALUMNI SERVICES

**442-7824** or [alumni@ggu.edu](mailto:alumni@ggu.edu)

**Hours:** Monday through Friday – 9 am to 5 pm

**BAR EXAM SERVICES****442-6644 or [jchu@ggu.edu](mailto:jchu@ggu.edu)****Hours:** Hours may vary, but will be posted on the office door and printed in *Law School News* each term. Please email for specific information.**HONORS LAWYERING PROGRAM****369-5318 or [jsolovay@ggu.edu](mailto:jsolovay@ggu.edu)****Hours:** Monday through Friday – 9:30 am to 6 pm**LAW CAREER SERVICES****442-6625 or [lawcareer@ggu.edu](mailto:lawcareer@ggu.edu)****Hours:** Monday through Friday – 9 am to 5:30 pm; Evening hours by appointment**LAW DEAN'S OFFICE SUITE****442-6600****Hours:** Monday through Friday – 9 am to 5:30 pm**LAW FACULTY CENTER****442-6640****Hours:** Monday through Thursday – 8:30 am to 6:30 pm; Friday – 8:30 am to 5:30 pm**FINANCIAL AID****442-6635 or [lawfao@ggu.edu](mailto:lawfao@ggu.edu)****Hours:** Monday through Friday 10 am to 2 pm, and by appointment**LAW LIBRARY****442-6680****Hours:** Monday through Thursday – 7:30 am to 10:30 pm; Friday – 7:30 am to 9 pm; Saturday – 10 am to 7 pm; Sunday – 10 am to 10:30 pm (Hours are extended during exam study periods and restricted on holidays, semester breaks, and in the summer.)**Law Library Computer Labs:** Monday through Thursday – 7:45 am to 10:15 pm; Friday – 7:45 am to 8:45 pm; Saturday – 10:15 am to 6:45 pm; Sunday – 10:15 am to 10:15 pm.**LAW STUDENT CONDUCT AND PROFESSIONALISM****442-6562 or [speoples@ggu.edu](mailto:speoples@ggu.edu)****Hours:** Tuesday, Wednesday, Thursday 9:30 am to 2:30 pm and by appointment**LAW STUDENT SERVICES****442-6615 or [lawstudentservices@ggu.edu](mailto:lawstudentservices@ggu.edu)****Hours:** Monday, Tuesday, Friday – 9 am to 5:30 pm; Wednesday and Thursday – 9 am to 6:30 pm, and by appointment. Variations to these hours will be posted on the office door.**LITIGATION CENTER****369-5213 or [info@ggulitigation.com](mailto:info@ggulitigation.com)****Hours:** Monday through Friday – 9 am to 5:30 pm

**WELLNESS RESOURCES**

**442-6578** or *wellness@ggu.edu*

**Hours:** Monday through Thursday – 10 am to 6:30 pm; Friday – 10 am to 5 pm

**STUDENT ACCOUNTING SERVICES**

**442-7839** or *sas@ggu.edu*

**Hours:** Monday through Friday – 9 am to 5:30 pm

**REGISTRAR'S OFFICE**

**442-6620** or *lawreg@ggu.edu*

**Hours:** Monday through Thursday – 10 am to 6:30 pm; Friday – 9 am to 5:30 pm

**ON-SITE LEGAL CLINICS**

**442-6647**

**Hours:** Monday through Friday – 9 am to 5 pm

**GRADUATE LAW PROGRAMS**

**442-7234**

**Hours:** Monday through Friday – 9 am to 6:30 pm

# V. STUDENT COMMUNICATION

## A. STUDENT EMAIL ACCOUNTS

All students are required to have a valid email and mailing address on file with the Registrar at all times. Email is the primary mode of communication with students. All students are required to check this email account regularly. Students should send messages from the addresses on record in order to verify their identities. Students who send messages from addresses other than those that are on record will not be given confidential information.

## B. LAW SCHOOL NEWS

*Law School News (LSN)* is a weekly newsletter published by the School of Law. **Students are required to read LSN on a regular basis to keep up to date on important policies, deadlines, and time-sensitive information.** In addition, the *Student Handbook* is subject to change at any time during the year. Students will be notified of changes to the *Handbook* through notices in *LSN*.

Aside from providing important administrative information about policies, courses, examinations, deadlines, review sessions, etc., *LSN* includes announcements of social events, on-campus speakers, career services programs, and other important news. **All notices published in LSN are considered to have been communicated to all students.**

*LSN* is published every Monday during the fall and spring terms while classes are in session. It is distributed via email to all law students' registered e-mail accounts. Additionally, it is posted outside the Law Dean's Suite on the second floor and on Law Student Services' glass-covered bulletin board on the third floor of the main building. *LSN* also is available on the Organizations & Student Life section of the Student Services website behind the GGU4YOU login.

Faculty, staff, and student organizations may submit announcements for publication in *LSN* pursuant to the guidelines posted under the Organizations & Student Life section of the Student Services website.

## C. GGU4YOU

GGU4YOU is the university's online service system which is accessed from the website, [www.ggu.edu](http://www.ggu.edu). User accounts are created automatically at the time of admission. The user names and passwords are sent to students' e-mail addresses on record at the time of account creation. Students who do not receive their GGU4YOU account information or have any other questions may e-mail [help@ggu.edu](mailto:help@ggu.edu) for assistance.

Students may use the GGU4YOU system to update their addresses and contact information, view course schedules, register for courses, get their exam numbers, see their grades, view

degree program evaluations, order transcripts, view financial aid information, and make credit card payments.

GGU4YOU is available 24 hours a day, seven days a week, but access to registration and adding/dropping courses is subject to the published priority registration dates. Although traditional in-person services are available, students are strongly encouraged to use GGU4YOU for registration and other matters.

#### **D. FLYERS**

Flyers must be stamped for approval and may be posted only in authorized locations, as described in the policy available at <http://www.ggu.edu/media/law/documents/law-student-services/school-of-law-flyer-posting-policy-2013.pdf>. Please bring only two copies with you to either Law Student Services or Law Career Services, which will keep one copy and stamp the other for students to duplicate and post.

#### **E. STUDENT MESSAGES AND ANNOUNCEMENTS**

Changes in classroom locations or times, class meeting cancellations, and other important notices will be posted outside the classroom door and/or emailed to affected students as needed.

#### **F. LOCKERS**

Each law student is entitled to the use of one individual on-campus locker at no charge. Lockers are assigned randomly during new student orientation, or may be requested during the year by contacting Law Student Services. Locker assignments remain the same throughout a student's career at GGU. There is no seniority or priority for any students for locker size or location, with the exception of students with a verified disability. Students are not permitted to use more than one locker or to use a different locker than the one assigned. Law Student Services reserves the right to cut locks and remove belongings kept in unauthorized lockers without prior notification. GGU is not responsible for items kept in unlocked or unauthorized lockers. Confiscated belongings will be held for *one week* only. Unclaimed items will be destroyed or donated to others (possibly including students at GGU.)

Lockers must remain locked at all times. If Law Student Services staff observes a locker unlocked after the second week of the academic year, they may lock the locker. It is then the student's responsibility to contact Law Student Services to reclaim the locker. Students must relinquish their assigned lockers on the last day of final exams of their last academic term, unless granted an extension from Law Student Services. GGU is not responsible for any belongings left in locked or unlocked lockers after rights have been relinquished upon withdrawal, disqualification, or graduation. Please note that, upon request, Law Student Services may be able to provide locker use for GGU recent graduates studying for the bar exam during the period of bar study.

Food, beverages, and food containers may not be stored in lockers at any time. Violation of these rules, including tampering with lockers, including graffiti or use of stickers, is strictly prohibited and may forfeit students' right to use a locker and/or result in discipline under the Standards of Student Conduct.

## **G. HEALTH INSURANCE**

GGU Law does not require students to have health insurance. However, you are strongly encouraged to have coverage throughout law school. Accidents and illnesses can happen, and having insurance can help you keep your focus on law school and avoid large medical bills.

To explore insurance options see the [\*GGU Law Student Guide to Finding Health Insurance\*](#) found on the Law Student Services webpage.

# **VI. COMPUTER & TECHNOLOGY USE**

## **A. COMPUTER NETWORK ACCESS**

Network resources are intended for educational and research purposes. To ensure that a computer connected to our network does not negatively impact other computers, students are required to have up-to-date anti-virus software installed on their laptop computers prior to connecting to Golden Gate University's academic network (wired and wireless). Anyone using the network should also take proper precautions against malicious spyware or viruses. Any student whose improperly protected laptop computer disrupts network performance may be held responsible for any damage to university resources. Students must not use peer-to-peer file sharing applications when connected to the GGU network (see below). Use of network resource intensive applications such as web servers, ftp servers and audio/video conferencing software is inappropriate.

## **B. AUDIO RECORDING OF CLASSES**

The faculty has adopted a general policy permitting the use of audio recorders in class. Faculty members who do not wish to have a class recorded will announce this on the first day of class. Recording of lectures or class presentations is authorized solely for students currently enrolled in that course section, for the purpose of studying. Recordings may not be posted, uploaded, distributed, or shared by any means without the express permission of the professor. Distribution of class recordings without permission violates university policy and may constitute copyright infringement in violation of federal and/or state law.

## **C. UNAUTHORIZED DISTRIBUTION OF COPYRIGHTED MATERIAL**

Unauthorized distribution (downloading or uploading) of copyrighted material over the Internet, including peer-to-peer file sharing, is considered copyright infringement. Copyrighted material that may not be shared without authorization includes recorded music (often in the form of MP3 or MP4 files), movies, television shows, digital books, or magazines. Copyright infringement may subject a student to civil and criminal liabilities.

### **Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws**

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or

statutory damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense.

For more information, please see the Web site of the U.S. Copyright Office at [www.copyright.gov](http://www.copyright.gov), especially their FAQ's at [www.copyright.gov/help/faq](http://www.copyright.gov/help/faq).

### **Institutional Penalties for Copyright Infringement**

Students who use the university's network to engage in unauthorized distribution of copyrighted material are in violation of the Standards of Student Conduct and will be disciplined accordingly and possibly reported to licensing organizations, such as the State Bar.

### **Legal Alternatives for Acquiring Copyrighted Material**

A fairly exhaustive list of web sites from which you may legally obtain copyrighted material is published by EDUCAUSE.



# VII. COUNSELING AND ADVISING

## A. ACADEMIC ADVISING

The Associate Dean and Director for Law Student Services are available for private academic advising throughout the year. All JD students are invited to seek advice regarding course selection, progress towards degree completion, or general academic concerns. JD students entering their final year of study are strongly encouraged to meet with a student services adviser to ensure they are on track to graduate.

To schedule an in-person or telephone appointment, students should drop by Law Student Services, room 3314, or call 442-6615. Additional evening hours available upon request.

Students are responsible for enrolling in required courses and monitoring their progress towards completing their degree requirements by their anticipated graduation dates. Academic program evaluations are available on GGU4YOU by accessing “Academic Advising” and then “View My Program Evaluation Report.”

Upper division students may select their own course schedules, as long as they conform to the required course guidelines, unit loads based on their program status, and any conditions imposed by the Academic Standards Committee. Most upper division students take some elective and required courses each semester. Students should carefully read the following:

- The *Student Handbook* from your year of your matriculation (available online), particularly the “Academic Standards” section and “Schedules and Course Descriptions” section;
- Current course descriptions, available on GGU4YOU and the [website](#);
- *Law School News* (available [online](#));
- The *Course Schedule*, accompanying scheduling notes for each term (available from the Law Registrar’s Office, the [website](#), and on GGU4YOU), the online [Schedule Changes and Corrections](#); and
- Course syllabi (often available on GGU4YOU).

**Students are responsible for knowing all information contained in these and other School of Law publications.**

General questions about courses and scheduling that are not otherwise addressed in this *Handbook* or other publications should be directed to the Registrar, Associate Dean or Director for Student Services, faculty advisers for the various certificates of specialization, or LLM or SJD Program Directors. Detailed questions about a particular course should be directed to the instructor.

International students with questions regarding F-1 and J-1 visas should refer to the “International Students” section of this *Handbook* for more complete information.

## **B. INDIVIDUAL COUNSELING**

A number of counseling options are available at the School of Law, as listed below.

### **1. Courses**

Whenever possible, a student with a concern about a particular course should discuss the issue with the instructor and, if appropriate, follow up with the Director of the relevant program. If this is not possible, or if these discussions do not resolve the problem, the student should meet with the Associate Dean or Director for Student Services, the LLM Program Director, or the Associate Dean for Academic Affairs. Students needing substantive help with course material should contact the course professor and/or the Academic Development Program staff.

### **2. Financial Aid**

Students with financial aid concerns should speak directly with a financial aid counselor. If this does not resolve the problem, students should speak with the Director of Financial Aid. Questions or problems with student accounts should be directed to Student Accounting Services, located on the second floor of 40 Jessie Street.

### **3. Personal Concerns**

JD students with personal concerns that are interfering or may interfere with their ability to attend classes, study, or take exams should promptly contact the Associate Dean or Director for Student Services to discuss how to address the situation. Law Student Services does not engage in long-term counseling, but does direct students to outside resources to help them resolve their concerns. To schedule an in-person or telephone appointment, students should drop by Law Student Services, room 3314, or call 442-6615. If the situation is urgent, students should call or drop in and let someone know that more immediate assistance is needed. Graduate law students should seek guidance from their Program Director.

In addition, students may receive confidential counseling and support through GGU's Wellness Resources office, which helps law students make healthy lifestyle choices to enhance their academic success. Counseling services include consultation, assessment, drop-in and short-term counseling, couples therapy, and support groups for newcomers. Wellness Resources also helps students find appropriate holistic and complementary practitioners and services. Privacy is always respected, and all records are confidential and maintained separately from academic records. Health Education services include a free subscription to Student Health 101, an online magazine with monthly support in the areas of health, fitness and relationships.

Wellness Resources is staffed by licensed marriage and family therapists, one of whom also is a health educator, and pre-licensed counselors working under clinical supervision. GGU students may take advantage of four sessions at no charge. Up to 16 additional sessions are possible for \$15 each (20 sessions total) and referrals are made if services are needed beyond that time frame. Wellness Resources is located at 40 Jessie Street, room 320; 442-6578.

## VIII. STUDENT ORGANIZATIONS

One of Golden Gate University School of Law's great strengths is its active and enthusiastic student body. Student organizations serve the interests of a diverse population and spend a significant amount of time and effort developing programs and organizing activities to support their members and enrich the law school experience for everyone. Student groups publicize their activities in the Events Calendar in *Law School News* and by posting approved fliers on School of Law bulletin boards. Each organization has a mailbox in the Student Bar Association (SBA) Lounge.

SBA meetings are public, and all students are encouraged to attend and participate in SBA meetings and events. All students are eligible to vote in SBA elections, which are held every spring.

A portion of each student's fees goes to the SBA, whose officers make decisions about what activities and programs to fund throughout the year, including allocations to SBA-approved student organizations. Any student organization planning to raise or collect funds aside from the SBA funds allotted to the organization must coordinate appropriate accounting policies with the Director of Administration and Technology Services. Student organizations are not permitted to maintain bank accounts.

Student organization leaders are expected to collaborate and communicate regularly with their faculty and LCS staff advisers. This is especially important when members of the student organization invite attorneys and other VIP guests to campus.

A list and description of all student organizations recognized by the School of Law may be found on the Law Student Services [website](#). If you wish to start a new student group, revive a group that has been inactive, or update the name or description of your student organization, please contact the SBA President or Angela Dalfen, Associate Dean for Admissions.

## IX. LAW LIBRARY

Students should visit the Law Library website for extensive information about the Law Library and resources for students: [www.law.ggu.edu/law-library](http://www.law.ggu.edu/law-library).

The law library operates on three floors of the west side of 536 Mission Street. The entrance to the library is on the first floor (street level), where students can enjoy the spacious, no-noise reading room. There are four sets of stairs, and one elevator, for access to the lower floors in the law library. Students are expected to remain quiet while using the stairs or other common areas within the law library.

The law library has a collection of more than 390,000 volumes as well as access to a number of online subscription services. The library also houses two computer labs and an extensive microform collection. The knowledgeable staff is available to help law students understand legal research methods, answer specific questions, and carry out the tasks necessary to keep the law library operating efficiently.

Contact information:

Circulation	442-6680
Reference	442-6692
Director	442-6682
Law Library Web Page	<a href="http://www.ggu.edu/lawlibrary/">http://www.ggu.edu/lawlibrary/</a>

Fall and Spring Semester Hours

Monday through Thursday	7:30 am to 10:30 pm
Friday	7:30 am to 9 pm
Saturday	10:00 am to 7 pm
Sunday	10:00 am to 10:30 pm
The schedule is extended during exam study periods and restricted over holidays, semester breaks, and summer. All variations are posted.	

### A. ACCESS POLICY

The law library serves law students, faculty, and alumni. In 1984, a limited access policy was instituted, which allows the law library to ensure that our law students and faculty receive the service and space they need, while accommodating a reasonable number of local attorneys through a fee-based membership program. Golden Gate University undergraduate and graduate students may also use the law library when they need to research legal materials. Because the law library is a government depository, members of the public who need to use government documents must be admitted.

A Golden Gate University identification card is required to enter the law library. Be sure to carry your student ID card at all times.

## **B. CIRCULATION DESK/COURSE RESERVE**

Library staff and student workers are available at the desk to check books in and out of the library, answer directional questions, sign out course reserve materials, and accept requests for inter-library loans. *The law library does not purchase or maintain a collection of course textbooks.*

## **C. INFORMATION AND RESEARCH ASSISTANCE**

Reference desk librarians assist with legal research and answer informational questions. The reference and Open Reserves collections are near the reference desk, and Online Public Access Computer terminals are located nearby.

Reference librarians are generally available and can be reached by telephone, email, chat, and in person. Reference conferences can be arranged by appointment.

## **D. OPEN RESERVE AREA**

Hornbooks, Nutshells, loose-leaf resources, and other high-use items are in the Open Reserve Area, near the reference desk. Materials are placed in Open Reserve to give as many students as possible access to items most in demand. Most materials are available for use only in the law library. Twenty-four hour loans are available for selected items.

## **E. EXAMS ON FILE**

Essay exams with examples of model answers are located on the plaza level in the library. They also are available on our website, <http://law.ggu.edu/law-library>.

## **F. MICROFORMS**

Microforms are in Basement Room B-2. All materials are listed in the online catalog and marked "MICRO." A "Microform Finder," located near the cabinets, pinpoints the cabinet drawer where the title is stored. Use the reader-printers to make copies.

## **G. GOVERNMENT DOCUMENTS**

The law library is a depository for selected California and federal government documents. In exchange for receiving these materials free of charge, the library provides access to members of the public.

## **H. INTERLIBRARY LOANS/ACCESS TO OTHER LIBRARIES**

Items not available in our collection may be borrowed through interlibrary loan. For more information, ask at the circulation or reference desk. The law library has reciprocal access

arrangements for Golden Gate law students with two other law libraries in the Bay Area. For more information, contact a reference librarian.

## **I. ON-LINE CATALOG**

Search the online catalog to find the location of resources in the law library collection.

<http://library.ggu.edu>

## **J. COMPUTER LABS**

The computer labs are available to currently enrolled Golden Gate law students for legal research and law school-related purposes. Programs available on these machines include word processing, spreadsheets, LEXIS, Westlaw, Bloomberg BNA, and other legal online services, as well as access to the Internet. Printing is \$0.13 per side of the page. As only currently registered law students may use the labs, students may be asked to show their photo IDs while using the computers. Plug-in and wireless network access is available throughout the law library. Questions about the labs should be directed to the circulation or reference desk. There is a phone in Room B-2 with a direct connection to the circulation desk.

For wireless laptop set up instructions, see <http://www.ggu.edu/help/wireless>.

## **K. COMPUTER-ASSISTED LEGAL RESEARCH**

Lexis, Westlaw, and Bloomberg Law access is available to students. Students will be given their individual access codes during orientation. These are valuable, and their use is restricted to educational purposes only. It is each student's responsibility to register their access codes and maintain their accounts throughout their law school careers. The contract with these companies is managed by the law library. If any problems arise, please see one of the reference librarians.

## **L. COMPUTER-ASSISTED LEGAL INSTRUCTION (CALI)**

CALI interactive exercises cover most legal topics. Each new student will receive a CD that contains the current exercises; these exercises can also be accessed at [www.cali.org](http://www.cali.org). Contact a reference librarian with any questions.

## **M. RESHELVING**

Books should be returned to their proper shelves after use so that other patrons do not waste time searching for them.

## **N. PHOTOCOPIES**

Photocopy machines are located on all floors of the law library. Copies cost 13 cents. Copy cards can be purchased only through the card dispenser, which is located on the first floor, near the Open Reserves. The card dispenser accepts \$1 or \$5 bills; please use a one-dollar

bill to purchase your first copy/print card.

## **O. CIRCULATION POLICY AND FINES**

Students must have a valid Golden Gate University identity card in order to borrow books. Since law libraries are primarily reference collections, only a small percentage of the collection can be checked out. Circulation desk staff is able to answer questions about which items may leave the library.

Circulating (non-reserve) materials are available for two-week loans. Students may renew loans twice, if no one else has requested the items and if they are not overdue. If an item is not returned by its due date, a fine of \$5 per item will be assessed. If a bill is mailed, an additional \$5 processing fee for each item is levied, together with the replacement cost of each item or \$50 per item, whichever is higher. For returned items, only the applicable fines will be assessed. Students will be subject to an additional \$10 fine and processing fee per item for every week that the item is overdue.

Possible consequences for failing to return items or pay fines include: loss of law library borrowing privileges or blocked grade reports, transcripts, registration, or graduation.

Any patron may use the open reserve materials in the law library. Some open reserve materials are available for 24-hour loan to Golden Gate law students and faculty; these materials are clearly labeled. Overdue material is subject to a \$5 fine for the first hour and \$1 per hour thereafter, plus service and replacement charges, if not returned.

Course reserve materials may be checked out at the circulation desk for two hours; these are renewable if no one else has requested the material. Course reserve materials may be removed from the building, but must be returned on time. Patrons with overdue items will be fined \$5 for the first hour and \$1 per hour thereafter for each overdue item. A course reserve item not returned is also subject to added service charges plus \$50, or the cost of replacing the item, whichever is greater.

## **P. GROUP STUDY ROOMS**

Seven group study rooms are available, four in the basement and three on the plaza level of the law library, for law student use only. Keys to these rooms may be checked out at the circulation desk for two hours at a time. Renewals are possible if no other students are waiting for a room. These keys may not leave the law library and are subject to the same fines as reserve materials. During busy periods, there must be at least two students in a room. Baggage left unattended in an unoccupied study room will be removed. Although food is now allowed in the law library, including the group study rooms, food is not permitted that, by odor, sound, or debris, disturbs others.

## **Q. CELL PHONES**

Cell phone use is not permitted in the law library. It is expected that library patrons will set their cell phones to silent alert. If a cell phone call needs to be taken or made, the student

must do so outside the library in order to avoid disturbing others. Texting, however, is permitted and encouraged.

## **R. FOOD**

Food and beverages are permitted in the law library. Any carrying, unwrapping, ingestion, digestion, and disposal of refuse must be done in manners that do not disturb or offend other library patrons or staff. Patrons must take out what they bring in. Crinkling wrappers, crunchy food consumption, or any food odors may result in ejection from the law library.



## **X. LAW CAREER SERVICES**

Law Career Services (LCS) assists students and alumni with their career development needs. The office is open from 9 am to 5:30 pm and may be reached at 442-6625. Evening appointments are available by prior arrangement.

LCS staff provides comprehensive career services to law students and graduates. Students have access to individual career counseling, a resume and cover letter review service, recruiting and employment opportunities, career resource library, and a variety of online resources and social media outlets. Job listings are available through the LCSonline system at [www.ggu.edu/law/career](http://www.ggu.edu/law/career).

Law Career Services educates students about the job search process and legal career options by presenting workshops and inviting attorneys to campus to share their experiences with students. In addition, LCS promotes a variety of networking and professional development opportunities through bar associations and other organizations.

LCS staff members conduct orientation meetings with first-year law students at the end of the first semester of law school. At the orientation meetings, staff members begin the career planning process and introduce students to the variety of services and resources available to them. Law Career Services continues to work with students throughout law school and after graduation to help them refine their career goals and plan job search strategies.

### **A. ELIGIBILITY FOR SERVICES**

The services and resources of LCS are available to all students currently enrolled in the JD, LLM, or SJD programs at Golden Gate University School of Law, as well as alumni of these programs. Students and alumni of other ABA-accredited law schools may request access to the resources of the Law Career Services office through the terms of a reciprocity agreement between Golden Gate and their school. Access to the office is limited to the terms specified in the reciprocity policy, available from LCS.

### **B. USE OF LAW CAREER SERVICES**

Students may use the resources of LCS for job search-related activities only. The computers, telephone, scanner, fax machine, photocopier, letterhead, supplies and other resources of the office are not for personal use. Students using LCS resources must agree to abide by all policies posted in the office regarding the use of office equipment and resources.

### **C. SERVICES TO FIRST-YEAR STUDENTS**

Golden Gate University School of Law is a member of NALP, the Association for Legal Career Professionals. According to Part V.D. of NALP's standards and procedures:

1. To position law students to be as successful as possible, their efforts during the first semester of law school should focus on their studies rather than on job search activities. Nonetheless, opportunities to learn about professionalism, professional development and the legal profession are appropriate early in law school. Recognizing that law schools will differ in philosophy as to first-year career development activities, law schools nevertheless should not begin offering one-on-one career counseling or application document reviews to first-year students before October 15 (except in the case of part-time students who may be given assistance in seeking positions during the school term). Individual law schools may set later dates as appropriate.
2. Prospective employers and first year law students should not initiate contact with one another and employers should not interview or make offers to first year students before December 1.
3. All offers to first year students for summer employment should remain open for at least two weeks after the date made.

#### **D. JD STUDENT EMPLOYMENT LIMITATIONS**

ABA Standard 304(f) prohibits JD students from being employed in excess of 20 hours per week during any week in which the student is enrolled in more than 12 semester units. (Hours worked for clinic credit are not counted towards the 20 hours.) First year full-time students may not be employed. Failure to comply with this requirement may be considered a violation of the Standards of Student Conduct.

#### **E. LCS RESOURCE LIBRARY CIRCULATION POLICY**

The LCS Resource Library, which is located at the Law Career Services Office, is integrated with the Law Library's collection. Students may search the Library's online catalog to identify resources housed at Law Career Services.

Students must have a valid Golden Gate ID card or membership card in order to borrow books. Many Law Career Services materials do not circulate but may be used on the premises and, in some cases, copied. Students should consult the Law Library's circulation policy for details regarding the length of resource loans, overdue fines, and other relevant information.

Possible consequences of failing to return items or pay fines include loss of Law Library borrowing privileges or blocked grade reports, transcripts, registration, or graduation.

#### **F. LCSONLINE AND RECRUITING PROGRAMS**

LCSONline is the official system for all information regarding recruiting programs, job listings, deadlines, presentations, and other LCS activities. All students will be assigned a username and password for access to the LCSONline system. Students will be required to

maintain an updated profile, including a current email address. During the on-campus interview season, a student must maintain an updated profile with current contact information and check the LCSonline system at least once a day for updates to his or her interview schedule.

## **G. INTERVIEW CANCELLATION POLICIES**

In the event that a student needs to cancel a job interview arranged through the School of Law's recruiting programs or sponsored job fairs, the student must provide at least 48 hours' notice to LCS (and to the employer for interviews located at the employer's office). A student who does not attend a scheduled interview, or cancels an interview fewer than 48 hours in advance, will be required to send a letter of apology to the employer and provide the Associate Dean for Law Career Services with a copy. The student will not be permitted to participate in the on-campus interview program until the Associate Dean for Law Career Services receives a copy of the apology letter. Cancellations, especially with short notice, reflect poorly on the student and on the School of Law.

## **H. EMPLOYMENT OFFERS**

Evaluating an offer for a job, internship, externship, or clinical experience is an important process. Students should contact Law Career Services for advice and assistance. In addition, students must review and comply with the following principles:

### **1. Accepting an Offer**

Students should consider the acceptance of an offer to be a binding obligation. Students should not accept offers of employment if they do not intend to honor that commitment. Once a student accepts an offer of employment, he or she must immediately contact all other employers who are evaluating his or her candidacy and withdraw from consideration. All students should contact Law Career Services to report their job acceptance.

A student should not continue to interview or "shop around" for competing opportunities that would conflict with the commitment he or she has made to his or her employer. Doing so could damage the student's reputation as well as that of the School of Law.

### **2. NALP Standards Governing Offers with Employers Having More Than 25 Attorneys**

As a member of NALP, Golden Gate University School of Law expects its students, personnel, and employer community to adhere to NALP Principles and Standards for Law Placement and Recruitment Activities. School of Law students must review and comply with the Principles and Standards stated on NALP's website, <http://www.nalp.org/fulltextofnalpprinciplesandstandards>.

The key components of these guidelines for your review are:

a. **Part III. Principles for Candidates**

Part III largely discusses students' responsibility to conduct themselves in a professional manner throughout the job search process, which includes honoring their employment commitments and representing their qualifications and interests fully and accurately. To assist Law Career Services with their reporting requirements, students are encouraged to communicate any offers received to Law Career Services.

b. **Part V. General Standards for the Timing of Offers and Decisions during Fall Recruitment**

NALP member schools and their students, along with NALP employers, should comply with the timing standards set forth in Part V of NALP Principles and Standards. Students should review the guidelines in their entirety at <http://www.nalp.org/fulltextofnalpprinciplesandstandards>.

## **I. NON-DISCRIMINATION POLICY**

Employers who utilize LCS have agreed to abide by the School of Law's non-discrimination policy:

Golden Gate University's Law Career Services Office does not make its facilities or services available to employers who discriminate on the basis of race, sex, creed, religion, age, color, disability, sexual orientation, gender identification, ancestry, national/ethnic origin, nationality/citizenship, political affiliation, marital status, medical condition, or any other status protected from discrimination by federal, state, or local law.

The use of LCS services constitutes adherence to this policy.

In the event an employer acts in a manner inconsistent with this policy or places a student in an uncomfortable situation, the student should contact Law Career Services immediately. The Associate Dean for Law Career Services can help determine how to remedy the situation.

## **J. EMPLOYMENT SURVEYS AND REQUESTS FOR INFORMATION**

On a periodic basis, Law Career Services will request that students provide information evaluating their various law school work and internship experiences. LCS will gather the information to make it available to other students to assist them in evaluating future employment opportunities. We encourage students to be both honest and professional when preparing these evaluations.

Following graduation, LCS will also seek information from students regarding their post-graduate employment status. The Law School is required to collect and report this information anonymously to the ABA and NALP. The Law School also presents this information in an aggregated form to US News & World Report, employers, current students, alumni and prospective students to provide insight into hiring practices and salary trends.

Students are required to comply with these information requests in a timely fashion and in an honest manner.

## **K. STANDARDS OF STUDENT CONDUCT**

Actions which bear upon students' ethical and moral fitness (i.e., honesty and integrity) to practice law, even though such actions do not occur on the property of Golden Gate University, are subject to the School of Law's Standards of Student Conduct. This may include (but is not limited to) interactions involving employers, externship supervisors, pro bono activities, job fairs and conferences. Students are required to review the Standards of Student Conduct in their entirety.

## XI. SPECIAL PROGRAMS

The special programs described below provide opportunities for students to earn credit through experiential learning, writing and publishing, clinics and externship programs.

### A. LAW REVIEW

Law Review membership is among the highest honors that a student can earn during law school. First year membership provides students with opportunities to develop their skills in legal research, writing, and analysis, while second year membership provides valuable experience working on the editing process.

Each year, under the supervision of faculty advisers, selected students publish the *Golden Gate University Law Review*, which is included in the databases on Westlaw, LexisNexis, and HeinOnline.

Law Review is staffed by second year and third year students. Membership on Law Review is determined by first year grades or through a writing competition. To compete in the writing competition, students must be scheduled to complete all required first year courses by the end of the spring semester.

Membership on Law Review is a two year commitment; members earn a total of six academic credits, with two units awarded during fall semester and one unit awarded during spring semester for both second year and third year students. Members are eligible to serve on the Editorial Board in their second year on Law Review (third year of law school). Some board positions earn an additional academic credit. The Editor-in-Chief and Managing Editor are both eligible to receive 4 units of scholarship to cover their academic tuition charges, while the Executive Articles Editor, Executive Comments Editor, Ninth Circuit Survey Executive Editor, Executive Research Editor, and Executive Online Editor are eligible to receive 3 units of scholarship to cover their academic tuition charges.

Informational sessions are held prior to the spring write-on competition. Dates and times of these sessions will be published in *Law School News*. Students with questions about law review should contact the Editor-in-Chief at 442-6690 or [eic@ggulawreview.org](mailto:eic@ggulawreview.org).

### B. ENVIRONMENTAL LAW JOURNAL

The *Golden Gate University Environmental Law Journal* (ELJ) is a student-run publication dedicated to exploring contemporary and emerging issues in environmental law and policy. The ELJ not only showcases creativity and scholarship in the area of environmental law, but also provides an opportunity for Golden Gate University Law School students to be published alongside esteemed faculty and environmental law professionals.

The ELJ publishes two issues annually:

The “Symposium Edition” is published every fall and contains lead articles written by academics and professionals, as well as student notes, comments and/or summaries. Its publication is coordinated with the annual Environmental Law Symposium that is held by Golden Gate University. The “Pacific Region Edition” contains lead articles written by academics and professionals, as well as student notes, comments and/or summaries focusing on environmental law and policy issues in the Pacific Region (including, but not limited to, the North American Pacific Coast and the Asian Pacific Rim and Basin). The inaugural issues of Volume I of the *Golden Gate Environmental Law Journal* were published during the 2007-2008 school year.

To be eligible for the ELJ, applicants must be JD or LLM students in good academic standing, have a minimum required course GPA of 2.5, and have completed 30 units or the equivalent of the first year required courses for their program. The application processes for writers and editors are held simultaneously, but the requirements are slightly different for editorial positions. Membership for writers is determined by grades or through a writing competition, while membership for editors is determined after the submission of a resume, cover letter, and writing sample.

The ELJ is a one-year commitment, and members earn three academic credits. Two units are awarded for the first semester and one unit for the second semester. Members who choose to continue on the ELJ for a second year become Associate Editors. Second year members are eligible to run for the Editorial Board. The Editor-in-Chief and Managing Editors are eligible to receive 4 units of scholarship to cover their academic tuition charges. The Pacific Region Edition Editor, Symposium Edition Editor, and Research Editors are eligible to receive 3 units of scholarship to cover their academic tuition charges.

### **C. ANNUAL SURVEY OF COMPARATIVE & INTERNATIONAL LAW**

The Annual Survey of International and Comparative Law provides a forum for the scholarly publication of articles written by academics, practitioners and other professionals working in the areas of international and comparative law and related fields. The Annual Survey encourages research based on empirical observations and experience, as well as theoretical and multi-disciplinary approaches.

Students who have been selected by the Production Editor to work on the Annual Survey will edit articles submitted by outside and selected student authors. Student articles are selected through a writing competition. JD students who have completed 30 units of first year required courses by the end of the spring semester (full-time first year or part-time second year students), are eligible to apply to work on the Survey in a mentee capacity. Membership requires a one semester commitment in the spring, and students may participate for more than one spring semester with the approval of the Production Editor. Information about this program is available from the Director of Graduate Law Programs.

The Production Editor receives 2 academic credits for working on the journal. All other second and third year student editors receive 1 academic credit for their editorial work on the journal.

## **D. ACADEMIC DEVELOPMENT PROGRAM (ADP)**

The Academic Development Program is committed to the academic success of each law student. Starting with the first year, ADP provides a wide range of academic support services throughout a student's time at GGU, including administration of the first-year Practice Intensive Courses, one-on-one academic counseling, and academic skills-related workshops and courses. ADP also works individually with students on Academic Supervision and Academic Probation to improve their academic standing.

Skills covered by ADP programming include the following:

- **Information Management:** The ability to effectively manage large volumes of information into workable form, including effective outlining skills
- **Case Analysis:** The ability to distill cases down to precise rule statements and understand their legal significance
- **Factual Analysis:** The ability to elicit relevant facts, and analyze an issue by applying the present facts to the rule and evaluating all potential arguments
- **Exam preparation and performance:** The ability to effectively prepare for and perform on multiple choice and essay exams

ADP also administers two courses designed to maximize students' academic success: Legal Analysis and Legal Methods. For first year students, enrollment in Legal Analysis in the spring semester is determined by students' academic performance during the fall semester. For second year students, enrollment in Legal Methods is determined by students' academic performance during their first year. Students who wish to opt-in to either course may do so upon obtaining approval from Law Student Services.

## **E. CLINICS AND EXTERNSHIPS**

The School of Law offers students opportunities to participate in a variety of clinical experiences. Students who are interested in enrolling in an on-site clinic, an externship course (also referred to as a field placement clinic), or the judicial externship program should review the "Course Descriptions" section of this *Handbook* and the [\*Clinical Legal Education Program Student Handbook\*](#).

Students may not take more than **13 units** in externship and other clinical program courses. Courses that count toward this unit limitation include all clinics, externships, and the Street Law Program. In rare circumstances and with consent of the Associate Dean or Director for Law Student Services, a student may be approved for a total of 14 units. A student may not enroll in more than one of these courses per term, unless permission is granted by the Associate Dean or Director for Law Student Services. Permission will depend in part on whether the student can verify that there is no conflict of interest between the student's two clinical placements.



1. **On-Site Clinics**

Environmental Law & Justice Clinic  
Pro Bono Tax Clinic  
Women's Employment Rights Clinic  
Veterans Legal Advocacy Center

2. **Off-campus Externships**

Advanced Legal Clinic\*  
Civil Field Placement Clinic  
Consumer Rights Clinic  
Criminal Litigation Clinic  
Family Law Clinic  
Homeless Advocacy Clinic  
Judicial Externship\*\*  
Legal Clinic\*  
Legal Services for Children  
Real Estate Clinic

\* To enroll in either of these clinics, consent of the Director of Externship Programs is required.

\*\*To be eligible for a judicial externship, a student must have completed 3 law school terms, including Evidence, and must meet other GPA and course prerequisites.

Students who have completed one year of law school (typically 30 units), are in good academic standing, and have received consent of the particular externship clinic instructor or the Director of Externship Programs, are eligible to enroll in any of the externship courses except as noted above.

Part-time students who have completed 23 units and are otherwise eligible may seek permission from the Director of Externship Programs to enroll in an externship course. Students on academic probation are not eligible to apply to any clinic without permission from the Associate Dean or Director for Law Student Services.

**F. HONORS LAWYERING PROGRAM (HLP)**

The Honors Lawyering Program is an intense academic and practice-focused program. In HLP, students attend a regular first year curriculum and then participate in an intensive skills-focused summer session featuring actual client representation. Following the completion of the HLP summer curriculum, students spend the fall of their second year working in full-time apprenticeships in a wide variety of settings, including law firms, corporations, judicial chambers, public interest organizations, government agencies, public defenders' offices, and district attorneys' offices. During their last year, students complete a second apprenticeship. More information is available in the "Honors Lawyering Program" section of this *Handbook*.

## G. JOINT DEGREE PROGRAMS

Joint degree programs allow students to reduce the number of units necessary to earn both a JD and a graduate degree in another specialty area. They particularly are beneficial to students who have undergraduate degrees and/or previous work experience in a given graduate area and who want to pursue careers that combine that experience and training with legal work. Students enrolled in joint degree programs are able to fulfill 12 units of electives needed for their JD degrees from specified courses completed toward earning the other degree. The following joint degree programs currently are offered:

### 1. JD/MBA Degree

The JD/MBA degree is offered through Golden Gate University's Ageno School of Business. Students may apply to participate in this program after the completion of one semester of law school. Note that JD students must complete two semesters of law school before enrolling in any MBA program courses. Students' LSAT scores will be accepted in lieu of the GMAT and writing proficiency requirement in order to gain admission to the MBA program.

Interested students should submit to the Registrar an *Application for Joint JD/MBA Program* which requires approval of the Director for Law Student Services and which is available online or from the Registrar's Office. Students register for MBA courses through the University's Office of Records and Registration and pay the same tuition as other MBA students. Students in the JD/MBA program must complete all requirements for both degrees before graduating. JD students wishing to withdraw from the joint degree program must submit a *Petition for Change of JD Academic Program* form.

### 2. JD/PhD Degree

The JD/PhD degree in clinical psychology is offered in partnership with Palo Alto University's Pacific Graduate School of Psychology (PGSP) in Palo Alto, California. Students must apply to PGSP and meet all admission requirements including completion of the GRE. Typically, students are admitted to both schools before starting law school, but PGSP will accept applications during the first year of law school.

Students complete one year of law school and then attend one year at PGSP. During their third and fourth years, students attend concurrently both Golden Gate University School of Law and PGSP. For students attending concurrently, the amount of tuition and fees charged by each school for the year is equal to one-half of the cost to attend the more expensive school on a full-time basis for the academic year. For purposes of calculating this cost, the School of Law assumes 30 credit hours per academic year. Students in this program are not charged tuition or fees if they attend Golden Gate University School of Law during the summer session in San Francisco. However, should they elect to attend a summer abroad program, they will be charged the regular tuition and fees for that program.

Prior to completing their JD degrees, students should request approval of 12 units of transfer credit from the Associate Dean for Law Student Services and then request the Registrar at PGSP to send an official transcript to the Golden Gate University Registrar in

order for the 12 units of transfer credit to be recorded at Golden Gate. Students in the JD/PhD program need only complete the requirements for the JD degree before being eligible to sit for a bar exam.

Students in the JD/PhD program may receive federal aid through Golden Gate University for their first year of law school. Once they start classes at PGSP during their second year, any/all future aid is administered by PGSP.

Please note that admission to the JD/PhD program will be unavailable after the 2014-2015 school year. Students currently in the program will be permitted to complete the program, but no additional students will be admitted.

## **H. CERTIFICATES OF SPECIALIZATION**

For students graduating in May 2016 or later, the School of Law offers certificates in the following areas of specialization:

- Business Law
- Environmental Law
- Family Law
- Intellectual Property Law
- Litigation
- Public Interest Law

Students graduating prior to May 2016 should consult the *Student Handbook* from the year of their matriculation for information about the certificate options and qualifications applicable to them. A list of specific courses and requirements for certificates can be found on the *JD Specialization Certificate Application* available online on the Registrar's [forms page](#). The application form without the requirements attached is available from the Registrar's Office. Information on the specializations can also be found online on the [Academics: Specialization Certificates webpage](#).

Students must submit an application for a specialization certificate to the Registrar's Office during their last semester: by March 1 for May and July graduation candidates and by December 1 for December graduation candidates. Specialization certificates are mailed shortly after graduation and separately from students' diplomas. Any specialization certificates earned will be noted on students' transcripts.

## **I. SUMMER TRIAL & EVIDENCE PROGRAM (1<sup>st</sup> STEP)**

1<sup>st</sup> STEP is an integrated summer litigation curriculum for students who recently completed their first year of law school. 1<sup>st</sup> STEP caters to those law students who want to be trained as trial attorneys and litigators as early as possible in their legal studies. Students in 1<sup>st</sup> STEP take integrated courses specifically designed to improve their litigation and advocacy skills, including Evidence, Trial Advocacy, and a unique Litigation Center course, Evidence in the Courtroom. The program also includes instruction on presentation and acting techniques from a theater instructor. Admission to this innovative 8-week summer program is

selective, but all eligible students are encouraged to apply.

Current 1L students who entered law school in the previous fall term are eligible to apply for admission into 1<sup>st</sup> STEP. Applications for the summer program are accepted by late January. This is the only opportunity to apply to the program. Students must have earned a minimum 2.2 GPA in the fall semester of their first year to apply to 1st STEP. The criteria for joining the program are:

- Demonstrated success in law school;
- Demonstrated interest and enthusiasm for advocacy training;
- Demonstrated ability to perform successfully in a professional setting and in a career in litigation.

## **XII. HONORS LAWYERING PROGRAM**

The Honors Lawyering Program (HLP) began in 1998 under the name Integrated Professional Apprenticeship Curriculum (IPAC). HLP is an honors alternative for students who want to maximize their practical experiences while in law school. HLP provides an active, hands-on legal education. After the standard first year schedule, HLP students follow a slightly different path. In the first summer, HLP students study in intensive, interactive sections. The summer curriculum includes direct representation of actual clients with real problems. In the fall of their second year, HLP students work full time in professional apprenticeships in a wide variety of settings and locations. Students in HLP complete law school in three years, pay the same tuition, and take the same required courses as non-HLP JD students. Each HLP student will undertake at least three substantive work experiences in the legal profession before graduating.

HLP students are subject to the same rules and regulations as non-HLP JD students.

### **A. ADMISSION**

#### **1. Entering Students**

Students may apply to HLP as part of the regular JD application process by checking the Honors Lawyering Program box on their admissions application.

#### **2. Spring Admission**

First-year students may also apply to join HLP at the beginning of the spring semester, after their fall semester grades have been recorded. This is the only opportunity to transfer into HLP. Details regarding the spring admission process are available each January in *Law School News*; students interested in applying are encouraged to meet with the HLP Administrative Director to inquire about the transfer process. The HLP Committee considers a variety of factors in the spring admission process, including students' demonstrated success in law school, professionalism, collegiality, volunteerism, high ethical standards, academic enthusiasm, and ability to perform successfully in a professional setting. The Committee evaluates each applicant's School of Law admissions materials, as well as fall semester grades, recommendations from School of Law professors, and a personal essay. The number of spring admittees to the program will depend upon the number of students already enrolled in the program and the quality of the applications. All eligible students are encouraged to apply, regardless of whether or not they applied to HLP as part of the law school admissions process.

#### **3. Part-Time Students**

Part-time students are not eligible for enrollment in HLP.

#### **4. Joint Degree Programs**

Students enrolled in the JD/MBA program are eligible for enrollment in HLP and should consult with the Director of Law Student Services regarding their schedules. Students enrolled in the JD/PhD program are not eligible for enrollment in HLP.

## **B. WITHDRAWAL**

Students who decide to withdraw from the Honors Lawyering Program must meet with the HLP Administrative Director and inform the Administrative Director in writing of their intention to withdraw from the program. They must also complete a *Petition for Change of JD Academic Program* form which requires the signatures of the HLP Administrative Director and either the Associate Dean or Director of Law Student Services. Students will not be able to register for courses outside the HLP curriculum or be considered by the Financial Aid Office as a non-HLP student until these steps are completed.

## **C. REGISTRATION AND REQUIRED COURSES**

First year HLP students will receive a hard copy summer registration form, which each student will sign and submit to the HLP Administrative Director. The Administrative Director will assign each student to a course section. HLP students are subject to the same rules as non-HLP JD students, including those regarding tuition, tuition credit, refunds, and withdrawals. In the past, the HLP curriculum has included the following:

### **1. Third Semester**

HLP students take 12 units during their first summer, consisting of the following courses:

- Evidence (4 units)
- Professional Responsibility (2 units)
- Advanced Legal Research: eSearch (2 units)
- Lawyering Skills (2 units)
- HLP Skills Lab (Law Firm) (2 units; CR/NC)

Students must register for all of these courses and may not register for any other courses during this term.

The summer session usually begins in late May and ends in late July. Classes generally are held Monday through Friday from 9:30 am to 4:30 pm, with a break for lunch. On rare occasions, weekend classes also may be scheduled. Final class schedules will be published as soon as they are determined (approximately late March or early April). Students usually have a three to four day weekend for the July 4th holiday. Because of the intense course schedule, HLP students are well advised not to make any plans which would interfere with daily attendance. HLP students are prohibited from being employed during the summer curriculum.

### **2. Fourth Semester**

During their fourth (2L spring) semester, HLP students must enroll in HLP Constitutional Law II, along with other required and elective courses.

### **3. Fifth and Sixth Semesters**

The school may offer optional additional HLP courses. Additional HLP courses may include a co-requisite lab component. If the course includes a lab component, students may not enroll in the lab separately from the course.

## D. APPRENTICESHIPS

**It is the HLP student's responsibility to identify and secure a suitable position for his or her apprenticeship.** HLP and Law Career Services staff members provide extensive support to help students identify and secure such a position.

### 1. **First Apprenticeship**

All HLP students must complete a full-time apprenticeship during the fall semester. Full time is defined as a minimum of 30 hours per week for 15 weeks. HLP students may not earn clinic units for their first apprenticeship.

### 2. **Second Apprenticeship**

All HLP students are required to complete a second apprenticeship, which may be either full-time (see above) or part-time (a minimum of 280 hours during one semester). A full-time apprenticeship may be completed during the summer or fall semester of the student's final year. A part-time apprenticeship may be completed during the final summer, fall, or spring semester.

Students may earn externship and clinic units for the second apprenticeship. HLP students are held to the same clinic and externship prerequisites as non-HLP JD students. In some instances, students may find themselves volunteering extra hours at their apprenticeships to meet the 280-hour minimum. For example, a student enrolled in an externship clinic for 4 units (i.e., 180 hours of work) would need to work an additional 100 hours over the course of the summer or semester to reach the 280-hour threshold. Please note that the ABA prohibits students from earning both income and academic credit for the same work.

### 3. **Apprenticeship Procedures**

First-year students meet with Law Career Services staff members in November or December as part of the Law Career Services orientation sessions. HLP students are required to attend these sessions.

Students are advised to submit a draft resume to Law Career Services by the end of January. Students also should prepare a list of references and a writing sample in preparation for apprenticeship applications. Students should consult the Law Career Services handouts, attend the LCS Resume/Cover Letter workshops, and use the LCS Resume/Cover Letter Review Service when preparing these materials. Students are encouraged to schedule an individual appointment with an LCS counselor.

HLP apprenticeships are available in private firms, government agencies, non-profit organizations, companies, and judicial chambers. LCS staff members work with students to develop career search strategies. Students seeking apprenticeships outside of the Bay Area should consult a career counselor early in their search process.

Membership in HLP authorizes the HLP and LCS staff to view copies of grade reports and transcripts for HLP apprenticeship placement purposes and to share apprenticeship placement information with fellow HLP students and faculty.

**ALL apprenticeships must be approved by the HLP Administrative Director.** Within two weeks of securing an apprenticeship, students must complete and submit the *HLP Apprenticeship Placement* form that is available in LCS. HLP students must deliver the completed placement form to the HLP Administrative Director for review and approval of the proposed apprenticeship.

Apprenticeships must consist of substantive legal work under the supervision of a judge or practicing attorney. The nature of that work will vary depending on the environment. However, an apprenticeship that primarily consists of “shadowing” a judge or attorney, without any meaningful participation in the legal or judicial process, would not be sufficient to satisfy this requirement. For example, in the context of an apprenticeship with a judge, the apprenticeship experience must include a significant amount of legal research, writing and/or analysis. If you have any questions or doubts as to whether your particular placement meets the aforementioned requirements, please speak with the HLP Administrative Director before accepting an offer for an apprenticeship.

#### 4. **Funding Options**

There are three main funding options for HLP apprenticeships:

##### a. **Wage/Salary/Stipend**

The employer pays the student directly. This arrangement is between the student and the employer, although HLP staff members are available to counsel students and/or speak with supervising attorneys about salary ranges.

##### b. **Federal Work-Study**

Most students are awarded federal work-study to help fund their HLP apprenticeship. For further information, refer to the “Financial Aid” section of this *Handbook* or consult a financial aid counselor.

##### c. **HLP Stipend**

An HLP stipend may be awarded once a student has secured a placement if the employer cannot pay. The Financial Aid Office will verify that there is unmet financial need and that the student is not eligible for work-study. This is a funding source ‘of last resort,’ and funds are extremely limited. Details and applications are available from the HLP Administrative Director starting in June.

The work-study program and the HLP stipend program are subject to the amount of funding available each year. If an HLP student is not eligible for outside funding, HLP students may volunteer for employers.

#### 5. **Fall Semester Enrollment**

Students may enroll in up to five (5) units of coursework during the 2L fall semester while working at their full-time apprenticeships. With the written approval of the HLP Administrative Director, students may seek permission to enroll in up to six units, so long as they are not enrolled in more than two classroom courses. Students engaged in a full-



time apprenticeship may never enroll in more than six units. Students must enroll in at least three units during the fall to be considered part-time for financial aid purposes.

Students are advised to take Constitutional Law I in the fall of their second year. However, students unable to do so (e.g., because they are doing their apprenticeship outside the Bay Area or their fall employer requires them to devote their fall course load to another course) may take this class out of order in the fall of their third year. In any event, HLP students must take Constitutional Law II in the spring of their second year. Students who do not take Constitutional Law I in the fall of their second year should meet with the Director for Law Student Services before registering for spring courses to ensure that they remain on track for graduation and for scholarship eligibility.

Students who are apprenticing outside of the Bay Area and who need to enroll in three units for financial aid purposes may enroll in classes at another ABA-approved law school, subject to the prior approval of the Dean or Director of Law Student Services. Such students may also enroll in Independent Study for two (2) units and seek permission from the HLP Administrative Director to enroll in HLP Independent Study for one unit. The requirements for this course are as follows:

- a. The student needs to enroll in three (3) units to satisfy the financial aid requirements during their apprenticeship semester;
- b. The student must comply with all rules and guidelines related to the Independent Study course; and
- c. Based on the agreement between the faculty supervisor and the student, the research and writing assignment(s) can be either in the traditional seminar paper format or based more on the clinical/experiential focus of the student's apprenticeship. The latter type can include analysis of a legal or social institution related to the student's apprenticeship; an experiential paper exploring the development of lawyering skills in the apprenticeship context; a paper involving the analysis of ethical considerations observed in, or related to, the apprenticeship; or a similar paper designed by the faculty supervisor and the student.

#### **6. Monitoring**

Students must participate in at least one in-person check-in session with HLP staff during their full-time apprenticeships. The date, time, and location of the sessions will be announced at the beginning of the fall semester. Students undertaking their apprenticeships outside of the Bay Area must participate in these check-in sessions as well, either by telephone or videoconference.

HLP or LCS staff may check in with the supervising attorneys by telephone during the semester. Personal site visits may be made by staff and will be made at the request of a student or employer.

Students who identify a problem at their apprenticeship should discuss it with their supervising attorney as early as possible. If that is not possible, or if the problem persists, students should promptly contact the HLP Administrative Director.

## **E. FIRST-YEAR EVENTS**

First-year HLP students are required to attend periodic events held throughout their first year of law school. These events are designed to orient students to HLP, their HLP colleagues, and HLP staff and faculty. Students will be informed of the events by email and should contact the HLP Administrative Director if they are unable to attend an event.

## **F. ACADEMIC STANDARDS**

To remain in the program, HLP students are required to maintain a minimum required course GPA of 2.75 in their first semester of law school, and a minimum cumulative required course GPA of 2.75 at the end of each spring semester thereafter. Students failing to meet these standards will be academically disqualified from HLP. However, if a disqualified student's cumulative required course GPA is 2.65 or higher, the student may petition the HLP Committee to remain in the program. Petitioning students are encouraged to submit a faculty letter of recommendation written in support of their petition, but are not required to do so. The decision to grant or deny the petition is at the Committee's discretion, and conditions may be placed on a student's continuation in the program. Any student who does not take a prerequisite for an HLP summer course prior to the summer session may not be eligible to continue in the program.

Disqualified students must meet with the HLP Administrative Director to determine next steps. Students who are disqualified from HLP after the spring semester of their first year but who are eligible to submit a petition (see above) may choose to remain in the summer HLP classes, but will only be allowed to do an HLP apprenticeship in the fall if the HLP Committee grants their petition to remain in HLP. Students who are disqualified from HLP after the spring semester with a cumulative required course GPA below 2.65 will not be allowed to remain in the summer HLP classes or do an HLP apprenticeship in the fall. Students should be aware that grades for the spring semester may not be available until after the summer HLP courses have begun.

## **G. GRADING**

Courses composed of 60% or more of HLP students, including the HLP summer classes, are not subject to the mandatory grading curve. HLP Lab (Law Firm) is graded on a credit/no credit basis and is not counted toward the student's credit/no credit nine unit limitation. All other HLP courses must be taken for a letter grade.

## **H. CERTIFICATE PROGRAMS**

HLP students may earn any of the certificates of specialization offered at GGU. See the "Special Programs" section of this *Handbook*. Students should contact the certificate adviser

and the Dean or Director for Law Student Services for assistance in planning their academic schedules.

## **I. TRANSCRIPTS**

All students who have been admitted to the Honors Lawyering Program and have completed courses in the HLP summer session will receive a notation on their transcript stating, “Admitted to the Honors Lawyering Program (HLP).” In addition to confirming participation in the program, this notation helps to explain certain courses such as “HLP Skills Lab.” Students who withdraw from HLP prior to completion of the first summer do not have any reference to HLP noted on their transcripts.

## **J. FINANCIAL AID**

The Financial Aid Office works closely with HLP students. HLP students pay the same tuition and are entitled to the same scholarship opportunities as non-HLP JD students. HLP staff and faculty do not have access to a student’s financial aid records. For any questions regarding financial aid, please contact the Financial Aid Office.

## **K. GRADUATION**

HLP students receive a notation in the School of Law commencement program indicating that they are graduates of the Honors Lawyering Program. Each year, the HLP Committee selects an Outstanding Honors Lawyering Program Student from among the graduating HLP students, with the award acknowledged in the School of Law commencement program.

# XIII. ADMINISTRATIVE RULES & PROCEDURES

## A. OFFICIAL TRANSCRIPTS FROM UNDERGRADUATE INSTITUTION

Newly matriculated JD students must ensure that official transcripts from their undergraduate degree granting institutions are on file with the Registrar's Office at the beginning of their first term. Students will be notified if a transcript has not been received. JD students must have completed all undergraduate degree requirements before the first day of Orientation. **JD students who do not have transcripts showing timely completion of undergraduate degrees on file will not be permitted to sit for final exams.** Unofficial transcripts from the Law School Admission Council (LSAC) included in the LSDAS report do not suffice, nor does the University accept emailed transcripts for this purpose.

New LLM and SJD students must have had transcripts from all academic institutions where they have studied law sent to the LLM or SJD program office. Translations must accompany the transcripts if they are not in English.

## B. STUDENT RECORDS

### 1. Students' Rights Regarding Their Education Records

GGU maintains all student education records in compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), Public Law 93-380, as amended. Under this law, you have the following rights as a GGU student:

a. **The right to inspect and review your education records within 45 days of the day the university receives a request for access.**

If you want to inspect a record, you should submit a written request to the Registrar's office identifying the records you wish to inspect. The office will make arrangements for access and notify you of the time and place where the records may be inspected. If you cannot inspect the records at GGU's San Francisco campus, copies of the records will be made available by regular mail at the cost of \$0.25 per page, upon satisfactory proof of your identity.

If the records contain information on more than one student, you shall have the right to inspect and review only such part of the records as relates to you. You will not be permitted to inspect and review financial records of your parents, or confidential recommendations (regarding university admission, application for employment, or receipt of an honor or honorary recognition) for which you have signed a waiver of your right of access.

b. **The right to request the amendment of your education records that you believe are inaccurate, misleading, or otherwise in violation of your privacy rights under FERPA.**

If you want to ask the University to amend a record, you should submit a written request to the Registrar, clearly identifying the part of the record you want changed, and specifying why it should be changed. If the Registrar decides to not amend the record as requested, the University will notify you in writing of the decision and of your right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to you when you are notified of the right to a hearing.

c. **The right to provide written consent before the University discloses personally identifiable information from your education records, except to the extent that FERPA authorizes disclosure without consent.**

The University discloses education records without your prior written consent under the FERPA exception for:

(1) Disclosure to appropriate parties, including parents, whose knowledge of the information is necessary to protect the health or safety of a student or another individual if there is a significant and articulable threat to the health or safety of a student or other individual, considering the totality of the circumstances. In this event, the University will record in your education records the parties to whom it disclosed the information and the basis for its decision that a health or safety emergency existed.

(2) Disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted as its agent to provide a service instead of using University employees or officials (such as an attorney, auditor, or collection agent); a person or company to whom the University has outsourced institutional services or functions (such as contractors, consultants, volunteers, and other outside parties), provided that the outside party performs an institutional service or function for which the University would otherwise use employees, is under the direct control of the University with respect to the use and maintenance of education records, and is subject to the same requirements governing the use and redisclosure of education records that apply to other school officials; a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the University.

(3) Disclosure to officials of another institution of postsecondary education where you seek or intend to enroll, or where you are already enrolled, so long as the disclosure is for purposes related to your enrollment or transfer.

(4) Disclosure of educational records, or information from education records, that have been de-identified through the removal of all personally identifiable information, provided that the University has made a reasonable determination that your identity is not personally identifiable, whether through single or multiple releases, and taking into account other reasonably available information.

The University may also disclose certain personally identifiable information from your education record without your prior written consent under the FERPA exception for disclosure of directory information. "Directory information" is information that is not generally considered harmful or an invasion of privacy if disclosed. GGU designates only the following as directory information:

- Full name
- Address
- Telephone number
- E-mail address
- Dates of attendance
- Enrollment status
- Major field of study
- Participation in officially recognized activities
- Awards
- Honors (including Dean's List)
- Degree(s) earned and date(s) conferred
- ID card photograph

If you would like your directory information not to be disclosed, please fill out a [\*Request to Prevent Disclosure of Directory Information\*](#) form available from the Registrar's Office. You may submit this *Request* at any time. The *Request* becomes effective the day it is received by the Registrar's office and remains in effect until you revoke it in a signed written request to that same office. During the time it is in effect, GGU will not disclose your directory information except upon your signed written request.

d. **The right to file a complaint with the US Department of Education concerning alleged failures by the University to comply with the requirements of FERPA.**

The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
US Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5901

2. **Copies of Student Files**

Student records are the property of the School of Law and may not be photocopied except with the Registrar's permission. If necessary and by a student's written request, the

Registrar's Office will photocopy the documents from that student's file at the cost of 25¢ per page. Letters of recommendation and transcripts received from other schools will not be copied except when required under FERPA in circumstances when not providing copies would constitute denying access.

### 3. **Records Retention Policy**

Students' paper files are maintained for five years after graduation or last date of attendance, after which they generally are destroyed.

## **C. SELECTION OF COURSES AND REGISTRATION**

For current information on course selection and registration procedures (including the courses scheduled for the upcoming semester), students should refer to the [Course Schedule](#). The *Course Schedule* is made available around the middle of the prior semester, and may be found on the GGU website and on GGU4YOU. Included is information about the Academic Calendar, tuition and fees, deadlines, exams, and late fees.

Course descriptions and course scheduling guidelines can be found on the GGU [website](#), GGU4YOU, and in the "Schedules and Course Descriptions" section of this handbook.

Both the Associate Dean and Director for Law Student Services are available for individual academic advising, as described in the Advising and Counseling section of the handbook.

## **D. DEFINITION OF FULL-TIME AND PART-TIME STATUS**

All JD students are enrolled in either "full-time" or "part-time" academic programs. For academic purposes, full-time students must enroll in 12-16 units per fall or spring semester and must comply with the ABA employment limitations set forth in ABA Standard 304(f) as described below. For academic purposes, part-time students should enroll in 8-12 units per fall or spring semester, but cannot enroll in more than 12 units without an approved overload (see below). All students may enroll in a maximum of 8 units in the summer session, except for those in the Honors Lawyering Program, who may enroll in a maximum of 12 units in the summer session, or those accepted in the Summer Trial and Evidence Program (1<sup>st</sup> STEP), who enroll in 9 units in the summer term following their first year. Summer session enrollment is not required except for Honors Lawyering Program and 1<sup>st</sup> STEP students. Students should consult with the financial aid office concerning how changes in enrollment may affect their financial aid and scholarships.

After completion of all first year required courses, including Criminal Law and Property, all students may enroll in day and/or evening courses on a space-available basis, regardless of their academic program. Evening students may receive priority enrollment for evening sections.

## E. WAIVER OF JD PROGRAM RULES

Part-time students who want to enroll in more than 12 units during fall or spring semester must first complete a [\*Petition for Waiver of JD Program Rules\*](#) and submit it to the Director for Law Student Services for approval. Students taking more than 12 units in a term must comply with the ABA Standard 304(f) employment limitations described below. Students approved for the waiver will need to register for the overload unit(s) with a paper registration form, not online via GGU4YOU.

Full-time students are typically limited to a maximum of 16 units during the fall and spring semesters. In very limited circumstances, full-time students may receive approval to take one additional overload unit. According to ABA Standard 304(e), JD students may not be enrolled in more than 17 units at any time. Students wishing to take 17 units must first complete a [\*Petition for Waiver of JD Program Rules\*](#) and submit it to the Director for Law Student Services for approval. Registration for the overload unit will not be processed unless the approved petition form is on file with the Registrar's Office. Students approved for the waiver will need to register for the overload unit with a paper registration form, not online via GGU4YOU. Students may not apply for overload units in the summer term.

Full-time students with more than 25 units remaining who want to take fewer than 12 units in a semester should seek approval from the Director for Law Student Services. Full-time students do not need to change to the part-time program or submit a *Petition for Waiver of JD Program Rules* if they have 25 or fewer units remaining in their last year, or 12 or fewer units remaining in their last semester.

Students are well advised to speak with a financial aid counselor if they have questions about how their enrollment may impact their financial aid. Please note that these enrollment maximums do not relate to the requirements for eligibility for financial aid or VA benefits. Financial aid and VA benefits eligibility is based on students' term enrollment status classifications, not their program types. See section G below for more information.

## F. JD STUDENT EMPLOYMENT AND EXTRA-CURRICULAR LIMITATIONS

ABA Standard 304(f) prohibits JD students from being employed in excess of 20 hours per week during any week in which the student is enrolled in more than 12 semester units. (Hours worked for clinic credit are not counted towards the 20 hours.) **The School of Law prohibits first year full-time students from being employed at all.** Honors Lawyering Program students are prohibited from being employed during the HLP summer curriculum. Failure to comply with these requirements may be considered a violation of the Standards of Student Conduct.

An exception to the first year work limitation may be granted in very limited circumstances. The factors which will be considered include whether the student has full control over any work obligations (e.g., a dance instructor can decline a class), the anticipated time commitment (e.g., a couple of hours now and then), and the maturity of the student in understanding the demands of law school. The student must seek written approval from the Associate Dean or Director for Law Student Services. Although first year students are not



prohibited from participating in extra-curricular activities or volunteer opportunities, they should carefully manage their time and maintain the required focus on their academics.

Students may not be enrolled in degree programs outside of GGU while concurrently enrolled in the Law School. Exceptions to this rule may be made in very limited circumstances with advanced written approval from the Associate Dean or Director for Law Student Services.

All students should strive to balance any extra-curricular, employment, and volunteer commitments with their academics. If any student is feeling overwhelmed with obligations outside of school, he or she should immediately consult with the Associate Dean or Director for Law Student Services.

## G. ENROLLMENT STATUS CLASSIFICATIONS FOR FINANCIAL AID PURPOSES

The Law School classifies students' enrollment status based on academic level and the number of units in which they are enrolled in a given term. These enrollment status classifications are used for verification of enrollment for loan deferment purposes and for financial aid eligibility. It is possible for part-time evening students to be enrolled in 12 units and therefore be classified as full-time for financial aid purposes.

<b>Fall &amp; Spring Terms</b>	<b>Overload</b>	<b>Full-time</b>	<b>3/4 Time*</b>	<b>Half-time</b>	<b>Less than half time</b>
JD Level	17 units	12-16 units	9-11 units	6-11 units	5 units or fewer**
LLM Level	13 or more units	8-12 units	5-7 units	4-7 units	3 units or fewer

<b>Summer Term</b>	<b>Overload</b>	<b>Full-time</b>	<b>3/4 Time*</b>	<b>Half-time</b>	<b>Less than half time</b>
JD Level	9 or more units**	6-8 units	5 units	3-5 units	2 units or fewer
LLM Level	7 or more units	4-6 units	3 units	2-3 units	1 unit or fewer

\* The three-quarter time enrollment status is used only for Veterans Affairs (VA) benefits determination.

\*\* Except for HLP students.

## H. VETERANS AFFAIRS BENEFITS

Veterans Affairs (VA) benefits are administered by the Law Financial Aid Office. To initiate certification of enrollment, please contact Law Financial Aid at [lawfao@ggu.edu](mailto:lawfao@ggu.edu) or 442-6635.

## I. PAYMENT POLICIES AND PLANS

### 1. General Policies

#### a. **Obligation for Payment**

Registration constitutes a financial contract between a student and the University. Students' rights to University services and benefits are contingent upon their making all payments as agreed upon. If students do not make payments of amounts owed to the University when they become due, the University has the right to cancel students' registration; to withhold their grades, transcripts, diplomas, scholastic certificates, and degrees; to refuse admittance to exams; and to impound their exams. Students who fail to maintain good financial standing with the University will be denied participation in any deferred payment plans and/or some forms of financial aid.

**Failure to fulfill payment obligations may result in registration cancellation and may be reportable to relevant bar admission agencies.**

#### b. **Prior Balances**

Prior to registering for a new term, students are required to pay any outstanding balances from prior terms. Students who have not paid outstanding balances or made payment arrangements satisfactory to the University will not be allowed to register. If students register, and it is later determined they have not met their payment obligations from a prior term, **their registration for the current term may be canceled.**

Students with a history of delinquency, students who are dropped from classes for non-payment, and/or students with a past due balance who wish to register for any additional units will be required to make payment in full for any past due balance and pay in full, at the time of registration, for any and all future registrations. Payment at the time of registration for these individuals must be in the form of a cashier's check, cash, or money order.

#### c. **Time of Payment**

In order to complete registration, Law School students must either pay all tuition and fees within five (5) business days of the start of the term (or at the time of registration if registering after the start of the term), or make other financial arrangements with Golden Gate University.

#### d. **Form of Payment**

The University accepts payment in cash, personal check, travelers' checks, credit cards (MasterCard, Visa, American Express), and wire transfers. Credit card payments may be made over the phone by calling the cashier at 442-7839. Checks should be mailed to: Golden Gate University, Student Accounting Services, 536 Mission St., San Francisco, CA 94105-2968 or presented in person to the cashier on the second floor at 40 Jessie Street. Students' account numbers must appear on all checks and money orders to ensure they are credited to the appropriate account. In addition to these forms of payment, the University offers deferred payment plans

listed below. Some payment plans require verification of eligibility prior to registration.

e. **Returned Checks**

If checks are returned by students' banks, the payments are considered not made. If students' checks are returned for any reason (e.g., insufficient funds, stop payment order, closed account, etc.), the University will charge a fee to their accounts.

2. **Financial Aid Eligibility**

Students who have applied and been approved for financial aid (i.e., scholarships or loans) will have their tuition and fees deducted upon disbursement of the funds to their accounts. To receive financial aid, students must have completed the following steps prior to registration:

- a. Submitted Free Applications for Federal Student Aid (FAFSA);
- b. Supplied additional documents requested by the Law Financial Aid Office;
- c. Accepted or declined their award offer; and
- d. Completed any and all additional loan application materials.

Students whose aid is insufficient to pay all registration charges, or who submitted materials too late to be approved prior to registration, must pay their balances in full or pay in accordance with one of the following payment plans. **If students' financial aid is denied or canceled for any reason, their account balances become due and payable immediately according to the "Time of Payment" policies (Section I.1.c) above.**

3. **Installment Payment Plan**

The University offers an installment payment plan through Tuition Management Systems (a payment plan management provider) to students in good financial standing. International students are not eligible for the installment payment plan in their first term at the University. Students may elect to have funds automatically debited from their checking accounts or credit cards. In order to participate in this plan, students must enroll with Tuition Management Systems (TMS) and pay TMS a non-refundable processing fee each term. Students may enroll with TMS via its website [www.afford.com/ggu](http://www.afford.com/ggu), by calling 1-800-722-4867, or by visiting the Office of Student Accounting Services.

a. **Installments**

All applicable non-tuition charges must be paid directly to the University. The remaining tuition balance is due in two to five equal installments over the course of the term, depending upon the length of the term. Students may select the number of payments and when the first payment is due, within certain parameters. Installment payments are due to TMS on the first of each month. In all cases, the final payment is due on December 1 for the fall term, May 1 for the spring term, and August 1 for the summer term. Failure to make installment payments as agreed with Tuition Management Services constitutes delinquency and is subject to the General Policies regarding Obligation of Payment.

**b. Payments**

TMS mails statements to students enrolled in payment plans. Payments may be made via the TMS [website](#), or by calling TMS at 1-800-722-4867. TMS will assess a late payment fee of \$40 per occurrence to students who submit payments late. The University will assess delinquent accounts a 1.5% finance charge per month beginning 30 days after the final due date for the term.

**4. Corporate Reimbursement Plan**

The University offers a corporate reimbursement plan through Tuition Management Systems (a payment plan management provider) to students whose employers offer a tuition reimbursement program. To be eligible for this plan, students' employers must agree, prior to registration, to pay for the students' tuition and/or fees for the term. To demonstrate eligibility each term, students must complete and submit the *Corporate Reimbursement Plan Authorization* form along with the business card of the authorizing officer to the Office of Student Accounting Services. In addition, to participate in this plan, students must enroll with Tuition Management Systems (TMS) and pay TMS a \$100 non-refundable processing fee. Students may enroll with TMS via its website [www.afford.com/ggu](http://www.afford.com/ggu), by calling 1-800-722-4867, or by visiting the Office of Student Accounting Services.

**a. Payments and Payment Due Dates**

The payment due dates are: February 5 for the fall term, July 5 for the spring term, and October 5 for the summer term. TMS will mail an invoice 30 days following the end of the term, with payment due within 15 days. TMS will mail one statement to students enrolled in this payment plan. Payments may be made via the TMS website or by calling TMS.

**b. Students' Responsibilities**

The University is not responsible for billing students' employers. If for any reason a student's employer fails to reimburse the student, that student remains responsible for payment of the full amount of the tuition and fees. TMS will assess a late payment fee of \$40 per occurrence to students who submit payments late. The University will assess delinquent accounts a 1.5% finance charge per month beginning 30 days after the due date for the term.

**5. Corporate/Agency Direct Billing Plan**

The University offers a corporate/agency direct billing plan through the Office of Student Accounting Services to students whose employers agree to pay their tuition and/or fees up front, without grade or course completion limitations. The University will bill students' employers directly for all authorized costs, and payments will be due 30 days after billing. Questions about corporate/agency direct billing should be directed to the Office of Student Accounting Services at 442-7839 or [sas@ggu.edu](mailto:sas@ggu.edu).

**a. Eligibility**

To be eligible for this plan, students must be in good financial standing with the University and submit a completed *Corporate/Agency Direct Billing* form to the

Office of Student Accounting Services. Forms must be submitted and approved prior to registration. Students whose employers/agencies authorize less than 100% payment of registration charges will be required to utilize one of the University's other payment plans for the portion of the total charges that are not covered.

**b. Students' Responsibilities**

If for any reason, a student's employer/agency fails to pay the University, that student remains responsible for payment of the full amount of the tuition and fees. The University will assess delinquent accounts with a late payment fee of \$30 and a 1.5% finance charge per month beginning 30 days after the due date.

**6. Alumni Scholarship Program**

Golden Gate University School of Law offers a one-third scholarship towards tuition for qualified alumni who wish to enroll in individual courses to further their personal and professional development. The courses for which the alumni discount is requested may not count towards an additional degree. To utilize this scholarship, alumni must submit a completed *Alumni Scholarship Authorization* form to the Alumni Relations Office. After receiving confirmation of eligibility, alumni should register for the course at the Registrar's Office and obtain a Statement of Charges. The statement and scholarship form should then be submitted to the Law Financial Aid Office for processing.

**J. WITHDRAWAL TUITION CREDIT AND REFUND POLICIES**

**1. Withdrawal Tuition Credit Policy**

Registration constitutes a financial contract between a student and the University. Students are responsible for paying all registration charges by the due dates for the payment options they select, or their registration may be canceled. Failure to attend class meetings, participate in a course, or oral notification of intent to withdraw is not considered official withdrawal from a course. The following financial policies apply when students officially withdraw from courses. Students also may be subject to academic course withdrawal policies and should review them before attempting to withdraw from courses. For further information, refer to the "Fulfilling Course Requirements" section of this *Handbook*.

Withdrawal from a course (commonly known as "dropping a course" if done by the end of the second week of the term) is official once the Registrar's Office has been notified. Notification may be made electronically by "dropping" courses online via GGU4YOU or in writing by submitting a [Registration Request](#) form. Written notifications may be delivered in person, by standard mail, by fax, or by electronic mail. Electronic mail must originate from the student's e-mail address on record with the Registrar's Office. The date the written notice is received by the Registrar's Office will be the official date of withdrawal. Oral notification of intent to withdraw is insufficient.

Students should refer to the [Academic Calendar](#) to determine the last day to drop courses without tuition charge. After instruction begins for a term, fees are not refundable except in the case of a course being canceled by the Law School. Tuition

credits remain on the student's account. Refunds are issued by Student Accounting Services upon written request from the student. If a student receiving Federal Student Aid funds withdraws from all courses (considered complete withdrawal), that aid is subject to the Return of Title IV Calculation, which may result in balances due to Golden Gate University.

a. **Regular Courses**

Regular courses are those that generally meet for the entire length of the term or for four or more weeks. Tuition will be credited as shown below.

<u>Withdrawal Date</u>	<u>Credit Amount</u>
Official withdrawal prior to the start of instruction .....	100%
Official withdrawal during the first or second week of instruction as stated in the academic calendar .....	100%
Official withdrawal after the second week of instruction .....	None

b. **Intensive Courses**

Intensive courses are those that are shorter than four weeks in length and generally meet more than once a week. Tuition will be credited as shown below.

<u>Withdrawal Date</u>	<u>Credit Amount</u>
Official withdrawal prior to the start of instruction .....	100%
Official withdrawal before the third class meeting for the course .....	100%
Official withdrawal after the third class meeting for the course.....	None

c. **Tuition Credits for First Year JD Students**

The School of Law allows first year JD students whose first semester academic performance is below 2.15 to withdraw from their subsequent spring semester courses without financial penalty for a limited time. Funds for tuition and fees are restored to the payer (i.e., to the bank or institution that provided the financial aid or to the student). **This option is available for a limited time (usually one week) after all first year fall grades are released.** Students who want to exercise this option should consult the Associate Dean or Director for Law Student Services once they have received all of their fall grades.

d. **Withdrawal From Law School, Leaves of Absence, or Visiting Away Status**

A student who decides to withdraw from the School of Law, take a leave of absence, or visit away at another law school, must provide official written notification. See the sections below regarding procedures.

Students who received financial aid must see the Financial Aid Office to document the financial consequences of their change in enrollment status on their financial aid and student account balances. Students with balances due must see Student Accounting Services to pay their charges. Leaves typically will not be approved for students owing balances. However, in the event an exception is made, students will be

required to pay their balances in full before they will be allowed to return from leaves of absence.

e. **Return of Title IV Calculation**

Students receiving Title IV Federal Student Aid funds (i.e., Stafford, PLUS and Perkins loans) who withdraw from all of their courses for a term (complete withdrawal) must notify the Law Financial Aid Office after “dropping” their courses via GGU4YOU or by submitting [Registration Request](#) forms to the Registrar's Office. In some cases, when students go on approved leaves of absence or withdraw from law school, the Financial Aid Office must return Title IV Federal Student Aid funds to their lenders. The calculations for return of such funds is based on the students’ official withdrawal date, as indicated on their *Withdrawal* or *Request for Leave* forms. If students do not submit the forms, their official withdrawal date will be determined from the date of complete withdrawal from all courses for the term. Students may be required to return funds for which they are no longer eligible based on this calculation. Up through the 60 percent point in each term, a pro rata schedule is used to determine the amount of Title IV funds students have earned at the time of withdrawal. After the 60 percent point of the term, students have earned 100 percent of the Title IV funds, and no return of federal student aid will be required.

The Federal Return of Title IV funds calculation is separate from the Golden Gate University School of Law Withdrawal Tuition Credit Policy. All students receiving Federal Student Aid are subject to this federal policy. In addition, students withdrawing from the School of Law or taking leaves of absence must complete online loan counseling exit interviews. Please contact the Law Financial Aid Office for specific information.

f. **Revocation of Institutional Scholarships**

If institutional scholarship recipients withdraw during their first semester of law school, the Financial Aid Office will use the “Return of Title IV” calculations to determine if the scholarship has been “earned” or if a portion of it will be reversed (see above). This applies to first semester 1Ls only. After their first semester, if institutional scholarship recipients withdraw from law school in a given term, their scholarships are revoked and the students must pay back their scholarships, as determined by subsections a through b above. See the Financial Aid section of this *Handbook* for more information.

g. **Refunds of Credit Balances**

To receive refunds of credit balances resulting from tuition credits in accordance with the School of Law Withdrawal Tuition Credit Policy, students must submit written requests to Student Accounting Services. Requests may be submitted by e-mail to [sas@ggu.edu](mailto:sas@ggu.edu) or by letter. Refund checks will be mailed to students’ addresses on record unless a different address is noted in the request. Students who have requested Direct Deposit of refunds will have the refund directly deposited to the bank provided. Credit card refund requests must include the last four digits of the credit card number and the expiration date of the credit card that

was used to pay the charges. To receive refunds for personal checks deposited within 60 days, students must submit proof the checks have cleared their banks, such as bank statements.

**h. Student Financial Petitions**

Students who are confronted with unexpected circumstances that require them to withdraw from some or all courses after the drop deadline (generally the end of the second week of the term) may petition Student Accounting Services to reverse a portion of their tuition charges. To do so, they must submit a petition in writing to the Director of Student Accounting Services no later than 90 days after the last day of the term from which they withdrew.

Petitions should explain in detail the circumstances and the correlation between these circumstances and the need to withdraw from the course(s), and what actions are being taken to resolve or prevent such circumstances from occurring in the future. All petitions must be supported by detailed documentation of all facts and circumstances as to why an exception to the withdrawal tuition credit policy should be made. The Committee will not approve any petition that is undocumented or is based on a pre-existing condition. *Financial Petition* forms with additional instructions are available on the website. The forms should be submitted to Student Accounting Services by fax or e-mail.

The Financial Petitions Committee will respond to all petitions in writing within 30 working days of receipt. If the petition is approved, the University will apply credit balances toward future tuition charges within the next twelve-month period. In rare cases, credit balances resulting from financial petitions will be refunded to students. Credit balances resulting from petitions for students receiving Title IV funds will be returned to the appropriate financial aid program or lender. Students who owe balances, either because they did not pay their charges in full or because some or all of their Title IV funds were returned, will need to make payment arrangements with Student Accounting Services.

**i. Account Disputes**

All disputes concerning students' accounts should be submitted in writing to: Student Accounting Services, Golden Gate University, 536 Mission St. San Francisco, CA 94105-2968 or [sas@ggu.edu](mailto:sas@ggu.edu). The University will respond within 30 working days of receipt.

**K. ENROLLMENT VERIFICATION**

The Registrar's Office reports enrollment status information to the National Student Clearinghouse. Consequently, most lenders will be notified of students' enrollment status and will update their records accordingly. Students whose lenders do not participate in the Clearinghouse, or those who need enrollment verifications for other purposes, such as rental agreements, may obtain them free of charge. Enrollment verification letters may be requested by submitting a [\*Student Status Letter Request\*](#), available from the Registrar's Office or on the website. Loan deferment forms also will be processed free of charge.



Students who are visiting away at another law school should work with the Financial Aid Office and Registrar's Office to ensure their enrollment statuses are reported correctly to their lenders.

Students who intend to participate in a recognized exchange program and need to complete foreign language instruction before enrolling in law courses at the host institution will be eligible to be reported as if they are enrolled at Golden Gate University during the time they receive the language instruction, provided it meets certain criteria. Specifically, the language instruction must be considered full-time, be organized rather than self-directed, and extend for a maximum of three months in duration. In order to be reported as enrolled at Golden Gate University, the student must obtain documentation from the institution providing the language instruction (in English) verifying the student's enrollment and provide the documentation to the Registrar's Office.

In instances where the law school is asked to verify students' academic standing to an outside agency and where the law school has a continuing obligation to report any status changes, the Registrar's Office will submit the appropriate notification. For example, if the law school has certified students' eligibility for the California State Bar's Practical Training of Law Students Program and the student subsequently leaves the law school, the Registrar will notify the State Bar of this change in status.

## **L. CHANGE OF JD ACADEMIC PROGRAMS**

JD students are enrolled in one of the following academic programs: the full-time day program, the part-time evening program, the Honors Lawyering Program, or one of the joint degree programs. Generally, students may request approval for a change of program after the end of their first academic year. Normally, students may change programs only once during law school.

Students who wish to request a change of program must submit a [\*Petition for Change of JD Academic Program\*](#) and meet with the Associate Dean or Director for Law Student Services, who may impose reasonable conditions on the change. Students who wish to change to the regular JD program from the Honors Lawyering Program also must consult with the HLP Administrative Director.

Note that full-time students do not need to change their program status or submit a *Petition for Waiver of JD Program Rules* (see Section E above) if they have 25 or fewer units remaining in their last year, or 12 or fewer units remaining in their last semester. Students are well advised to speak with a financial aid counselor if they have questions about how their enrollment may impact their financial aid and scholarships.

## **M. ENROLLMENT IN SUMMER SCHOOL**

Summer courses are offered primarily at night to permit students to work during the summer. With the exception of students in the Honors Lawyering Program or the Summer Trial and Evidence Program (1<sup>st</sup> STEP) in the summer after their first year, students are

limited to a maximum of eight (8) units for each summer session. Students who enroll for summer school at another ABA-accredited law school or study abroad program (see the section below) are limited to six (6) units.

## **N. ENROLLMENT IN COURSES OR IN STUDY ABROAD PROGRAMS OFFERED BY OTHER ABA-ACCREDITED LAW SCHOOLS**

### **1. Transfer of Units for JD Students**

Students who want to take courses at another ABA-accredited law school or through another ABA-accredited law school's study abroad program must apply for approval from the Director for Law Student Services prior to registering in the courses by completing a [\*Request for Transfer of Units\*](#) and attaching descriptions of the intended program or course(s). Students may transfer no more than a total of 6 units from other ABA-accredited schools or programs (in addition to the 6 permitted from a consortium school, as described below). Courses included in the calculation of the JD Required Course GPA must be taken at Golden Gate University.

For information about other schools' specific courses and programs, students should contact the law school in which they are interested.

With approval, students may qualify for financial aid from Golden Gate University to help pay the costs of courses taken at another law school. This requires a *Financial Aid Consortium Agreement* approved by both institutions. Students should contact the Financial Aid Office well in advance to arrange such financial aid and understand the implications of transferring in units.

### **2. Transfer of Units from Bay Area Consortium Schools**

Golden Gate University is part of the Northern California Law School Consortium, a cooperative arrangement entered into by Golden Gate University, University of San Francisco, Santa Clara University, University of California at Berkeley, and University of California at Davis. Under this arrangement, Golden Gate University students who obtain advance approval may enroll in one course during the fall and/or spring at another consortium school. The Consortium does not operate during the summer term. A maximum number of six units may be earned through the Consortium. These six units are in addition to the six units a student may transfer in from non-Consortium, ABA-accredited law schools or programs. In addition to the procedures below, the following policies also apply:

- a. Law students who have received permission to take courses through the Consortium must enroll in LAW-701 at Golden Gate University and pay tuition at GGU for the number of units they take at the other Consortium school as well as comply with the procedures below for transferring units.
- b. After obtaining permission to take a Consortium course and enrolling in LAW 701, students must complete the *Northern California Law School Consortium* form, available from the Registrar's Office.

- c. Generally, host schools will accept cross-registration from Consortium students shortly before the start of the term. Students should contact host schools to inquire about registration periods for visiting students and any other limitations or special requirements.

### 3. **Transfer of Units for LLM Students**

Subject to the approval of the Program Director, an LLM student may transfer into the LLM program up to twelve (12) units of qualifying courses taken at GGU or taken in the JD or LLM (or equivalent) program of another ABA-accredited law school.

### 4. **Procedures for Transferring Units**

- a. Prior to registering for courses or a study abroad program at another law school, a student must submit the appropriate *Request for Transfer of Units* form along with program and course descriptions for all courses they wish to take, to the Director for Law Student Services or LLM Program Director, as appropriate. A request to take a course at another law school will be denied if:
  - (1) The course is included in the calculation of the student's JD required course GPA at Golden Gate University
  - (2) The course is an elective course offered at Golden Gate University that same semester.
- b. All courses taken at other schools must be taken for a letter grade. If permission is given to take a clinic/seminar combination, where the clinic component is not letter-graded, transferability of all units will be determined by the grade received for the letter-graded component.
- c. For courses to be transferable, students must receive grades equivalent to a "C+" or better, as determined by the Registrar at Golden Gate University. Grades equivalent to a "C" or lower are not transferable, and the units will not count toward graduation.
- d. Students must ensure their host institutions send official transcripts of all courses taken for transfer credit directly to the Golden Gate University Registrar's Office, regardless of the grade earned. The transcripts must include or be accompanied by the other law school's grading policy or system. Failure to provide an official transcript may delay graduation and/or certification for a bar exam. The deadline for receipt of transcripts is February 15 for courses taken during the fall term, June 15 for the spring term, and October 15 for the summer term.
- e. When the Registrar receives transcripts from host institutions indicating transferable courses, a notation of "Transfer Credit, [X] University" and the number of units will be added to the student's Golden Gate University transcript. However, the letter grades will not appear on the Golden Gate University transcript. Transferable units will be counted toward the total number of units required for graduation, but are not factored into students' GPAs. Non-transferable courses will not be recorded at

Golden Gate University. (Even though the letter grades will not be recorded on the GGU transcript or counted in the GGU GPA, the actual letter grades earned may be considered in evaluating students' eligibility for financial aid.) Students needing proof of specific courses and grades for employers or others may present transcripts from the host institutions.

**5. Visiting Away at an ABA-Accredited Law School**

In those rare instances where circumstances require a student to relocate during law school, the student should discuss with the Director for Law Student Services the possibility of “visiting away” at another law school. This should be done as early as possible to allow for appropriate planning. The student must submit a statement of educational objectives, which describes the necessity for visiting away. The Director has the discretion to grant or deny all requests to visit away and to impose conditions, subject to ABA and AALS restrictions. Students who visit away must be in good standing and follow all procedures described in the section above to transfer units from another ABA-accredited law school.

Students on “visiting away” status must complete all required courses at GGU, regardless of whether those courses are required at the host school. In extremely rare cases, the Director for Law Student Services may grant permission to take required courses while visiting away. Required courses will not be waived simply because a student does not plan to take the California Bar Exam. JD students must complete a minimum of 58 units of coursework at Golden Gate University.

**6. Study Abroad Not Sponsored by an ABA-Accredited Law School**

In extremely rare cases, Golden Gate University students may receive approval to transfer units from a foreign law school that is not part of a program sponsored by an ABA-accredited law school. In these cases, the Director for Law Student Services must verify that the proposed course of study follows the guidelines in ABA Standard 307.

**O. TRANSFER AND VISITING STUDENTS AT GOLDEN GATE UNIVERSITY**

**1. Transfer Students**

Generally, Golden Gate University will only consider transfer applications from students who have completed at least one year of law school and who are currently attending and are in good standing at other ABA-accredited law schools. (Exceptions to the requirement for current attendance may be made on a case-by-case basis.) If admitted, transfer students must provide complete syllabi (not just course descriptions) to the Director for Law Student Services at least two weeks before the first day of classes. The amount of credit transferred depends upon the grades earned and whether the course is comparable to our curriculum. A maximum of 30 hours of course credit may be transferred. Only courses in which the student received a grade of “B-” or above are eligible for transfer. Courses taken on a credit/no credit basis generally will not transfer. However, if the applicant can show that the credit/no credit grade is equivalent to a “B-” or above, credit will be considered. If credit is not given and the course is required for graduation, the course must be re-taken at GGU.

Transferable units will be counted toward the total number of units required for graduation, but are not factored into the student's GPA.

LLM students should consult with their Program Director for that program's transfer policy.

## 2. Visiting Students

Students enrolled in other ABA-accredited law schools who wish to visit at GGU for 6 or fewer cumulative units are required to submit a letter of good standing from their home institution, complete a disciplinary history questionnaire, and agree to terms and conditions of the *GGU Law Student Handbook*. Prospective visitors should request for the Registrar at their home school to send a "Letter of Good Standing" to the GGU Registrar's Office. Prospective visitors may request the additional required forms from the GGU Registrar's Office.

Prospective visiting students who want to take more than 6 units should contact the [Law School Admissions Office](#) to apply for admitted visitor status. All visitors taking more than 6 units at GGU must have their schedules approved by a Law Student Services adviser prior to registering at Golden Gate University School of Law.

GGU reserves the right to deny admission to visiting students at any time.

Visitors seeking to enroll in courses with prerequisites must also provide proof of having completed equivalent courses, either by inclusion of a statement in the "Letter of Good Standing" or by submission of an official transcript. These documents must be received before visitors will be allowed to register. Visitors seeking to enroll in LLM courses also must obtain the permission of the LLM Program Director.

Visitor registration begins one week before the start of the fall and spring semester. Earlier registration is available for the summer session. See the [Academic Calendar](#) to determine when visitor registration begins for each term. Visiting students may not register online using GGU4YOU. Instead, they must submit a [Registration Request](#) form.

During the fall and spring semesters, the law school participates in a consortium of five bay area law schools, including University of San Francisco, Santa Clara University, UC Davis, and UC Berkeley. Visitors from these schools seeking to take courses at GGU School of Law may submit a Consortium form in lieu of the "Letter of Good Standing" and tuition payment. The Consortium is not available during the summer session.

GGU transcripts for visiting students will not be automatically sent to their home schools. Instead, visitors must request copies of their transcripts from the [University Records Office](#) and pay for them to be sent, regardless of whether they are visiting from a Consortium school. Visitors should verify all of their grades have been recorded via [GGU4YOU](#) before submitting transcript requests.

Visiting students are subject to the terms of the *Student Handbook* in effect during their enrollment, including the Standards of Student Conduct. Visiting students may request a picture ID from the Law Registrar, which is necessary for obtaining access to the law library. Students visiting from outside of the Bay Area and who are enrolled in a minimum of 8 units during a fall and/or spring term are entitled to utilize Law Career Services.

## **P. CREDIT FOR NON-LAW COURSES**

After completing all first year courses, JD students may seek approval to enroll in up to 6 credits for non-law graduate level courses. The courses (1) must be related to the student's course of law study; (2) must not duplicate courses offered by the law school; and (3) must not duplicate other undergraduate or graduate coursework the student has completed. Students must obtain prior written permission from the course instructor and the Associate Dean or Director for Law Student Services. Students enrolled in the JD/MBA or JD/PhD joint degree program may not receive credit for non-law courses beyond their joint degree program. Students must comply with the rules and procedures in the Transfer of Units section of this *Handbook*. In addition, students must submit course syllabi as well as a written statement of how the course(s) will enhance their legal education.

## **Q. POLICY ON CONTINUOUS ENROLLMENT**

JD students admitted to the School of Law are expected to pursue, without interruption, the complete course of study leading to the degree of Doctor of Jurisprudence. Enrollment in the summer session is optional. If students are unable to complete a semester or are unable to return for the next regular semester, they must submit a request for a leave of absence, described below. Students who fail to complete all or a majority of the courses in which they are enrolled for a term may be administratively withdrawn from law school.

In addition, JD, LLM, and SJD students on F-1 or J-1 student visas are subject to Department of Homeland Security rules that require continuous enrollment. Visa holding students must seek academic advising and the approval of the School of Law Designated School Official (DSO) if, for any reason, they will not attend on a full-time basis during a regular fall or spring semester. Visa holding students are not required to attend law school during summer session, though they are permitted to do so. Failure to receive prior approval for non-enrollment can cause a student to fall out of status and be subject to deportation. More information can be found in the "International Students" section of this *Handbook* and from a School of Law DSO.

## **R. LEAVES OF ABSENCE FOR JD STUDENTS**

If students are unable to complete a semester or are unable to return for the next regular semester, they must submit a [\*Request for Leave of Absence or Visit Away Status\*](#) form to the Director for Law Student Services. A leave of absence will be granted only for documented, exigent circumstances of a non-recurring nature, such as acute illness of oneself or a dependent. Leaves will not be granted for academic or financial reasons. Students are well

advised to consult with Financial Aid regarding any impact this may have on their loan/scholarship eligibility.

The following rules apply to all leaves of absence for JD students. Except those who have student visas, LLM students are not required to be continuously enrolled.

1. Leaves of absence may be granted for one or two regular terms and may not be granted for a period longer than one academic year, except in exigent circumstances. The year begins from the start of the first term on leave. First year students granted leaves may be required to be on leave for a full year due to the year-long first year program. JD students are allowed to take only one leave of absence during their time at GGU School of Law. Once students register for courses at the end of their leaves, they have officially returned from leave.
2. In order to extend a leave of absence, students must submit written petitions for an extension to the Director for Law Student Services **before** the expiration of their original leave. Students who wish to return to the School of Law before the expiration of their leave of absence must comply with the appropriate notice deadlines in the section below. Students who fail to provide timely written notice or to request an extension of a leave before the original leave expires may be denied permission to return to Golden Gate University and may be administratively withdrawn.
3. Students who receive permission to take a leave of absence in the middle of a term must complete the appropriate paperwork concerning the courses in which they are enrolled, in addition to completing the [\*Request for Leave of Absence or Visit Away Status\*](#). For each course, students must do one of the following: (1) complete the course requirements and earn credit or a grade; (2) withdraw from the course; or (3) request an incomplete grade. The Director for Law Student Services determines what options are available for which courses depending on students' individual circumstances and the nature of each course and its place in the JD curriculum. Students are advised to consult with a financial aid counselor regarding the impact of withdrawing or taking an incomplete grade in the middle of a term.
4. When students return from a leave of absence, they must submit a [\*Notice of Intent to Return from Leave of Absence\*](#) to the Director for Law Student Services by the following deadlines: June 1 for fall; October 1 for spring; and March 1 for summer. To be considered to have officially returned from leave, a student must complete registration (*i.e.*, pay in full or make other arrangements to pay registration charges) by the last day of General Registration for that term. Students are well advised to consult with the Office of Financial Aid regarding deadlines for applying for aid.
5. All JD students returning from a leave of absence must receive approval of their schedules from the Director for Law Student Services before being permitted to register. The Director also may require documentation to show that the conditions necessitating the leave (medical or otherwise) have been resolved.

6. JD students who have completed a minimum of two semesters and are on a leave of absence during the spring semester will be evaluated for academic standing following the completion of the first fall or spring semester back from leave.

## **S. WITHDRAWAL FROM JD PROGRAMS**

### **1. JD Students Who Voluntarily Withdraw**

JD students who decide for any reason to withdraw from the Law School must:

- a. Complete a [\*Withdrawal\*](#) form (available in the Registrar's Office) and participate in an exit interview with the Director for Law Student Services; and
- b. Participate in an exit interview with the Law Financial Aid Office and complete the Official Withdrawal Process. (See the "Withdrawal Tuition Credit and Refund Policies" section of this *Handbook* for more information.)

### **2. JD Students Deemed to Have Withdrawn**

JD students who do not obtain an approved leave of absence will be deemed to have withdrawn from the School of Law if they do any of the following:

- a. Withdraw from all courses during any fall or spring semester and fail to complete the steps for voluntary withdrawal, above;
- b. Fail to enroll in the next succeeding fall or spring semester without securing approval for leave of absence or visiting away status; or
- c. Fail to enroll following the end date specified for any approved leave of absence or visiting away.

Students who are deemed to have withdrawn will be administratively withdrawn from the Law School, and notations will be made on their transcripts indicating administrative withdrawal.

### **3. Effect of Withdrawal from the School of Law**

Students who voluntarily withdraw from the law school, or who are administratively withdrawn for any reason, must reapply for admission and be readmitted as entering first year students before they may enroll again in law school courses. Readmission of JD students who previously withdrew from Golden Gate is unusual, and no assurances can be given that such students will be readmitted. Students who withdraw are encouraged to take a minimum of two years to resolve any issues which led to withdrawal or to prepare academically to succeed in law school. In most cases, JD students who are readmitted must restart their JD degree programs from the very beginning; units earned previously at GGU or other ABA-accredited law schools typically will not be applied toward graduation requirements. However, their prior academic history will continue to appear on their transcripts and will be considered in the review process for readmission to the law program. ABA Standard 304(c) mandates that a JD must be completed no later than



84 months after a student has commenced law study at the law school or a law school from which the school has accepted transfer credit.

## **T. FULFILLING COURSE REQUIREMENTS**

Students are expected to complete all course requirements in a timely fashion. Except as provided below, each student enrolled in a course for which there is a final examination is required to take the examination at the time it is scheduled. If the course requirements include a paper, a series of papers, or reports, each student is required to submit such assignments at the time(s) specified by the instructor.

Students who do not take the final exam or who fail to complete all course requirements on time without first having officially withdrawn from the course, successfully petitioned for an incomplete, rescheduled the exam, or obtained permission for an extension of deadline, will receive a “WF” (Withdrew Failing) grade for the course, regardless of whether the student had elected to take the course CR/NC. For more information, see “Extension of Deadline to Complete Course Requirements” below and the “Examination Procedures” section of this handbook.

### **1. Adding Courses after Registration**

Upper division JD and LLM students may add courses up until the published last day to add courses without instructor’s approval. After this date, upper division JD and LLM students may add a course only with the written permission of the instructor. Any student found to be attending more than two class meetings of a course for which they are not registered may be considered in violation of the Standards of Student Conduct.

### **2. Withdrawal from (“Dropping”) Courses**

Withdrawal from a course (commonly known as “dropping a course”) is official once the Registrar’s Office has been notified. Notification may be made electronically by “dropping” a course online via GGU4YOU or by submitting a [Registration Request](#). Oral notification is insufficient. Written notifications may be delivered in person, by standard mail, by fax, or by electronic mail. Electronic mail must originate from the student’s email address on record with the Registrar’s Office. The date the written notice is received by the Registrar’s Office will be the official date of withdrawal. Students should refer to the Law School’s Withdrawal Tuition Credit Policy and the Academic Calendar to determine the effect of withdrawals on their accounts.

#### **a. Permission to Withdraw**

First year JD students may withdraw from courses only with the permission of the Associate Dean or Director for Law Student Services, and only in exigent circumstances. With the exception of the Lawyering Electives, absent exigent circumstances, first year JD students are prohibited from switching course sections.

Upper division JD students on academic supervision or academic probation must obtain permission for any changes to their schedule from the Associate Dean or Director for Law Student Services. Withdrawal will be subject to normal tuition forfeiture policies. Students must complete Appellate Advocacy, Constitutional Law I

and Constitutional Law II during their second year and may not withdraw from those courses without permission from Law Student Services. (HLP students may take Constitutional Law I during their third year.) All other upper division JD students may withdraw from upper division courses without permission for any reason until the end of instruction. Students cannot “drop” courses online via GGU4YOU after the end of the second week of the term, but instead must submit a [Registration Request](#) form to withdraw from courses.

Students wishing to withdraw from courses after the end of instruction also must obtain the approval of the Associate Dean or Director for Law Student Services or their LLM Program Director, depending on their academic program. Upon approval, students may withdraw from exam-graded courses until the last business day before the exam, and from non-exam-graded courses until the last business day before all work upon which the student will be graded is due.

**b. Withdrawal Notations on Transcripts**

The Registrar’s Office will record “W” (Withdrawal) grades on students’ transcripts for courses from which students withdraw after the “drop” deadline (the end of the second week of the term). The Registrar’s Office will record “WF” (Withdrew Failing) grades for courses from which students do not withdraw by the deadlines stated above and which are not completed or approved for incomplete grades. “WF” grades count as “F” grades in GPA calculations.

Students must obtain approval from the Associate Dean or Director for Law Student Services before registering for a course in which they previously received a “W” or “WF” notation on their transcripts.

**c. International Students**

International students with F-1 or J-1 visas may not drop below full-time status without the approval of an international student adviser. Full-time status is defined as eight (8) semester units for LLM students and twelve (12) semester units for JD students in the fall or spring semesters. The summer term is considered a "vacation term," and no minimum enrollment is required.

## **U. INCOMPLETE COURSE ATTEMPTS**

Where circumstances prevent students from completing the requirements of a course in a timely manner, the students may request an Incomplete grade by submission of the *Petition for Incomplete Course Attempt* form. The rules governing Incomplete grades vary depending on the type of course, as described below. Note that Incomplete grades may have an impact on students’ financial aid and eligibility for Dean’s List.

**1. Extension of Deadline for Independent Study and Externship Courses**

Students who are unable to complete externship hours or their Independent Study papers before the last day of the final exam period may seek a revised deadline directly from the instructor. Students must submit the [Petition for Incomplete Course Attempt](#), including the instructor’s signature and the revised due date, to the Director for Law Student

Services **prior to the last day of the final exam period**. The *Petition* must be approved by Law Student Services, and students are well advised to consult with Student Services as soon as they realize that they might not finish on time. Students must be able to articulate compelling reasons for the inability to complete the course requirements in a timely fashion.

If a student receives a revised due date to complete course requirements during the term after which the student intends to graduate, the student must resolve the incomplete course by January 15 for fall; June 15 for spring; and September 15 for summer.

By the revised due date, the student must:

- (a) complete all course requirements; or
- (b) secure permission from Law Student Services to extend the incomplete; or
- (c) withdraw from the course.

Failure to do so may result in a “WF” (Withdrawn/Failing) grade for the course.

The incomplete course is deemed to be resolved when the instructor submits the final grade to the Registrar’s Office.

If a [\*Petition for Incomplete Course Attempt\*](#) in an independent study or externship course is denied, students have the right to withdraw from the course up until the last business day before all work upon which students will be graded is due. The withdrawal will be subject to normal tuition forfeiture policies.

## 2. **Extension of Deadline for Classroom Courses That Do Not Have a Proctored Final Exam**

All papers, series of papers, assignments, or take home finals must be completed and submitted at the time specified by the instructor, which is no later than the last day of the final exam period, according to the academic calendar, for the term in which the student is to receive credit. Students unable to fulfill the course requirements prior to the last day of the final exam period must secure approval for a revised due date from the Director for Law Student Services or LLM Program Director **before the assignment is due**. Such extensions of deadline will be granted only for **documented exigent circumstances**, *i.e.*, circumstances beyond the student’s control, such as illness of oneself or a dependent. **Students may not request from the instructor a revised due date for after the last day of the final exam period.** The Director for Law Student Services or LLM Program Director may consult with the instructor of the course and will inform the student of the decision. If the instructor or Director for Law Student Services or LLM Program Director determines that exigent circumstances exist but that an extension of deadline is inappropriate in a particular case, the student may be granted an Incomplete grade with permission to re-enroll in the course. This Incomplete grade will be subject to the applicable rules specified below for Incomplete grades in courses which have a proctored final exam.

If a student receives an extension of deadline to complete course requirements during the term after which the student intends to graduate, the student must resolve the incomplete course by January 15 for fall; June 15 for spring; and September 15 for summer.

By the revised due date, the student must:

- (a) complete all course requirements; or
- (b) secure permission from the Director for Law Student Services or LLM Program Director to extend the incomplete; or
- (c) withdraw from the course.

Failure to do so may result in a “WF” (Withdrew Failing) grade for the course.

The incomplete course is deemed to be resolved when the instructor submits the final grade to the Registrar’s Office.

If a petition for an incomplete grade in a course without a proctored final exam is denied, students have the right to withdraw from the course up until the last business day before all work upon which students will be graded is due. The withdrawal will be subject to normal tuition forfeiture policies.

### 3. **Incompletes for Courses Which Have a Proctored Final Exam**

- a. Approval for incomplete course attempts is granted only for **exigent circumstances**, which must be documented and attached to the [\*Petition for Incomplete Course Attempt\*](#). JD students must obtain the signature of the Director for Law Student Services, and LLM students must obtain the signature of their LLM Program Director. The Director for Law Student Services or LLM Program Director may consult with the instructor of the course and will inform the student of the decision. **Students who do not take the final exam will need to repeat the entire course.** See Examination Procedures, below, regarding the limited circumstances under which a student may be eligible to reschedule a final exam. All exams for a term must be administered prior to the last day of the term.
- b. The [\*Petition for Incomplete Course Attempt\*](#) must be submitted by the date of the last class meeting. However, a *Petition* may not be submitted after all work upon which students will be graded is due. Failure to request an incomplete by the appropriate date results in an automatic waiver of the right to request an incomplete.
- c. Students do not receive a refund of tuition for a course in which they receive an incomplete grade, but in most cases do not have to pay again upon re-enrollment. See below for re-enrollment information.
- d. If a *Petition* for an incomplete in a course with a proctored final exam is denied, students have the right to withdraw from courses up until the last business day before the exam. The withdrawal will be subject to normal tuition forfeiture policies.
- e. If students wish to request a second incomplete grade for the same course, a new *Petition for Incomplete Course Attempt* form must be submitted. If students’ subsequent petitions are denied, they may re-enroll in the course but will be subject to the tuition rate in effect at the time of re-enrollment.

### 4. **Re-enrollment to Resolve an Incomplete**

- a. Students who intend to resolve an incomplete grade in a course with a proctored final exam should not register for the course but should submit a [Notice of Intent to Complete Course](#) to the Registrar's Office. This form should be submitted during the time period for which the student is eligible to register for courses for that term. Note that students are not guaranteed enrollment if their preferred sections already are full. Where appropriate, the Associate Dean or Director for Law Student Services or LLM Program Director may require re-enrollment with a different instructor from the original course attempt. Students who have received an incomplete grade more than once for the same non-required course may be required to resolve the incomplete with an alternate course.
- b. In most cases, students are not charged tuition upon re-enrollment when completing an Incomplete. Students who are only re-enrolling in courses for which they were granted an incomplete and not in any new courses will be charged the fees for the term, but no tuition. Students must advise the Law Financial Aid Office when they are re-enrolling for a course. Students are strongly encouraged to consult with the Financial Aid Office regarding the impact that re-enrollment may have on their financial aid.
- c. All incomplete courses must be completed within one academic year of the end of the initial course. For example, an incomplete course initially attempted in the fall term must be completed by the last day of the exam period of the following fall term. If a student fails to resolve an incomplete course within this time frame, or fails to secure an extension of the deadline, the incomplete may automatically convert to a notation of "WF" for "Withdraw/Failing."
- d. The law school does not guarantee that every course will be offered every academic year, so re-enrollment may not be an option. The deadline to resolve an incomplete course may be extended by the Director for Law Student Services or LLM Program Director if a student is unable to re-enroll in the course because it is not offered or there is no space available prior to the expiration of the incomplete grade. See below for completion deadlines.
- e. Course Substitution: In limited circumstances, the student may seek written approval from the Director for Law Student Services or LLM Program Director to substitute another course of equal or less unit value. If the substitute course is of less value than the original course, the student is not entitled to a refund of tuition.
- f. Upon re-enrollment in a classroom course, the student must comply with all course requirements as established by the instructor, including attendance and assignments. In other words, the student is 'starting over,' regardless of when during the semester the incomplete was granted.
- g. Notation on Transcript: When the *Notice of Intent to Complete Course* form is received by the Registrar's Office, the student will be enrolled in the new course attempt subject to seat availability, and the incomplete grade for the original attempt

permanently will be changed from an “I” for “Incomplete” to a “W” for “Withdrawn”. When the instructor reports a final grade, it will be recorded for the term during which the student completes the course. If a student fails to resolve an incomplete course within the relevant time frame, or fails to secure an extension of the deadline, the incomplete may automatically convert to a notation of “WF” for “Withdrew/Failing.”

## V. EXAMINATION PROCEDURES

The School of Law strives to create an environment that will prepare students to sit successfully for a bar examination.

### 1. Standards of Conduct

Every student is required to act with honesty and integrity in regard to all academic matters in the School of Law. At a minimum, this means that a student shall not give, accept, or utilize any assistance in examinations or written work that has not been specifically authorized by the instructor for the particular course. **Students must not attempt to contact instructors about the exam, grades, or their performance in the class, or in any other way influence grading between the administration of an exam and the posting of final grades for the course. Students also must not attempt to contact instructors regarding requests to reschedule their exams.** All questions regarding reschedules must be directed to the Registrar’s Office. For more information, see the “Standards of Student Conduct” section of this *Handbook*.

### 2. Failure to Take Exams

A student who fails to take an exam at the scheduled time without contacting the Associate Dean or Director for Law Student Services, the Registrar’s Office or their LLM Program Director in advance may receive a “WF” (Withdrew Failing) in that course, even if the student had elected to take the course Credit/No Credit. A student who decides not to take some or all exams and chooses to withdraw from the School of Law immediately should contact the Associate Dean or Director for Law Student Services or their LLM Program Director. Completion of the appropriate paperwork in a timely manner will keep a “WF” grade from appearing on a student’s law school transcript. For more information, see the “Fulfilling Course Requirements” section of this *Handbook*.

### 3. Exam Accommodations

Students with disabilities who need accommodations for exams must contact the Assistant Director for Law Student Services and complete a *Request for Accommodation* form by the stated deadline. (See “Policy and Procedures for the Provision of Services to Students with Disabilities” section of this *Handbook*.) Students who receive testing accommodations for a disability and who are requesting an exam reschedule should submit an *Exam Reschedule Petition* to the Assistant Director for Law Student Services by the stated deadline.

A student who seeks special exam accommodations unrelated to a disability (such as ExamSoft, language accommodations, rescheduled exam) should notify the Registrar’s Office by submitting the appropriate forms by the stated deadline.

#### 4. **Examination Numbers**

In order to provide anonymous grading of examinations and papers, every student attending the School of Law is assigned **a different examination number each term**. Consequently, students taking midterm exams must remove their exam numbers from their midterm exams prior to reviewing them with their instructors to ensure that their numbers remain confidential. **Faculty members do not have access to the list of student names and examination numbers at any time**. Exam numbers are not used in some courses, such as some writing courses, seminars, and clinics; in such courses, work is to be submitted to the instructor by name.

Exam numbers are available on GGU4YOU within 24 hours following a student's registration for a given term. Students also will need their exam numbers to claim blue books and/or final papers after the end of the term.

It is the students' responsibility to maintain the anonymity of their exam numbers. Students are not to share their exam numbers with any faculty member or any other student for any reason. Students who are found to have disclosed their exam numbers to a faculty member before grades have been posted or who share their numbers with another student or students before the end of the term may be referred to the Assistant Director of Student Conduct and Professionalism for disciplinary action. If a student feels their anonymity has been compromised, they should contact the Registrar's Office promptly and directly.

Only exam numbers should be used as identification on exams. Names, social security numbers, student ID numbers, or any other means of identification should not be written on exams or blue books under any circumstances. Any students who attempt to identify themselves by means of personal information, notes or images in exams or blue books, or by contacting their instructors before grades are recorded, will be considered in violation of the Standards of Student Conduct. Students may not write any personal notes (e.g. "Great class") in their exams.

#### 5. **ExamSoft Procedures**

All students are eligible to take their exams on their laptop, provided they are using ExamSoft software. ExamSoft information and communications will be sent to students' email addresses on file with the Registrar. It is each student's responsibility to confirm that this address is working and correct. For any questions or technical assistance, contact the Registrar's Office at 442-6620 or [lawexam@ggu.edu](mailto:lawexam@ggu.edu).

Certain computers may not be compatible with ExamSoft. Students should review the Minimum System Requirements at [www.ExamSoft.com/ggulaw](http://www.ExamSoft.com/ggulaw). In addition to these minimum requirements, a student's laptop also MUST have a wireless network interface card that can connect to the Golden Gate University's network. Students unable to connect to the GGU network will not be permitted to use ExamSoft for their exams. All ExamSoft technical questions should be directed to ExamSoft Technical Support: 866-429-8889. Questions regarding network connectivity should be directed to the Information Technology Services (ITS) at [help@ggu.edu](mailto:help@ggu.edu).

The use of parallels or other virtual machines is strictly prohibited.

Students using ExamSoft must download, install, register, and complete a mock exam on ExamSoft's SofTest software prior to arrival in the examination room. No installation assistance will be given on the day of an examination. Each student using ExamSoft is responsible for ensuring that ExamSoft functions properly on his or her computer. Students who have not successfully installed ExamSoft on their laptops will not be permitted to type their exams. **Students who are unable to reach a "STOP" screen by five minutes prior to the commencement of the exam must handwrite their exams.**

Student use of ExamSoft for law school exams is a privilege and not a right, and students use ExamSoft at their own risk. The Law School cannot guarantee that students will be able to use ExamSoft on any given exam.

**If for any reason, ExamSoft or a student's computer malfunctions during an exam, the student will be required to finish the exam using blue books.** The student should write "continued from ExamSoft" on the first page of the first blue book. No extra time will be given for computer and/or software related problems.

If ExamSoft experiences a catastrophic error that results in the loss of exam files, the affected student, at the instructor's and/or the Associate Dean of Student Services' discretion, must re-take an exam for the course.

It is students' responsibility to download the exam file prior to the start of their exam and to upload their exam file after the exam has ended. Students are strongly encouraged to upload the exam file before leaving the exam room. **Students are required to upload their exam file within 24 hours after the exam start time.** The status of upload and confirmation of successful upload can be viewed at [www.examssoft.com/ggulaw](http://www.examssoft.com/ggulaw). Students who fail to upload their exam file within 24 hours may receive a "WF" (Withdrew/Failing) for the course. Any attempt to disable or tamper with SofTest's security features will be considered a violation of the Standards of Student Conduct.

Students must not delete the exam file from their laptops until grades have been posted. Students who delete exam files without ensuring that the University has received the exam may receive a "WF" in that course. It is the responsibility of students to ensure that the exam has been received by the University.

## 6. Exam Dates and Rooms

The exam schedule is first published in the Course Schedule for that term. **Exam dates subsequently can change. Timely and appropriate notice will be given when applicable.** The exam schedule for each semester is available on the Registrar's Course Schedules webpage throughout the semester. Please note that the posted exam schedule is the official schedule and it may differ from what was posted at the start of the semester. It is highly recommended that students double-check their exam dates and times just before the exam period begins.

Generally, exams during the final exam period begin at 9 am, 2 pm, or 6:30 pm, including Saturday and Sunday. Exams are usually three hours in duration, but may be shorter or



longer. If an exam's duration is shorter or longer than three hours, **it will still start at the scheduled time and last the scheduled duration.**

Exam rooms will not be listed on the exam schedule published with the Course Schedule. On the date of the exam, room locations will be posted in the second and third floor lobbies. Exams might not be in the same room where the class was held. Students may be combined with other sections or courses within one exam room.

#### 7. **Exam Dates and Times for Accommodated and Rescheduled Exams**

The School of Law reserves the right to set rescheduled exams to begin at any time during the exam period. A makeup exam originally scheduled to start in the evening may be rescheduled during the day, and vice versa.

Students requiring disability accommodations during testing should contact the Assistant Director for Law Student Services by the published deadline for exam accommodations requests. An accommodated exam usually is scheduled on the same day as the regular exam, but may be scheduled on another date and may begin or end at any time the building is open. An accommodated exam may begin earlier or later than the normally scheduled exam.

#### 8. **Exam Rescheduling**

##### a. **Rescheduling Exams in Advance**

Students who need an advance rescheduling of examinations must submit an *Exam Reschedule Petition* with appropriate documentation to the Registrar by the stated deadline, which will be approved only under the following circumstances:

- i. A student has two School of Law examinations that are scheduled to start within a 23-hour period (not including take home exams or midterms);
- ii. A student has three School of Law examinations on three consecutive days (not including take home exams);
- iii. A student's religious beliefs prohibit the taking of an examination at the scheduled time; or
- iv. A student's participation in a Law School competition or course work for which the student is receiving academic credit directly conflicts with the examination.

The Registrar's Office will determine which exam to move. If more than one exam is rescheduled, the exams normally are kept in the same order. Students will not be allowed to choose which exams are rescheduled or when the rescheduled exam will take place. Exam reschedules will not be such that an additional conflict requiring rescheduling is created.

Exams will **not** be rescheduled for vacations, airplane tickets, family events, business conflicts, or conferences. Exceptions to this policy *might* be granted (with timely and appropriate documentation) for the wedding of an immediate family member (parent, sibling, child) *if* the student has a role in the ceremony *and* the student has a direct time conflict.

**Students are prohibited from discussing exam reschedule requests with their instructors or fellow students.** All exam reschedule requests or questions must be directed to the Registrar's Office.

**b. Rescheduling Exams Due to Emergencies**

A student who becomes ill, injured, or is otherwise suddenly unable to take an exam on the scheduled date must notify the Registrar's Office by phone at 442-6620 or email to lawexam@ggu.edu **before the start of the exam and** must provide a detailed message. Students are prohibited from discussing emergency exam reschedule requests with their instructors. All emergency exam rescheduling requests or questions must be directed to the Registrar's Office.

A student with a rescheduled exam due to an emergency must work with the Registrar's Office to obtain a new exam date. All rescheduled exams must be completed by the end of the exam period at a time determined by the Registrar's Office.

**A student whose exam is rescheduled due to an emergency must submit appropriate, contemporaneous supporting documentation prior to the rescheduled exam.** If an exam is rescheduled due to a medical emergency, a doctor's note indicating a doctor's visit on the original exam date must be submitted. The documentation must specify that the student was physically unable to take the exam at the scheduled time. A student who fails to provide documentation or whose documentation proves unsatisfactory or untimely will be considered to have failed to take the exam and may be awarded a grade of "WF."

All students are bound by the Standards of Student Conduct in this *Handbook*, which includes provisions regarding exams. Once an exam has been rescheduled, the new exam date will not be changed except in extraordinary circumstances. In extraordinary circumstances, the Associate Dean for Law Student Services has the discretion to require that a rescheduled examination be graded on a credit/no credit basis, or that the student's grade be lowered by up to three grade levels (e.g., "B" to "C").

Exceptions to this emergency rescheduling policy *might* be granted under the following circumstances:

- (i.) Funeral of an immediate family member (spouse/partner, parent, sibling, child) AND the student has a direct time conflict; or
- (ii.) Life threatening emergency of a spouse/partner, parent, sibling, or child.

**c. Failure to Sit for an Exam**

Failure to sit for an exam without advance approval from the Registrar may result in a "WF" grade for the course. A student who begins, but cannot complete an exam, will not be allowed to complete the exam at a later time nor be given a different exam in that course for that exam period.

In some emergency situations, a student may be allowed to receive an Incomplete grade in the course by obtaining the approval of the Associate Dean for Law Student Services. Appropriate documentation is required whenever exams are rescheduled or Incomplete grades are granted.

## 9. Procedures During Exams

### a. Examination Sign-In

Students are required to bring a photo ID card to the exam room. Upon arriving in the exam room, each student must check in with the proctor by showing his or her student ID card or a government ID.

### b. Seating, Food, and Excess Noise During Exams

**To ensure the smooth commencement of examinations, all students should arrive at least 20 minutes prior to the start of each examination.** Students should leave every other seat empty, where possible.

Between arrival and the actual start of the exam, students are free to leave the exam room. Students are permitted to review notes and books outside the exam room. For “closed book” exams, students will be instructed to leave personal belongings, books, notes, etc. in their locker when possible. All personal belongings brought to the exam room will be directed to a location in the room designated by the exam proctor, usually the front of the room. For “open book” exams, students may keep specified materials to refer to at their desks; however, backpacks, etc., must be left in the student’s locker or at the front of the exam room, or in a location designated by the proctor. If books, notes, etc. are found in the hallway or other unauthorized locations, they will be destroyed, and students will be subject to discipline under the Standards of Student Conduct.

Students are prohibited from having cellular phones, pagers, and any other electronic devices on their person during an exam. All electronic devices brought into an exam room should be powered off and placed at the front of the exam room for the duration of any exam. Any electronic devices found in the exam room that are not in their proper location and/or that are not powered off, may be confiscated. Any student who keeps such a device in their possession or fails to turn off such a device during an exam will be subject to disciplinary action, including confiscation of the device, and/or their exam. If the exam allows calculators, only simple five function calculators are acceptable. Programmable calculators, cell phone calculators, laptop calculators, etc. are not allowed in the exam room. No food of any kind may be brought into the exam room. Students are permitted to bring a beverage.

### c. Commencement of Exams

The student is responsible for bringing the appropriate writing instruments (pens, pencils, highlighters, etc.) to the exam. The proctor will not have any writing instruments to lend to students.

Students should write their exam numbers on the exam as soon as the exam begins. Exam number, course, instructor, and semester should be written on all blue books and multiple choice answer sheets, if applicable. Under no circumstances should students write their name or a message to the instructor on exams or blue books, as such an act could result in disciplinary action. **No extra time will be given at the end of the exam to write exam numbers on any of the exam materials, and students who write after time is called, even if writing only their exam number, will be subject to discipline under the Standards of Student Conduct.**

Before starting the exam, students should review the entire exam to make sure that all pages are in order and none are missing. In addition, students should check for two-sided copying. Students must notify the exam proctor immediately if there are any problems.

d. **Questions During an Exam**

Students may not speak during an exam. If a question arises during an exam, students should give the exam proctor a note with the exact question written down. The Associate Dean for Law Student Services and, if necessary, the instructor will be contacted if needed. The response will either be communicated to the student with the question or, if the information affects all students, an announcement will be written on the whiteboard at the front of the room.

e. **Breaks During Exams**

Students may take a brief break during the exam, but must turn their exam materials face down and/or cover their laptop screen before leaving the room. Students must sign out and back in on the check-out sheet on the exam room door. Students are not permitted to leave the building during their exam.

f. **Official Time Keeping for Exam Rooms**

Each exam room will have one designated official clock. The exam will begin at the start time shown on the official clock. Students should synchronize their watches with the official clock, in case the official clock is not visible to every student in the exam room.

g. **Late Arrivals to Exams**

Students who arrive up to fifteen minutes late for an exam (as determined by the proctor) will be allowed to sign in and start the exam at that time. **There will be no extension of time for students who arrive late.** If the first portion of the exam is collected after a specified time, students who arrive late also will have to turn in that portion of the exam at that time. The exam will end at the same time for all students.

Students using ExamSoft must arrive at least 20 minutes prior to the exam start time to set up their computers. ExamSoft users must be present and at the “STOP” screen of their software a minimum of 5 minutes prior to the start time of their exam. Any student who does not arrive in the room or at the “STOP” screen at least 5 minutes (as determined by the proctor) before the start of an exam for which he or she plans to use ExamSoft may be required to handwrite the exam.

Students who arrive more than fifteen minutes after the start of an exam (as determined by the proctor) will not be seated for the exam. If this occurs, the students must contact the Registrar's Office to determine when, if, and under what terms the exam is to be rescheduled. The Associate Dean for Law Student Services may decide to reschedule the exam later the same day, move the exam to another day during the exam period, not allow the students to take the exam, allow the students to take the exam with the time remaining, or allow the students to take the exam but with a grade reduction.

**Failure to contact the Registrar, lack of a valid reason for tardiness (as determined by the Associate Dean for Law Student Services), or inability to supply documentation may result in a "WF" grade for the course.**

**h. Conclusion of Exams**

Students must write their exam number, course name, and instructor on all blue book covers before the end of the exam is announced. When the exam proctor calls "time," students must stop writing or typing, close their blue books, exit ExamSoft, or restart their computers.

The proctor will approach each student and check their exam materials for the number of blue books used (or ExamSoft) and make sure all exam materials have been returned. The proctor will record this information and will initial the sign-out sheet. Students should review the information recorded by the proctor to ensure it is correct before signing the sign-out sheet. In a large class, this process can take up to twenty minutes. Students are asked to be patient during the sign out process and remain seated; the proctors know the students are anxious to leave the exam room and will work as quickly as possible.

Students who complete the exam earlier than the ten minute warning may walk up to the proctor to check out. Students who complete the exam after the ten minute warning must remain seated and wait for time to be called and the proctor to check them out.

**10. Post Exam Procedures**

**a. Discussion of Exams**

Since exams are rescheduled for a variety of reasons, and may be administered throughout the exam period, **students must not discuss an exam with another student until they confirm that the other student already has taken the exam. Students are advised to be mindful of this consideration when posting to social networking sites, texting, or otherwise addressing groups of their peers.**

Students who are taking a rescheduled exam must not discuss the exam or the course itself with any other student **until they have completed the exam and confirmed that the other student also has taken the exam.**

b. **Claiming Graded Essay Exams, Final Papers, and Multiple Choice Score Reports**

Graded essay exams, take-home exams, final papers, and multiple choice score reports may be picked up after the end of the term by submitting a [Blue Book Claim Form](#) to the Registrar's Office.

Blue books, papers, etc. for a term will not be available until all of the grades have been recorded for that term. A date for the start of distribution of graded exams will be announced when grades are in for the term. They will be available for pick up from an easily accessible location within the law school on the announced date, or one week after the form is submitted, whichever is later. Students will be asked to present their School of Law photo ID card before the graded essays or score reports will be released. Incomplete or illegible request forms may take longer to process.

Graded course work must be claimed in person by the student to whom they belong. They will not be mailed to students except under extraordinary circumstances and with the approval of the Associate Dean for Law Student Services or the Registrar. Blue books not claimed within one year of the completion of the term will be destroyed.

Multiple choice score reports provide information pertaining to the raw score and questions answered incorrectly. Students may view their multiple choice form by contacting the Registrar's Office at 442-6620 or [lawexam@ggu.edu](mailto:lawexam@ggu.edu). The multiple choice questions and answers will not be available to students through this process. Students who wish to discuss multiple choice exam questions and answers should contact the professor directly.

c. **Past Essay Questions and Sample Essays on Reserve**

Most essay questions are put on reserve in the Law Library after grades are recorded and graded exams are made available to students. In addition, each instructor generally designates the best student essay to be placed on reserve along with the question. Rather than submit a student essay, the instructor may provide an outline or draft of his or her own best essay. Students are encouraged to review the questions and answers for their course, both from their instructor's past exams and other instructors' exams. Multiple choice questions and short answer questions are not put on reserve.

## W. GRADE NOTIFICATION

The Registrar's Office begins recording grades in the student information system after the end of the exam period. First year grades are not recorded until all instructors for all sections have submitted their grade rosters to the Registrar's Office. Once grades are recorded, students may view them on GGU4YOU. Grades will **not** be released to students over the telephone. Grade reports will not be automatically mailed to students but are available upon request by emailing [lawreg@ggu.edu](mailto:lawreg@ggu.edu). Grade reports also may be held for students to pick-up at the Registrar's Office. Reports will be mailed or be made available for pick-up one business day following receipt of the request.

Grades are recorded section by section as the instructors submit their grade rosters. Larger sections generally take more time to grade — sometimes a month or more. If a student is graduating, and his or her grades are needed to certify him or her for a bar exam, the Registrar's Office will contact that student's professors to alert them to the urgency of submitting the grades for that course section and will obtain a temporary "CR" grade if necessary in order to certify the student, as long as there are no conduct issues pending.

Students will receive one of the following grades for each course in which they are enrolled: (1) a letter grade; (2) "CR" (Credit) or "NC" (No Credit); (3) "I" (Incomplete); (4) "W" (Withdrawn); (5) or "WF" (Withdraw Failing). "WF" grades are assigned when a student fails to withdraw from the course before the published deadline. "WF" grades are assigned whether or not a student elected credit/no credit, or if the course was graded on a credit/no credit basis.

## **X. GRADE CHANGES**

Although instructors are encouraged to review exam answers with their students for educational purposes, the instructor will not change a grade after its submission to the Registrar because of a substantive re-evaluation of the quality of an exam, paper or work in a clinic. An instructor may change a grade after its submission to the registrar **only** if the grade was incorrect because of a mathematical or clerical error by the instructor. Any grade change request must be initiated by the instructor, who can request the appropriate form from the Registrar's Office.

The determination of the grade assigned to each student will be made by the instructor for each course, and his or her determination is final. However, if the Academic Standards Committee determines that the exam, assignments, exercises, or clinical work on which the grade is based or its administration was unfair or improper, it may direct the Registrar to change a grade. Requests to the Academic Standards Committee (other than petitions for reinstatement) must be submitted within 60 days of receipt of the grade, conclusion of the course, or receipt of information that raises a question about a grade or course.

## **Y. DEAN'S LIST**

The Dean's List is intended to recognize law students who perform at a superior level. Students are eligible to be named to the Dean's List for the fall or spring semester or the summer session. For the summer session, the part-time eligibility rules below apply.

To be named to the Dean's List, students must complete the specified minimum number of units and must achieve a 3.0 or higher grade point average for the term. Students who complete 10 or more units for a term must have at least 8 completed letter-graded units. Students who complete less than 10 units for the term must complete at least 8 units, of which 6 must be letter-graded units. The rules are based on the student's enrollment for the term, not whether the student is enrolled in a full or part time program.

Students also must have no Incomplete, “NC,” or “NR” grades for the term to be eligible for Dean’s List. Note: Students receiving In Progress (IP) grades in designated elective year-long courses are eligible for Dean’s List consideration. However, final grades in these year-long courses may have a retroactive impact on Dean’s List. If one or more of a student’s grades is changed at a later date, such as having resolved an Incomplete, and the student wishes to be re-evaluated for Dean’s List, the student should contact the Registrar’s Office.

Only Law School units are included in the Dean’s List determination for joint degree students. Summer abroad program units are not included in the calculation of Dean’s List eligibility.

A notation will appear on the official transcripts of students named to the Dean’s List. After the end of the term, award winners may be posted in *Law School News* and on the Student Achievement bulletin board. Students who have requested non-disclosure of directory information (see the FERPA section of this *Handbook*) will not appear on the published Dean’s List, but a notation will be made on their transcripts. Students may not note “Dean’s List” on their resumes until they receive official notification from the law school of this achievement.

## **Z. WITKIN & CALI AWARDS**

The Witkin Award may be given in any letter-graded JD course with an enrollment of ten or more students. Nominations for this award are given at the discretion of the instructor and are based on the highest letter grade in the course. In the event of a tie for the highest grade, the instructor should select a single winner by considering other factors that the instructor feels warrant special recognition, such as extraordinary class participation or special contributions made to the class by a student.

The CALI (Center for Computer-Assisted Legal Instruction) Award may be given, at the discretion of the instructor, to one or two students in each JD course. CALI Awards may be given in small courses and/or courses graded credit/no credit. The CALI Award is given to the most outstanding student(s) in the class, which may be determined by academic achievement, class participation, special contributions made to the class by students, or other appropriate factors as determined by the instructor. Instructors are encouraged to award the Witkin and CALI Awards to different students.

Students who are nominated for a Witkin or CALI award will receive certificates in the mail within three to four months. In addition, a notation will appear on students’ transcripts. After the end of the term, award winners may be posted in *Law School News*, on the Student Achievement bulletin board, and on the Registrar’s webpage bulletin board.

Students who have requested non-disclosure of directory information (see the FERPA section of this *Handbook*), will not have their names be posted on any award lists. A notation will, however, be made on their transcripts.



## AA. JD CLASS RANK

The Registrar ranks continuing students twice a year after both the fall and spring semesters based on their cumulative GPA. The purpose of ranking first and second year students is to approximate students' final graduating class rank. All matriculated JD students with active degree programs at the time of the ranking are ranked. Students who were not enrolled in courses in the most recent semester, but are otherwise active in their programs, such as HLP and JD/PhD students and those on approved leaves, are ranked. December graduates are ranked following the fall semester, despite having graduated, in order to give them a more accurate rank prior to their final graduating class rank (see below). Students who were academically disqualified with no immediate right to petition for reinstatement and those who withdrew from the law school prior to ranking are not ranked. First-year first-semester students who withdrew from the semester, or took leaves of absence before the semester's examination period, are not ranked.

The Registrar sends notices to continuing students of their class rank to their email addresses on record. Class rank will not be released to students in person or over the telephone but can be obtained by sending an email message to [lawreg@ggu.edu](mailto:lawreg@ggu.edu) from the student's email address on record. Class rank is calculated once at the end of each semester. Class rank is not recalculated for continuing students based on some students withdrawing from the law school after the ranking is prepared. Class rank will be recalculated upon request if students receive grade changes.

After the fall semester, students are ranked in three groups: (1) first semester students; (2) the rest of the continuing students who are not part of the current academic year's graduating class; and (3) the current academic year's graduating class members (including December graduates). After the spring semester, students are ranked in two groups: (1) the prior August matriculated students; and (2) all other continuing students. See below regarding Graduating Class Rank.

### **Graduating Class Rank**

A graduating class consists of those who earn their degrees in December, May, and July of the same academic year. Following the release of final grades for summer graduates, the Registrar will complete a graduating class ranking of all graduates in the class. (See Section EE. below for more information.) The graduating class is not ranked following the spring semester. Members of the graduating class should continue to use their final fall semester rank until their graduating class rank is provided. Since the graduating class rank includes the students who graduate after the summer session, the ranking usually is not determined until late September.

Since LLM students are not graded under the same standards as JD students, their GPAs are not comparable. Therefore, LLM students are not ranked.

Students may not note their class rank on their resumes until they receive official notification from the law school. Students may never 'round up' their class rank.

## BB. RETAKING COURSES

Students are not permitted to retake courses unless instructed to do so by the Academic Standards Committee or LLM Program Director. Students who receive “F” (Failing) or “WF” (Withdrew Failing) grades in required courses are placed on academic probation and required by the Academic Standards Committee to repeat those classes. The Academic Standards Committee may require students whose GPAs place them on academic supervision or probation to retake courses in which they performed poorly, as determined by the Committee. Students who retake courses based on these criteria are required to register for the courses and again pay tuition and fees for them. Once the grades for the retaken courses are recorded, they replace the original grades in students’ GPA and unit calculations. However, the original grades for courses that are retaken permanently remain on students’ transcripts. For further information, refer to the “Academic Standards” section in this *Handbook*.

## CC. COMMENCEMENT

A graduating class consists of those who earn their degrees in December, May, and July of the same academic year. The academic year begins with the fall term and ends with the summer term. Commencement is held in May. The ceremony is usually held off campus in San Francisco. While participation in graduation is voluntary, all graduates are encouraged to attend.

### 1. **Application Submission Deadline**

An [Application for Graduation and Commencement](#), available from the Registrar’s Office or online, is due at the Registrar’s Office by December 1 of the year prior to the commencement ceremony for their graduating class. Students planning to graduate must submit this form whether or not they expect to attend the commencement ceremony. Only students who are in good academic standing and good financial standing will be eligible to participate in the commencement ceremony. Students visiting away at another law school during their last academic year still are required to apply for graduation and commencement by the deadline. **Filing the application form allows the Registrar’s Office to order a student’s diploma and ensures that the student will receive mailings and/or email updates regarding commencement throughout the spring semester. Filing the application form does not include ordering regalia, which is a separate process.**

### 2. **Graduation Walk-Through**

Graduates are required to wear a cap and gown (to be reserved through the University bookstore) if they wish to participate in the commencement ceremony.

### 3. **December Graduates**

Students who graduate in December are considered members of the class of the next calendar year, and they are expected to attend commencement in May of the following calendar year. However, individuals who will graduate in December may apply to “walk early” and participate in the commencement ceremony held the year prior to the one scheduled for their class. Students should submit an [Application for Graduation and](#)

Commencement to the Registrar's Office by the deadline for the year they wish to participate as indicated on the form. Before processing the form, the Registrar will confirm that a student who has submitted an application is likely to graduate in December, without being in overload status in the summer or fall terms, and is in good academic and financial standing. Students may participate in only one commencement ceremony.

**4. Graduation Communications**

Members of the graduating class receive information about graduation (*e.g.*, cap and gown ordering information, ticket information, diploma name confirmation) through US mail and/or email. Only students with current contact information who have submitted a graduation application will receive these materials and messages. Failure to submit an application by the deadline will result in the student missing important and time sensitive information. Graduation information is available through monthly e-newsletters and *Law School News*.

**5. Graduation Fair**

Members of the graduating class are required to attend the annual Graduation Fair. At the Graduation Fair, students complete necessary activities (reserving cap and gown, receiving tickets, diploma name confirmation, etc.) to ensure they are able to participate in the commencement ceremony. If graduation candidates are unable to attend the Graduation Fair, it is their responsibility to contact Law Student Services and complete all activities on their own before they may obtain their tickets. December graduates who are planning to attend the Commencement ceremony are encouraged, but not required to attend the Graduation Fair the year they will walk. December graduates should handle all matters before leaving campus.

**DD. DIPLOMAS**

Participants in the graduation ceremony do not receive their diplomas the day of commencement. Instead, the Registrar mails (or holds for pick-up) diplomas to graduates after certifying that all degree requirements have been completed and all tuition and fees owed the University have been paid. Due to the fact that diplomas are printed by an outside company, graduates usually do not receive them until several months after their graduation date. In addition, because honors and high honors rankings cannot be determined until all members of the JD class, including July graduates, have been awarded their degrees, honors diplomas may be delayed by as much as six months after the graduation ceremony. Students should be aware that changing their profile data in GGU4YOU, or by submitting a *Profile Change Request* form, will not update the address to which your diploma will be sent. That change request must be submitted separately and clearly marked as a change in diploma information.

**EE. JD GRADUATING CLASS RANK and HONORS**

At the time of the commencement ceremony, students graduating at the end of the spring and summer semesters will not have received their final grades. Therefore, the commencement program will list Jesse Carter Society members (top 15%), Honors (top 10%) and Highest

Honors (top 5%) based on GPAs at the end of the fall semester. Following the release of final grades for summer graduates, the Registrar will complete a graduating class ranking of all graduates in the class. Jesse Carter Society, Honors and Highest Honors will be re-computed based on this final ranking. Honors and Highest Honors will be reflected on transcripts and diplomas thereafter. Consequently, it is possible for a graduate to be listed as having earned Honors in the commencement program but to end up not having earned Honors once the final ranking is completed. In that case, the graduate's transcript and diploma **would not** list him or her as an Honors graduate. It also is possible for the opposite to occur.

LLM Honors are determined at the time the graduates' degrees are conferred. LLM Honors are earned by achieving an overall GPA of 3.5 or higher for the LLM program.

## **FF. CALIFORNIA BAR APPLICATION PROCEDURES**

### **1. First Year Students**

**First year students are encouraged to register with the State Bar of California as law students within 90 days of starting law school** if they intend to take the California Bar Exam upon graduation. Students may register online at the State Bar of California website, <http://calbar.xap.com>. A registration card with a registration number will be mailed to each registered student within four weeks from the date of approval of his or her registration. Students must use this number on all subsequent applications and correspondence with the State Bar of California.

### **2. Second Year Full-Time & Third Year Part-Time Students**

Students who plan to take the California Bar Exam are required to file an Application for Determination of Moral Character. The application is lengthy and may require applicants to locate historical information and documentation. It is recommended that applicants begin the process at least eight to ten months prior to the time they intend to practice law in California and at least 180 days prior to being admitted to the bar. The application may be accessed on the State Bar's website at <http://calbar.xap.com>. A student may file this application any time after completion of his or her first year, and it is valid for up to 24 months after the date of a positive moral character determination.

### **3. Graduating Students**

Students who plan to take the California Bar Exam must apply to take the exam prior to the deadline specified on the State Bar's website for that exam. Students must apply online at the Bar's website <http://calbar.xap.com>. All applicable fees and deadlines are listed on the State Bar website. Students should carefully review the instructions for applying for an exam and retain copies of all forms, documents, and correspondence sent to or received from the State Bar of California.

Students who wish to seek disability accommodations on any state's bar exam should contact the Assistant Director for Law Student Services to obtain advice regarding the request process. Such students should begin the application process at least ten months before the date of the bar exam. Information about requesting California Bar Exam accommodations can be found at:

[admissions.calbar.ca.gov/Examinations/TestingAccommodations.aspx](http://admissions.calbar.ca.gov/Examinations/TestingAccommodations.aspx)

LLM or SJD students who wish to take a bar exam should contact the Program Director for the US Legal Studies program to obtain advice on the special requirements for foreign trained lawyers to take a US bar exam.

After the California Bar Examiners determine a student's eligibility to sit for the exam, they will mail an examination certification list to the Registrar. Certification by the Registrar involves confirming that a student has earned a JD degree. Graduating students are certified in early to mid-January for the February bar exam and in early to mid-June for the July bar exam. **The registrar will not certify students whose accounts are delinquent or who are required to complete financial aid exit interviews but have failed to do so.**

#### 4. **Multi-State Professional Responsibility Exam**

Students are required to take the Multi-State Professional Responsibility Exam (MPRE) as a part of the California State Bar admission requirements, and for most state jurisdictions. This exam is administered by the National Conference of Bar Examiners (NCBE) three times a year, in November, March, and August. Students generally take the Professional Responsibility course the semester they plan to take the MPRE exam. Most commercial bar review courses offer a short MPRE review course prior to the administration of the exam. Students may register for the MPRE on the NCBE website at [www.ncbex.org](http://www.ncbex.org).

If required by a state other than California, official copies of transcripts can be ordered online through the National Student Clearinghouse, or from the University's Office of Records & Registration on the second floor at 40 Jessie Street. More information is available online at [www.ggu.edu/student\\_services/records\\_and\\_registration\\_services](http://www.ggu.edu/student_services/records_and_registration_services), by emailing [records@ggu.edu](mailto:records@ggu.edu), or by calling 442-7285. (The Registrar automatically sends graduates' transcripts to the California State Bar Office of Admissions as part of the certification process described above.) **The office will not release the transcripts of students whose accounts are delinquent or who are required to complete financial aid exit interviews but have failed to do so.**

Students who wish to seek disability accommodations on the MPRE should contact the Assistant Director for Law Student Services to obtain advice regarding the request process. Such students should begin the application process several months before the date of the exam. Information about requesting MPRE accommodations can be found at <http://www.ncbex.org/multistate-tests/mpre/accommodations-for-applicants-with-disabilities/>.

# XIV. LAW SCHOOL COMPLIANCE WITH ABA STANDARDS

## STUDENT COMPLAINT POLICY AND PROCEDURES

[ABA Standard 512](#) requires law schools to develop and maintain a policy and procedure for handling student complaints about significant problems regarding the law school's program of legal education and compliance with all ABA Standards. This policy, described below, is in addition to the policies on handling complaints related to sexual harassment and disabilities, outlined in Sections G.1-6 of the Discrimination & Harassment Policy and Section C.12 of the Policy and Procedures for the Provision of Services to Students with Disabilities, respectively.

### 1. Filing of Written Complaint

Students who wish to report a problem with the Law School's program of legal education or its compliance with the ABA Standards should file a written complaint with the Associate Dean for Law Student Services. (As appropriate, the Associate Dean may appoint a designee to fulfill his/her role in these complaint procedures.) The complaint may be submitted via email, US Mail, or personal delivery. The complaint should identify and describe in detail the problem, and explain how the matter implicates the Law School's program of legal education and compliance with specific ABA Standard(s). The complaint also should include the student's contact information to facilitate further communication in regards to the complaint. The Associate Dean will acknowledge receipt of the complaint within five business days.

### 2. Investigation and Response to Complaint

The Associate Dean will investigate the complaint. The Associate Dean will then set up a meeting with the student or, alternatively, provide the student with a written response to the complaint, within 30 days of receipt of the complaint. In the meeting or the written response, the Associate Dean will provide a substantive response to the complaint, describing the steps taken to investigate the complaint, as well as any steps taken or to be taken to address the complaint.

### 3. Optional Appeal

If the student is dissatisfied with the Associate Dean's response to, or resolution of, the complaint, the student may file a written appeal with the Dean of the law school. The appeal must be filed within 30 days of the Associate Dean's response to the complaint. In response to the appeal, the Dean shall either affirm or reverse in whole or in part the Associate Dean's determination. The Dean's response to the appeal will be communicated to the student within 30 days of receipt of the appeal. The Dean's decision shall be final.

### 4. Record

The Law School will maintain a record of all complaints filed pursuant to this procedure. The record shall be kept in the Associate Dean's office for a period of 8 years from the date of final resolution of the complaint.

## **XV. ACADEMIC STANDARDS**

The following academic standards pertain to those who matriculate as students during the 2014-2015 academic year. Unless otherwise noted, continuing students who matriculated in prior academic years are governed by the Grading Policies portion of the 2014-2015 *Handbook* and by all other portions of the Academic Standards in the *Handbooks* for their respective matriculation years. (Please note that the required course GPA described in section B.2. below will be 2.3 for the fall 2015 entering class. This will result in changes to other sections of the Academic Standards for that class, including but not limited to GPA cut-off for Legal Analysis, good standing, disqualification, petitioning for reinstatement, and jurisdiction of the Academic Standards Committee. This upcoming change also may impact other sections of the *Handbook* for the 2015-2016 academic year, including but not limited to Financial Aid.)

LLM, LLM Certificate and SJD students should consult the *Academic Standards* section of the *Graduate Law Programs* section of this *Handbook*.

Students also should note that the policies, rules and procedures in the *Student Handbook* are subject to change.

The Academic Standards of the School of Law reflect:

1. The requirements of our continuing accreditation by the American Bar Association, the Association of American Law Schools, and the Committee of Bar Examiners of the State of California;
2. The goal of ensuring that graduates are prepared to achieve a high standard in the practice of the legal profession; and
3. Dedication to equal educational opportunity.

### **A. DEFINITIONS**

1. “Academic year” means the two-semester period from August through May.
2. “Associate Dean” means the Associate Dean for Law Student Services or the person appointed by the Associate Dean to perform or administer a designated task or program.
3. “Student” without other qualification includes both full-time and part-time students.
4. “JD first year courses” means Civil Procedure I and II, Contracts I and II, Criminal Law, Property, Torts, Writing & Research I and II, and the first year Lawyering elective.

5. “Required courses” means those courses listed in section C.1, below.
6. “Upper division courses” means all courses other than first year courses.
7. “Grade point average (GPA)” means the figure derived by dividing the total number of grade points a student has earned by the total number of units the student has attempted in courses completed for letter grades. GPAs are not rounded up in order to satisfy academic, financial aid, or career services standards.

## **B. JD DEGREE REQUIREMENTS**

The requirements for the degree of Doctor of Jurisprudence are:

1. Successful completion of 88 or more units, including the requisite required course units and the first year Lawyering elective;
2. A GPA of 2.15<sup>1</sup> or better in all required courses, as listed in section C.1., below. This GPA is referred to as “required course GPA”;
3. A GPA of 2.0 or better in all courses in which a letter grade is earned;
4. Academic good standing at the completion of the student’s final semester;
5. Satisfaction of any and all conditions imposed by the Academic Standards Committee;
6. Satisfaction of ABA Time to Completion limits (see section E, *infra*); and
7. Timely filing of an *Application for Graduation and Commencement* form with the Law School Registrar’s Office.

## **C. JD REQUIRED COURSES AND RECOMMENDED ELECTIVES**

1. The following 45 units are used to calculate a student’s required course GPA for purposes of B.2. above and merit scholarship eligibility:

Appellate Advocacy (2)  
Civil Procedure I (3)  
Civil Procedure II (3)  
Constitutional Law I (3)  
Constitutional Law II (3)  
Contracts I (3)

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<sup>1</sup> This required course GPA requirement will be 2.3 for the fall 2015 entering class, which will result in changes to other sections of the Academic Standards for that class, including but not limited to GPA cut-off for Legal Analysis, good standing, disqualification, petitioning for reinstatement, and jurisdiction of the Academic Standards Committee. This upcoming change also may impact other sections of this Handbook, including but not limited to Financial Aid.



- Contracts II (3)
- Criminal Law (3)
- Criminal Procedure I (3)
- Evidence (4)
- Professional Responsibility (2)
- Property (4)
- Torts (4)
- Writing and Research I (2)
- Writing and Research II (3)

2. The following 28 units are referred to as “first year required courses,” regardless of when taken:

- Civil Procedure I (3)
- Civil Procedure II (3)
- Contracts I (3)
- Contracts II (3)
- Criminal Law (3)
- Property (4)
- Torts (4)
- Writing and Research I (2)
- Writing and Research II (3)

3. First year full-time students must enroll in 30 units:

- a. Of the 30 units, the following 28 units are required courses for purposes of calculating required course GPA:

- Civil Procedure I (3)
- Civil Procedure II (3)
- Contracts I (3)
- Contracts II (3)
- Criminal Law (3)
- Property (4)
- Torts (4)
- Writing and Research I (2)
- Writing and Research II (3)

- b. In addition to the above 28 first year full-time required units, students will enroll in a 2-unit first year Lawyering elective. First year students who have a required course GPA below 2.15 at the end of the first semester may be required to take Legal Analysis in place of the first year Lawyering elective. When space permits, other students may enroll in Legal Analysis with approval of the Associate Dean for Law Student Services.

4. First year part-time students must enroll in 23 units:
  - a. Of the 23 units, the following 21 units are required courses for purposes of calculating required course GPA:
    - Civil Procedure I (3 units)
    - Civil Procedure II (3 units)
    - Contracts I (3 units)
    - Contracts II (3 units)
    - Torts (4 units)
    - Writing and Research I (2 units)
    - Writing and Research II (3 units)
  - b. In addition to the above 21 first year part-time required units, students will enroll in a 2-unit first year Lawyering elective. First year students who have a required course GPA below 2.15 at the end of the first semester may be required to take Legal Analysis in place of the first year Lawyering elective. When space permits, other students may enroll in Legal Analysis with approval of the Associate Dean for Law Student Services.
  
5. All students who matriculated in fall 2010 or later also must complete additional required courses before graduation, as follows:
  - a. **Second Year Required Courses:**  
 During their second year, all students must complete the following required courses:
    - Appellate Advocacy (2)
    - Constitutional Law I (3)
    - Constitutional Law II (3)

Including the 8 units listed above, students must complete a minimum of 12 required course units during their second year. These 12 units must be completed no later than spring semester of their second year. (See Additional Upper Division Required Courses, below.)
  - b. **Additional Upper Division Required Courses:**  
 The following required courses must be completed prior to graduation. At least four of these units must be completed during the second year:
    - Criminal Procedure I (3)
    - Evidence (4)
    - Professional Responsibility (2)
  - c. **California Bar Subject Courses:**  
 All students must complete at least 8 units from the following list of courses:
    - Business Associations (4)
    - Community Property (2)
    - Privacy, Defamation, and Other Relational Torts (2)
    - Real Estate Transactions (2)
    - Remedies (3)

Sales (2)  
Wills & Trusts (4)

Although all students must complete at least 8 units of California Bar Subject Courses, these units are not included in calculating a student's required course GPA.

**d. Upper Division Writing Courses:**

All students must complete at least 2 units from a number of courses which have been certified as including:

- At least 15 pages of writing (approximately 4100 words) in one large assignment or multiple shorter assignments;
- Independent research; and
- A rewrite of a draft on which the student receives individualized written feedback from the professor.

These courses include:

eSearch: Advanced Legal Research (2)

California Legal Research (2)

Environmental Law Journal (3)\*

Independent Study (1-2)

Law Review (3)\*

Additional courses as identified in the course schedules for a particular semester or as approved by the Associate Dean or Director for Law Student Services in consultation with the Associate Dean for Academic Affairs.

\**Law Review* and *Environmental Law Journal* participation satisfy the requirement provided the student drafts a note or comment of satisfactory length, receives feedback from a professor or senior editor, and revises the piece, as certified by the Associate Dean or Director for Law Student Services or their designee.

Although all students must complete at least 2 units of Upper Division Writing Courses, these units are not included in calculating a student's required course GPA.

**e. Upper Division Experiential Courses:**

Students graduating in the full-time day program must complete at least 3 units, and students graduating in the part-time program must complete at least 2 units (but are strongly encouraged to complete at least 3 units), from the following list of courses:

Alternative Dispute Resolution (3)

ADR for Children and Families (3)

Environmental Law & Justice Clinic (1-3)

Externships (GGU offers 10 externship clinic courses) (2-13)

Family Law Practice (3)

HLP Lawyering Skills (2)

HLP Skills Lab (2)

Negotiation (3)  
Pro Bono Tax Clinic (1-2)  
Trial Advocacy (3)  
Veterans Legal Advocacy Center (2-4)  
Women's Employment Rights Clinic (1-3)  
Additional courses with a significant experiential learning component, as identified in the course schedules or as approved by the Associate Dean or Director for Law Student Services in consultation with the Associate Dean for Academic Affairs.

Although all students must complete at least 2-3 units of Upper Division Experiential Learning Courses, these units are not included in calculating a student's required course GPA.

See Appendix C of this *Handbook* for a checklist of required courses. Upper division required courses often are prerequisites for related electives, so students should plan accordingly.

#### **D. ABA JD DEGREE TIME TO COMPLETION**

According to ABA Standard 304 (c), students may not complete the JD academic program in fewer than 24 months and must complete it within 84 months (7 years) after they have commenced law study at the law school or a law school from which the school has accepted transfer credit.

#### **E. LIMITS ON STUDY OUTSIDE THE CLASSROOM**

JD students may earn a maximum of nineteen (19) units in outside classroom activities. Students must not exceed the maximums for each type of non-classroom course listed below:

1. **Clinics and Externships**

Students may take a maximum combined total of thirteen (13) units in clinics, externships, the Veterans Legal Advocacy Center, and Street Law.

2. **Law Review and Environmental Law Journal**

Students may take a maximum combined total of seven (7) units in Law Review and Environmental Law Journal.

3. **Independent Study**

Students may take a maximum of four (4) units in Independent Study.

4. **Mock Trial and Moot Court**

Students may take a maximum combined total of eight (8) units in mock trial, moot court, or negotiation competitions.

5. **Joint Degree Program Courses**

Students in the JD/MBA or JD/PhD programs may transfer up to twelve (12) elective units from the MBA or PhD program towards their JD program. These 12 units are considered “outside classroom” units.

## **F. CLASSROOM ATTENDANCE, PREPARATION, AND PARTICIPATION**

According to ABA Standard 304, students are required to regularly and punctually attend class. Golden Gate University School of Law requires every student to prepare class assignments, attend class regularly, and participate knowledgeably in class discussions. (However, absence from class and/or modification of participation requirements may be appropriate accommodations the School of Law is required to provide in some instances of student disability. Students should contact the Assistant Director for Law Student Services with any questions about the Policy on Student Requests for Disability Related Accommodations in Attendance or Class Participation.)

At the beginning of each course, each instructor will announce standards for attendance, participation, submission of assignments and papers, and other objective criteria as well as the sanctions for their violation. Instructors may impose sanctions such as reducing a student’s grade to the next lowest grade (in addition to the discretionary grade adjustment described in the Grading Policies below) or recommending that the student be administratively withdrawn from the course. **These sanctions may be imposed by the School of Law in compliance with ABA Standards and the Law School’s policies.**

Regardless of whether or not the instructor announces an attendance policy, students must attend a minimum of seventy-five percent of scheduled class meetings for a course. Failure to do so will result in removal from the course as either an administrative withdrawal or as an incomplete course attempt, depending on the circumstances surrounding the absences.

A student may not register for two courses that meet at the same time or overlap in time, **even by five minutes.**

### **1. Absences Due to Medical Circumstances**

If a student misses a class due to a medical appointment or other medical circumstance and would like to request that the absence be excused, that student should provide relevant documentation of such occurrence to Law Student Services. Once documentation is received, Law Student Services will email the student’s instructor(s) confirming receipt of documentation. **Instructors are not required to excuse medical absences and may choose to apply their standards for attendance to all absences.**

### **2. Absences Due to Disability**

Absence from class and/or modifications of participation requirements may be appropriate accommodations the School of Law may provide in some instances of student disability. (See Policy on Student Requests for Disability Related Accommodations in Attendance or Class Participation in the Disability Services section of this *Handbook* for more information.) Students should contact the Assistant Director for Law Student Services with any questions about the policy. Accommodations are not retroactive, so all absences fall under the standard policy until the relevant accommodation is approved.

Students should request this accommodation directly through the Assistant Director for Law Student Services and not through their instructor(s). Please refer to Appendix B for further detail.

## **G. GRADING POLICIES**

### **1. Grade Designations**

- a. Grades are based on a twelve-category letter system with numerical point equivalents as follows:

A+ = 4.0 (awarded, at discretion of instructor, to 1 student maximum in any course)

A = 4.0

A- = 3.67

B+ = 3.33

B = 3.0

B- = 2.67

C+ = 2.33

C = 2.0

C- = 1.67

D = 1.0

F = 0.0

WF = 0.0

- b. The grade designations represent scholarship achievement as follows:

A+ = outstanding scholarship and intellectual initiative (awarded at discretion of instructor)

A = superior scholarship and intellectual initiative

A- = very good work

B+ = good work

B = above average work

B- = work demonstrating acceptable competence

C+ = work demonstrating minimal acceptable competence and indicating a need for improvement

C = substandard work

C-/D = unsatisfactory work

F = failing work; no academic credit awarded

WF = withdrew failing; failure to complete course requirements; no academic credit awarded

- c. In no course shall a grade of “C+” or better be given to an examination or paper completed by a JD student that fails to demonstrate the ability of that student to achieve a passing grade on a question of comparable complexity on the California Bar exam; i.e., the exam or paper must demonstrate:
  - i. The ability to analyze the facts of a question and to distinguish between material and immaterial facts;

- ii. The ability to discern the point of law or fact upon which the question turns; and
- iii. The ability to apply the relevant principles of law to the given facts and to reason in a logical, lawyer-like manner from the premises adopted to a sound conclusion.

## 2. JD Grade Curves

### a. First year Required Courses

Please note that the first year Lawyering elective, although required, is not considered a first year required course for purposes of the curve or for computing required course GPA, and instead is to be graded pursuant to the curve in section 2.c.i. below.

All JD first year required courses, as defined in section C.2. above, whether taken in the first year of a full-time program or in the second year of a part-time program, will be graded on the curve set out below:

	<u>Maximum</u>	<u>Minimum</u>
A- and above	20%	5%
B- and above	70%	45%
C- and below	20%	10%
D and below	5%	0%

### b. Other Required Courses

All required courses except those covered by subsection 2.a. above will be graded on the curve set out below:

	<u>Maximum</u>	<u>Minimum</u>
A- and above	30%	5%
B- and above	75%	45%
C- and below	20%	10%

### c. Other Courses

All other courses\*, not covered by subsections a. or b. above will be graded on the curves set out below.

#### (i.) Curve for Elective Courses with 20 JD Students or More and for the First Year Lawyering Elective

	<u>Maximum</u>	<u>Minimum</u>
A- and above	60%	15%
B- and above	100%	45%
C- and below	10%	0%

**(ii.) Curve for Elective Courses with Fewer Than 20 JD Students**

In elective courses in which there are fewer than 20 students, there shall be no mandatory curve, except that no more than 20% of the students may receive a grade of C- or below.

\* The elective curves will be applied to JD students enrolled in LLM courses. The applicable curve will depend on the total number of JD students enrolled.

**d. Honors Lawyering Program (HLP)**

Courses composed of 60% or more of HLP students, including the HLP summer classes, are not subject to the mandatory grading curve.

**e. Summer Abroad Programs**

Courses offered as part of a School of Law summer abroad program are not subject to a mandatory grading curve.

**3. Discretionary Grade Adjustments**

In courses in which the grading is anonymous, each instructor has discretion to adjust grades on the basis of his or her subjective evaluation of the students' class participation, commonly known as "push/pull points." Any such adjustments are subject to the following conditions:

- a. A grade may be raised ("pushed") or lowered ("pulled") only to the next grade (e.g., from "C" to either "C+" or "C-").
- b. At the beginning of the semester, each instructor gives written notice, by posting the course syllabus online or providing it in class, of his or her intention to adjust grades on the basis of subjective evaluation.
- c. The instructor must maintain reasonable documentation to support such grade adjustments. The Registrar will adjust individual students' grades at the direction of the instructor, only after the instructor has assigned and submitted to the Registrar unadjusted grades for the entire class, prepared on an anonymous basis.
- d. If the adjustment is made because of non-attendance, then the provisions of the section on "Classroom Attendance, Preparation, and Participation" shall apply.
- e. If the instructor reduces a student's grade for both poor participation and attendance, the grade can be reduced by two steps (e.g., from a "B-" to a "C").

**4. Credit/No Credit Policy**

- a. All JD required courses (as listed in section C.1.), and the first year Lawyering elective, must be taken for a letter grade. (LLM and SJD students should refer to the Graduate Law Student chapter for limits on credit/no credit classes.) In all other letter graded courses, a student may elect to receive, in lieu of a letter grade, a grade of "credit" or "no credit." In the event of such election, any grade of "C+"



or better shall be recorded as “CR” (credit), and any grade of “C” or lower shall be recorded as “NC” (no credit). Credit/no credit grades are not included in the calculation of a student’s grade point averages. However, earning “no credit” may have an impact on a student’s financial aid. (See Financial Aid section on Satisfactory Academic Progress.)

- b. The deadline for submitting the [Election for Credit/No Credit](#) form to the Law School Registrar’s Office is the day of the last class meeting for the course, or the last day of instruction for the term for courses with no class meetings. However, in no case shall a student be permitted to elect a grade of credit/no credit after all work upon which the student will be graded is due.
- c. Except for independent study courses, the “credit/no credit” election must be kept confidential. Students must not indicate on their exams, papers, or other assignments or notify their instructors that they are contemplating or electing to take a course on a “credit/no credit” basis. Failure to abide by this rule may subject the student to disciplinary action.
- d. Once the student has submitted the election form, the decision to take the course credit/no credit may not be revoked unless a grade of “NC” (no credit) is received. Students receiving a grade of "NC" may submit a written request to restore the actual letter grade received. Requests to restore the letter grade must be received by the deadlines indicated below, or the request will be denied:

Fall Semester..... January 15  
Spring Semester ..... June 15  
Summer Session..... September 15

- e. For a JD student, the option to take a course on a “credit/no credit” basis is limited to **one course per term**, except in a student’s final term. JD students may elect to take up to nine units on a “credit/no credit” basis to fulfill JD degree requirements. Excluded from these limitations are units earned in clinical and externship programs and any other courses only offered on a “credit/no credit” basis (see paragraph h. below). Also excluded from these limitations are units transferred from another law school.
- f. Because “credit/no credit” grades are not included in GPA calculations, taking courses on a “credit/no credit” basis may make JD students ineligible for Dean’s List. (See the section on Dean’s List in the “Administrative Rules and Procedures” section of this *Handbook*.)
- g. After grades are posted, students who elected to take a course “credit/no credit” may find out the letter grade awarded by the instructor by asking the Registrar.
- h. The following courses are always graded on a “credit/no credit” basis. Letter grades are not an option, and the units do not count towards the maximum number of “credit/no credit” election units.

LLM-395	Curricular Practical Training
LLM 307	DOJ Internship
LAW-862C	Environmental Law Journal Associate Editor
LAW-862D	Environmental Law Journal Editorial Board
LAW-862A	Environmental Law Journal Writer I
LAW-862B	Environmental Law Journal Writer II
LAW 896M	Externship: Advanced Legal Clinic
LAW-896A	Externship: Civil Field Placement
LAW-896R	Externship: Consumer Rights
LAW-896F	Externship: Criminal Litigation
LAW 837D	Externship: Family Law
LAW-824D	Externship: Homeless Advocacy
LAW-896C	Externship: Judicial
LAW-883	Externship: Real Estate
LAW-809B	HLP Skills Lab (Law Firm)
LAW-807I	HLP Wills & Trusts Lab
LLM-309	IRS Internship
LLM-393	Judicial Externship (LLM Tax)
LAW-861C	Law Review Associate Editors
LAW-861D	Law Review Board
LAW-861A	Law Review Writer
LAW-801E	Legal Analysis
LAW-863C	Legal Methods
LLM 306	Pro Bono Tax Clinic
LAW-855	Professional Presentation & Persuasion
LAW-886	Street Law
LLM-397	Tax Fieldwork

## 5. Transfer Credit on Transcripts

- a. Courses transferred from another ABA-approved law school or from Palo Alto University - Pacific Graduate School of Psychology, as part of a joint degree program, will not appear on a student's law school transcript. Instead, a summary of transfer credits will appear for courses transferred from another institution.
- b. MBA courses used to fulfill elective requirements for a JD/MBA combined program will not appear on a student's law school transcript. Instead, a notation will indicate the number of MBA units used to complete the JD degree requirements.

## H. ACADEMIC STANDING

### 1. JD Student First Semester GPA Requirement

JD students must earn a cumulative GPA of 1.5 or better in their first semester. Students who do not meet this requirement will be disqualified with no right to petition for reinstatement. These students are not deemed to be in good standing.

## **2. JD Student Requirements for Good Standing**

To be in good standing, JD students must earn a cumulative required course GPA of 2.15 or better, as set forth in the “JD Degree Requirements” section of this *Handbook*, and a cumulative GPA of 2.0 or better in all courses, and must have earned a ‘D’ or better in all required courses at the time of evaluation. All students who are not disqualified under section H.1. above are deemed to be in good standing until their first official evaluation. See section C.1, above, for the list of required courses that are subject to this provision.

## **3. JD Student Evaluation Timing**

Students who have completed a minimum of two semesters (not including a summer term) are officially evaluated for academic standing at the conclusion of each spring semester. However, students who have completed a minimum of two semesters (not including a summer term) who are on leave of absence during a spring semester will be evaluated for good standing following the conclusion of the first semester back from leave (not including a summer term). Note that all JD students are subject to automatic probation if they receive an “F” in a required course. See “JD Program Automatic Probation” section of this *Handbook*.

## **4. JD Student Evaluation Outcomes**

After students’ academic standing evaluations, those who meet the requirements will be determined to be in good standing. Students determined to not be in good standing will be academically disqualified. Students who are disqualified may have the right to petition for reinstatement on academic probation. See the “JD Program Eligibility to Petition for Reinstatement” section below for more information.

## **5. LLM and SJD Student Requirements for Good Standing**

LLM students must maintain a cumulative GPA of 2.50 or better, and SJD students must maintain a cumulative GPA of 3.0 or better to remain in good standing. LLM and SJD students will be evaluated for academic standing at the conclusion of each semester following the completion of a cumulative total of eight (8) or more units. LLM students who have completed a cumulative total of fewer than eight (8) units are considered to be in good standing.

## **6. LLM and SJD Student Evaluation Outcomes**

After evaluation, LLM and SJD students will be determined to be in good standing or on academic probation. Students who do not achieve the required minimum cumulative GPA in the probation semester(s) may be academically disqualified. Students on academic probation must have their schedules approved by their Program Directors before they will be permitted to register for courses.

# **I. JD PROGRAM ACADEMIC SUPERVISION**

JD students whose required course GPAs fall at or above 2.15 and below 2.65 at the time of their academic evaluations (see above section H.3. – JD Student Evaluation Timing) will be placed on academic supervision status under the supervision of the Academic Standards

Committee. These students still are considered to be in good academic standing. The Academic Standards Committee will review the records of these students. The Academic Standards Committee has the authority to, among other conditions, require these students to do any or all of the following:

1. Repeat any courses in which a grade of “C-” or below was earned, and/or take a Special Problems course in the substantive area in which a grade of “C-” or below was earned.
2. Complete a course in Legal Methods or another skills course (including writing courses).
3. Complete any or all of the recommended bar courses, including but not limited to Business Associations; Community Property; Privacy, Defamation, and Other Relational Torts; Real Estate Transactions; Remedies; Sales; Special Problems courses; Practical Legal Writing; Strategies of Legal Writing; and Wills & Trusts.
4. Follow an academic improvement plan developed by the Academic Development Program.
5. Limit involvement in extra-curricular activities so as to focus on academics.
6. Meet with the Associate Dean or Director for Law Student Services prior to registration each term for schedule approval. The Associate Dean for Law Student Services periodically reports the status of all students on academic supervision to the Academic Standards Committee.
7. Work with the Bar Exam Services program at the start of the student’s final year.

Students will remain on academic supervision until their next academic standing evaluation, as defined in H.3. above. Students who are removed from academic supervision still are required to satisfy the conditions of academic supervision, including repeating/completing the bar courses before they graduate. Once students have been removed from academic supervision, their academic advising registration hold is removed.

## **J. JD PROGRAM ACADEMIC DISQUALIFICATION**

**ABA Standard 303 mandates that the School of Law may not “continue the enrollment of a student whose inability to do satisfactory work is sufficiently manifest so that the student’s continuation in school would inculcate false hopes, constitute economic exploitation, or detrimentally affect the education of other students.”** A JD student who has not met the requirements for good standing established by the faculty, and outlined in the “Academic Standing” section of this *Handbook*, has not done satisfactory work.

JD students who do not meet the requirements for good standing shall be academically disqualified. Disqualification is effective when all of a student’s grades for the spring or fall semester are recorded by the Registrar’s Office. Disqualified students who are enrolled in summer school at Golden Gate University School of Law will be withdrawn from their summer courses and will have all summer tuition charges reversed. Disqualified students

who are enrolled in summer abroad programs (whether with the School of Law or with another ABA-approved law school) will not be withdrawn from those courses. However, these students may elect to withdraw, in which case, any reversal of program charges will be at the discretion of the director of that program. Students who elect to continue will not receive credit for any courses completed after disqualification unless they are reinstated on academic probation.

## **K. JD PROGRAM AUTOMATIC PROBATION**

JD students who receive failing “F” or “WF” grades in one or more required course(s) shall automatically be placed on academic probation. In order to return to good standing, students must retake (one time) the failed course(s) as soon as the course is offered, earn a grade of at least a “D” in each of the repeated courses, and satisfy the academic standards for good standing by the end of the next full semester during which they have successfully completed the course(s). If all of these probation conditions are not met at that time, the student will be academically disqualified from the School of Law. Students remain subject to requirements for good standing and academic evaluation timing, as described in Section H. above.

If JD students receive “F” or “WF” grades in the first part of a two-part sequenced course, the students may not enroll in the second part of the sequenced course without first repeating and receiving a grade of “D” or better in the first part of the sequenced course.

If JD students receive “F” or “WF” grades in required courses in their final semester of law school, they will be placed on academic probation and will not be allowed to graduate until they have retaken the courses and received grades of at least “D” in those courses.

## **L. JD PROGRAM ELIGIBILITY TO PETITION FOR REINSTATEMENT**

In some instances, JD students who have been academically disqualified may petition the Academic Standards Committee for reinstatement to resume their studies on academic probation. Please see the “JD Program Procedures for Petitioning for Reinstatement” section below for guidelines on petitioning for reinstatement.

### **1. Not Eligible to Petition for Reinstatement to GGU**

#### **a. First year students with first semester GPAs below 1.5**

First year students who are disqualified after earning a GPA below 1.5 after the students’ first semester may not petition for reinstatement. Per ABA Standard 505, such students must wait two academic years before applying for admission or readmission to an ABA school. Non-ABA schools may have different admission criteria.

#### **b. Upper division students who have not met their probation conditions.**

### **2. Eligible to Petition for Reinstatement, However Not Eligible Immediately Following Disqualification**

First year students who are disqualified after earning required course GPAs below 2.0 after the completion of two semesters may not petition for reinstatement immediately following disqualification. Such students must wait one academic year from the time of initial disqualification to be eligible to be reinstated upon a successful petition. This petition process usually occurs in March/April preceding the next academic year and is the students' only chance to petition for reinstatement.

### **3. Eligible to Petition for Reinstatement Immediately Following Disqualification**

Students have the immediate right to petition the Academic Standards Committee under the following circumstances:

#### **a. First year students with a required course GPA of 2.0 or above**

First year students who are disqualified after earning a required course GPA of 2.0 or above after the completion of two semesters may submit a petition to the Academic Standards Committee.

#### **b. Upper Division students not currently on probation who are disqualified**

Upper division students who are disqualified after completing more than one academic year may petition the Academic Standards Committee for reinstatement on academic probation regardless of their required course GPA and cumulative GPA, unless they have been disqualified for not meeting their probation conditions.

### **4. Deadline for Submitting Petitions**

The petition for reinstatement on probation must be submitted by the deadline specified in writing by the Academic Standards Committee.

### **5. Successful Petitions**

If a student's petition is granted, the student will be reinstated to the School of Law and allowed to resume his or her law studies on academic probation, subject to all conditions imposed by the Academic Standards Committee. These conditions may include, among other things, any or all of the following:

- a. The student does not resume his/her law school studies for an academic year, or any part thereof.
- b. The student demonstrates success on the [State Bar of California First Year Law Students' Examination](#).
- c. The student repeats the entire first year or repeats any course in which he or she earned a grade of "C-" or lower. See the "Financial Aid Satisfactory Academic Progress" section of this *Handbook* for financial aid implications.
- d. The student successfully completes a course in Legal Methods or another skills course.
- e. The student takes any or all of the following courses: Business Associations; Community Property; Practical Legal Writing; Privacy, Defamation, and Other Relational Torts; Real Estate Transactions; Remedies; Sales; Special Problems courses; Strategies of Legal Writing; and Wills & Trusts.
- f. The student successfully completes additional writing courses.

- g. The student follows an academic improvement plan developed by the Academic Development Program.
- h. The student works with the Bar Exam Services program at the start of the student's final year.
- i. The student limits or curbs involvement in extra-curricular activities so as to focus on academics.
- j. The student meets with the Associate Dean or Director for Law Student Services prior to registration each term for schedule approval.

## 6. Notations on Transcripts

The transcripts of students who are academically disqualified permanently will reflect their disqualification from the School of Law. The transcripts of students who are academically disqualified and subsequently reinstated on probation permanently will reflect their disqualification from and reinstatement to the School of Law.

## 7. Unsuccessful Petitions

Students who had the immediate right to petition in June/July following disqualification and whose petitions for reinstatement were denied through that process may **not** subsequently petition for reinstatement **unless the second petition alleges facts that could not have been discovered with reasonable diligence at the time the first petition was prepared.** These students must wait one academic year following the denial of their petitions before they are again eligible for reinstatement. This subsequent petition process usually occurs in March/April preceding the next academic year and is the students' final chance to petition for reinstatement. A student interested in pursuing a petition in March/April should contact the Law Student Services Office to request a *Petition for Reinstatement* form by the March deadline indicated in the student's notice of petition denial letter. Please see the "JD Program Procedures for Petitioning for Reinstatement" section of this *Handbook* for guidelines on petitioning for reinstatement.

Students whose petitions are denied in the March/April process have no further right to petition for reinstatement, even if they have petitioned only once.

## 8. Time Limits within which to Petition for Reinstatement

If students wish to petition the Academic Standards Committee for reinstatement, they must do so within one academic year of their disqualification, pending eligibility described above. If more than one academic year has passed since the students' disqualifications, the students do not have the right to petition the Academic Standards Committee for reinstatement. Such students may contact Golden Gate University or other law school admissions offices to inquire about the possibility of applying for admission or readmission as a new student.

## 9. Return to Good Standing

Students on academic probation due to falling below the GPA requirements for good standing will have their grades reviewed after the first full semester of their reinstatement (whether it be fall or spring) for purposes of determining whether they may continue their studies with the School of Law. Students with a cumulative required course GPA below 2.15 at the completion of that first semester of their reinstatement will be disqualified

from the School of Law with no further right to petition. Students who earn at least a 2.15 cumulative required course GPA, maintain a cumulative GPA of 2.0 or better, and meet all other conditions imposed by the Academic Standards Committee are removed from academic probation and are returned to good standing. These students still will be required to satisfy the conditions of academic probation.

Students on academic probation due to “F” or “WF” grades in required courses will remain on probation until after they have retaken and earned a grade of at least “D” in the failed course(s). At that time, they also must satisfy the academic standards for good standing in order to be removed from probation.

## M. JD PROGRAM PROCEDURES FOR PETITIONING FOR REINSTATEMENT

1. A JD student petitioning the Academic Standards Committee for reinstatement on probation **has the burden of showing that (a) his or her disqualification was not the result of a lack of capacity to satisfactorily complete the degree requirements of the JD program, and (b) he or she will be able to perform in an academically satisfactory manner in the future.** To meet this burden, the student must:
  - a. Identify with specificity the factors that led to the deficient GPA, including any extraordinary or exigent circumstances;
  - b. Explain with specificity why these factors no longer affect the student’s performance and are not likely to affect the student’s performance in the future, including by detailing what specific actions the student has taken to address, resolve, or eliminate these factors;
  - c. Demonstrate a capacity to perform in the JD program in an academically satisfactory manner; and
  - d. Present a specific remedial plan, and demonstrate that plan’s reasonable likelihood of success.
2. A student’s petition must contain the *Petition for Reinstatement* form as a cover sheet and an essay that clearly and completely sets out the bases for the student’s petition.
3. A student’s petition should clearly state any and all evidence the student wants the Academic Standards Committee to consider. Where a student’s medical condition has been a contributing factor, a report from the student’s attending physician must be provided. Where other external factors, such as death of a family member are alleged, reasonable documentation should be provided.
4. A student who chooses or is required to wait one academic year before petitioning for reinstatement as provided in the “JD Program Eligibility to Petition for Reinstatement” or “Unsuccessful Petitions” sections of this *Handbook*, or a JD student whose initial petition was denied, must submit a petition for reinstatement the subsequent fall semester by March 1 or such later date as is specified in writing by the



Academic Standards Committee. A student interested in pursuing this option should contact Law Student Services to request a *Petition for Reinstatement* form. (The specific deadline for submitting completed petitions also is set by the Academic Standards Committee.) The Committee views success on the State Bar of California First Year Law Students' Exam as one possibly persuasive factor for a petition and strongly encourages students to consider taking that exam and receiving the results **before** submitting a spring petition. (Please visit the State Bar's website at [www.calbar.ca.gov/admissions](http://www.calbar.ca.gov/admissions) for further information about this exam.)

5. The student must submit the original petition packet plus the number of copies requested (properly copied and collated) to the Law Student Services Office by the stated deadline. Law Student Services will distribute the student's petition to the Academic Standards Committee.
6. The student does not have the right to appear personally before the Committee.
7. The Committee shall review and decide each petition as soon as possible. Notice of the Academic Standards Committee's decision will be sent to the student by US mail and email. Notification of the decision will not be given over the phone.

## N. ACADEMIC STANDARDS COMMITTEE

### 1. Membership

The Academic Standards Committee is composed of at least three voting faculty members.

### 2. Jurisdiction of the Committee

The Committee shall have jurisdiction to consider student petitions relating to all academic standards **except** the following:

- a. The requirement that a student successfully complete a minimum of 88 units to receive the Doctor of Jurisprudence degree;
- b. The requirement that a student achieve a required course GPA of 2.15 or better and a cumulative GPA of 2.0 or better at the point the student is evaluated for academic standing, at the point the student completes all required courses, at the point the student completes 88 units, and at the point at which the student would otherwise graduate;
- c. The denial by an instructor of a request for a grade change for reasons other than mathematical or clerical error, unless the Committee determines that the exam or assignments/exercises on which the grade is based, or their administration, were so improper or unfair as to have clearly caused an unfair result;
- d. The requirement that a student on academic probation must achieve a required course GPA of 2.15 or better and a cumulative GPA of 2.0 or better at the completion of the next semester; and

- e. The requirement that a student must have a required course GPA of at least 2.0 to have the right to petition for reinstatement for the next semester.

Any such petition should be addressed to the Committee and provided to the Associate Dean for Law Student Services, who will share it with the rest of the Committee.

### **3. Authority of the Committee**

The Committee shall have authority on matters within its jurisdiction to grant appropriate relief from the requirements of the academic standards, where the relief is justified by special requirements, is necessary to avoid serious detriment to the student, and is consistent with sound educational policy.

In the exercise of sound discretion that takes into account all relevant factors, the Committee may deny petitions for reinstatement on academic probation or any other relief, or grant them upon such conditions as the Committee deems appropriate.

### **4. Appeal**

There is no appeal of a decision by the Academic Standards Committee.

### **5. Deadline to Submit Petitions other than Petitions for Reinstatement**

Petitions other than petitions for reinstatement must be submitted within 60 days of receipt of the grade, conclusion of the course, or receipt of information that raises a question about a grade or course.

## **O. DECISIONS OF THE ASSOCIATE DEAN FOR LAW STUDENT SERVICES**

In those instances in which an application is made to the Associate Dean for Law Student Services for approval of a variance from an established policy or rule (other than those decided by the Academic Standards Committee), the Associate Dean shall exercise informed discretion that takes into account one or more of the following factors: the number of previous applications of a similar nature filed by the student, whether the need for relief is caused by a situation beyond the control of the student, and whether the variance or relief is necessary to avoid serious detriment to the student. The Associate Dean for Law Student Services has no discretion to allow students with a required course GPA below 2.00 the right to petition for reinstatement or to allow students to graduate who do not meet the required course and overall GPA requirements.

A student aggrieved by a decision of the Associate Dean for Law Student Services on a matter based on the academic standards may petition the Academic Standards Committee within 60 days of the decision. This petition should be in writing and should be submitted to the Law Student Services Office, which will forward it to the Academic Standards Committee. There is no appeal of decisions by the Associate Dean for Law Student Services on matters not based on the academic standards.

# XVI. STANDARDS OF STUDENT CONDUCT

## A. PURPOSE

All students at Golden Gate University School of Law have an obligation to conduct themselves in a manner compatible with the School of Law's function as an educational institution preparing students for entry into the legal profession. The standards of professionalism within the legal field and within the School of Law are based on principles of honesty and ethics. The School of Law takes seriously these principles and expects all students to do the same.

Misconduct, as defined herein, is subject to discipline, which may include suspension or expulsion, as well as communication of the charge and/or sanction to employers, other educational institutions, and relevant bar admission agencies.

## B. JURISDICTION

These Standards of Student Conduct apply to conduct that is engaged in by each School of Law student, whether active, on leave, or on suspension. It sets forth the procedures by which all complaints of such conduct shall be handled (in conjunction with the Discrimination and Harassment Policy, where applicable).

Jurisdiction of the Standards of Student Conduct extends to;

1. Conduct on the part of a student which occurs on or adjacent to the property of Golden Gate University or on the campus of a summer abroad program of Golden Gate University School of Law or otherwise occurs in connection with any activity or program operated or sponsored by the University;
2. Conduct on the part of a student which, in the judgment of School officials, bears upon the student's ethical and moral fitness to practice law in the State of California and any other relevant jurisdiction, wherever such conduct occurs; and/or
3. Any other conduct that results in a criminal conviction under local, State, or Federal law.

## C. DEFINITION OF TERMS

**The following definitions apply solely to these Standards of Student Conduct.**

1. **“Academic Activity”** includes classroom instruction, clinical instruction, and other officially recognized academic and co-curricular programs such as participation in Law Review and in Moot Court competitions.

2. “**Assistant Director**” means the assistant director for student conduct and professionalism or his/her delegate or representative.
3. “**Associate Dean**” means the associate dean for academic affairs or his/her delegate or representative.
4. “**Charged Student**” means a student against whom charges under the Standards of Student Conduct have been brought.
5. “**Cheating**” means the act of obtaining, attempting to obtain, or helping another student to obtain credit for academic work through any dishonest, deceptive, or fraudulent means.
6. “**Dean**” means the dean of the School of Law, his/her delegate or representative.
7. “**Hearing Panel**” means the Student Hearings Committee.
8. “**Instructor**” means a person who engages in either classroom or clinical instruction of students of the Law School on a full- or part-time basis, including persons who are employed to assist in such programs as the Legal Research and Writing program or any of the Law School’s academic support programs.
9. “**Library**” means any library of Golden Gate University.
10. “**Member of the University community**” includes any person who is a student of, faculty member of, administrator of, or any person employed by the University.
11. “**Plagiarism**” means the presentation of another person’s idea or product as one’s own, regardless of intent.
12. “**Preponderance of the Evidence**” means proof by information that, compared with information opposing it, leads to the conclusion that the fact at issue is more probably true than not.
13. “**Registrar**” means the registrar of the School of Law, his/her delegate or representative.
14. “**SBA**” means the Student Bar Association of Golden Gate University School of Law.
15. “**School of Law**” means Golden Gate University School of Law.
16. “**Staff**” means any non-instructional employee of the School of Law or of the University.
17. “**Student**” includes any person who has enrolled in a program, course or courses at the School of Law (full-time, part-time, JD, LLM, SJD, visiting, auditing and non-degree). This term also includes any person who has enrolled and not yet graduated or withdrawn, but who is visiting away, on break (mid-semester or between semesters), on a leave of absence from the School of Law, or on suspension. “Student” includes a person whose

conduct at issue occurred while a student, but the nature of such conduct was discovered after his/her academic degree was awarded.

18. **“The Standards”** means Golden Gate University School of Law Standards of Student Conduct.
19. **“University”** means Golden Gate University, including all of its campuses.
20. **“University premises”** includes all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the University.

## **D. PROHIBITED CONDUCT**

Any student who commits, attempts to commit, or assists another student to commit any prohibited conduct as defined by the Standards will be found to be in violation of the Standards.

When more than one student is involved, each may be held equally responsible. The Law School determines the responsibility for misconduct using the standard of preponderance of the evidence.

Aspects of a case such as intent and extenuating circumstances may or may not be considerations in determining whether a violation has occurred, depending on the nature of the alleged violation. Such aspects may be relevant in the determination of appropriate sanctions.

Prohibited conduct includes any form of fraudulent, deceitful or dishonest conduct and attempted such conduct, including the following:

### **1. ACADEMIC DISHONESTY**

Engaging in dishonest conduct, such as cheating, plagiarism, or any other dishonest conduct in connection with examinations, written work, or other academic activity.

#### **a. Cheating**

The following are acts of cheating:

- i. Copying, in part or in whole, from another student’s test or other evaluation instrument (including papers or other written assignments), or using any unauthorized assistance in taking quizzes, tests, or examinations or in preparing papers or other written assignments.
- ii. Submitting work previously presented in another course, unless specifically authorized by the instructor of the subsequent course.
- iii. Using or consulting, during an examination, sources or materials not authorized by the instructor.

- iv. Disobeying assignment or exam instructions and procedures, including those described in the Administrative Rules and Procedures section of this handbook and those provided orally or in writing by a proctor or instructor.
  - v. Altering or interfering with grading or grading instructions, including contacting an instructor between the time the final assignment is submitted or the exam is administered and when grades are recorded or notifying an instructor of the student's contemplation of, or a decision to take a course on a "credit/no credit" basis.
  - vi. Obtaining or giving aid on an examination, assignment, or attendance verification in writing or orally, unless specifically authorized by the instructor. Students asked for assistance on an assignment or examination are responsible for obtaining instructor approval before providing such assistance.
  - vii. Obtaining unauthorized prior knowledge of an examination or assignment, or if such knowledge was obtained inadvertently, failing to disclose immediately such knowledge to the assistant director.
  - viii. Committing any other act in the course of academic work which defrauds or misrepresents, including aiding or abetting in any of the actions defined above.
- b. Plagiarism**  
Plagiarism includes, but is not limited to the following:
- i. Copying verbatim all or part of another person's written work without proper citation or attribution.
  - ii. Paraphrasing ideas, theories, cases, conclusions, or research without proper attribution.
  - iii. Using equations, charts, figures, illustrations, or mathematical or scientific solutions without citing the source.
  - iv. Representing as one's own the original ideas (theories, models, principles, etc.), phrases, sentences, paragraphs, or any parts thereof, or the specific substance of another person's work without giving appropriate credit.
  - v. Representing another person's scholarly works, computer programs, case studies, or artistic works as one's own.

## 2. MISREPRESENTATION

Engaging in acts of misrepresentation of fact. Misrepresentation of fact includes:

- a. Forgery, written or oral false statement and/or the alteration, or misuse of documents, records, stationery, logo or identification related to the School of Law or any governmental or other official entity.
- b. Misrepresentation or helping to misrepresent a student's grades, awards, status, or rank to employers or potential employers
- c. Furnishing information which is known by the student to be false or misleading to any instructor, member of the staff, or other employee or agent of the School of Law, the University or any State Bar. This includes but is not limited to furnishing false, incomplete or misleading information in a student's application for financial aid, petition for incomplete, exam reschedule request, or request for accommodation.
- d. Furnishing false, incomplete or misleading information in or failure to inform the School of Law within thirty (30) calendar days of (1) any and all changes to a student's law school application materials, including arrests, charges and offenses committed prior to matriculation, and (2) any arrests, charges, or offenses committed during law school.
- e. Accusing another student of violating The Standards, knowing that the accusation is false, or showing a reckless disregard as to its truth.
- f. Misrepresenting the policies, practices and procedures of the School of Law.

### **3. INTERFERENCE WITH PROPERTY AND MISUSE OF SERVICES**

Unauthorized taking, destroying or damaging property, or misusing services or facilities of the School of Law, the University, instructors, or other students, including:

- a. Unauthorized taking, attempting to take, damaging, or destroying notes, books, papers, or other academic materials of other students.
- b. Unauthorized taking, attempting to take, damaging or defacing of property belonging to the School of Law (including lockers), the University, a member of the University community, or a visitor on University property.
- c. Unauthorized taking, attempting to take, damaging, destroying, or misusing library property or materials or misusing library services including LEXIS and Westlaw.
- d. Unauthorized possession, duplication, or use of keys to any University premises or vehicles or unauthorized entry to or use of University facilities or vehicles.
- e. Unauthorized taking, attempting to take or other abuse of University technology/computer time, including, but not limited to the following:
  - i. Unauthorized entry into a file, to use, read or change the contents, or for any other purpose.

- ii. Unauthorized transfer of a file.
- iii. Unauthorized use of another individual's identification and password.
- iv. Use of computing facilities to interfere with the work of another member of the university community
- v. Use of computing facilities to view or send obscene or abusive messages, materials or websites.
- vi. Use of computing facilities in the unauthorized distribution of copyrighted or otherwise protected material.
- vii. Interference with normal operation of the University computing system.
- viii. Unauthorized or inappropriate use of facsimile machines, media equipment, or phone equipment (including voicemail).
- ix. Misuse of the University's online event calendar.

#### 4. **ALCOHOL & OTHER DRUGS**

This section addresses actions which result in conviction under local, State, or Federal controlled substance law or which would otherwise violate the Alcohol & Other Drugs policy of the School of Law. Misconduct of this nature includes, but is not limited to:

- a. Unauthorized use, possession, or distribution of illegal narcotics, dangerous drugs, or prescription drugs at any location under the School of Law's jurisdiction.
- b. Public intoxication at School of Law or University sponsored or supervised activities, or use, possession, or distribution of alcoholic beverages except as expressly permitted by law and the School of Law or University policies (refer to University Policy on Alcohol And Other Drugs).

#### 5. **DISRUPTIVE OR UNPROFESSIONAL CONDUCT**

Engaging in acts of disruptive or unprofessional conduct. Disruptive or unprofessional conduct includes:

- a. Obstruction of, disruption of, or tampering with any School of Law or University activity, including teaching, research, administration, disciplinary, or public service functions, or of any activities authorized or supervised by the School of Law or the University, including elections for any School of Law organization.
- b. Obstruction of the free flow of pedestrian or vehicular traffic on University premises or at activities authorized or supervised by the School of Law or the University.
- c. Disorderly conduct or lewd, indecent, or obscene conduct or expression or breach of the peace or aiding, abetting, or procuring another person to breach the peace on University premises or at activities authorized or supervised by the School of Law or the University.
- d. Conduct that violates the Discrimination & Harassment Policy at Golden Gate University.



- e. Engaging in any act or omission in connection with legal representation (or assistance in legal representation) of any client which, if engaged in by an attorney, would violate the rules of professional conduct for attorneys of the state in which such conduct occurred.

## 6. ACTS HARMFUL TO OTHER PERSONS

Engaging in acts that are harmful to other persons, as now defined:

- a. Physical abuse, verbal abuse, threats, intimidation, harassment, and/or any other such conduct that threatens or endangers the health or safety of any person.
- b. Hazing, defined as an act that endangers the mental or physical health or safety of a student, or that destroys or removes public or private property, for initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization.
- c. Possession of firearms, explosives, other weapons, or dangerous chemicals on University premises or at activities authorized or supervised by the School of Law or the University.
- d. Retaliation against an individual who filed, threatened to file or served as a witness to a complaint under the policies and procedures set forth in this handbook or under the policies and procedures of any process under law.

## 7. FAILURE TO COMPLY

Engaging in acts constituting a failure to comply with administrative rules and procedures, such as:

- a. Engaging in employment in violation of hours restrictions imposed on first-year and full-time students.
- b. Registering for courses or failing to register for prescribed courses in violation of the rules contained in the *Student Handbook*, the required course schedule, any directive from a Law Student Services advisor, or any Student Advising form.
- c. Failure to comply with directions of the School of Law or University employees, officials, or law enforcement officers acting in performance of their duties and/or failure to identify oneself to the persons when requested to do so.
- d. Failure to cooperate with complaint procedures. Examples include:
  - i. Failure to cooperate with the investigation of a complaint under The Standards, including failure to provide information known to the person being questioned or documents within his/her control.

- ii. Failure to appear and testify, without reasonable excuse, as a witness or a charged student when properly asked to do so by the Assistant Director or the Hearing Panel.
- iii. Knowingly misrepresenting any fact in proceedings that administer the Standards of Student Conduct.
- iv. Violating an obligation of confidentiality imposed by The Standards.

## **E. VIOLATION OF LAW AND UNIVERSITY DISCIPLINE**

Disciplinary proceedings may be instituted against a student charged with violation of a law that also is a violation of these Standards of Student Conduct without regard to criminal arrest and prosecution or whether civil litigation is pending. Proceedings under these Standards of Student Conduct may be carried out before, simultaneously with, or following civil or criminal proceedings.

If the alleged offense is both a violation of law and subject to these Standards of Student Conduct, the School of Law may advise off-campus authorities of the existence of these Standards of Student Conduct and of how such matters will be handled within the School of Law community.

## **F. DISCIPLINARY PROCEDURES**

### **1. Initiating A Complaint**

Any member of the University community may initiate a complaint against any law student for misconduct. Members of the University community shall complete the School of Law Complaint Form and submit it to the Office of Student Conduct & Professionalism. In cases of academic dishonesty, a complaint form will be provided to the instructor by the assistant director of student conduct & professionalism. The complaint form is to be submitted as soon as possible after the event takes place and no later than one year from the date of the conduct forming the basis of the complaint.

The Office of Student Conduct & Professionalism is responsible for investigating all allegations and facilitating the disciplinary and resolution process. In the event that the matter involves conduct as to which the assistant director is or may be a witness, the assistant director shall recuse himself or herself and shall refer the matter to the associate dean. Notwithstanding the above, the assistant director is not required to recuse himself or herself from further participation in an investigation or a determination that the filing of a complaint is necessary, if the assistant director learns of additional information during the course of investigating a complaint and may be required to provide testimony regarding such information. In the event that the assistant director and the associate dean recuse themselves, the dean shall appoint a designee to handle the complaint.

The name of the complainant, the accused student, and all details with respect to the complaint and its resolution, shall be maintained in a confidential file. All such information shall be kept confidential; provided however, that such information may be disclosed when administratively required, required to complete the investigation, and/or required by legal compulsion, or when the School of Law believes it is obligated to report the matter to employers or potential employers, educational institutions or bar admission agencies seeking information as to applicants or to otherwise take independent formal action. In cases of academic dishonesty, the assistant director may consult with the instructor in finalizing the academic actions that may be taken. The School of Law may post or describe specific conduct complaints and their resolutions, as long as individuals' names are redacted from any such posting or communication.

## **2. Complaint and Notice**

The Office of Student Conduct & Professionalism will open an investigation. If the circumstances surrounding the complaint indicate that a violation of the Standards may have occurred, a written notice of a complaint will be issued to the accused student. Notice of a complaint will be considered adequate if it is sent to the last known e-mail address recorded with the School of Law Registrar's Office.

Proper written notice to a student will include the following:

- a. Recitation of facts surrounding the alleged incident, in sufficient detail as to date, time, and location;
- b. Statement of the specific conduct code provision(s) that may have been violated;
- c. Any penalty(ies) assigned or other action(s) taken pending the resolution of the complaint;
- d. Amount of time in which the student has to respond to the notice;
- e. Ramifications of not responding to the notice within the time limit; and
- f. Copy of "Rights of Accused Student(s) in Disciplinary Proceedings"

## **3. The Investigation Process**

The assistant director shall investigate whether the complaint has merit. With due regard for privacy of all individuals involved, the investigation may include checking in with a student's past or current instructors.

The complainant, the accused student, and any witness having probative information shall be required to cooperate to the fullest extent possible with the investigation of a complaint. This shall include allowing the inspection of electronic files and hard copy drafts of documents. The assistant director may draw adverse inferences from any lack of cooperation by a student or witness.

#### 4. **The Resolution Process**

In an effort to ensure that cases are resolved in a timely manner, the School of Law reserves the right to move forward with the resolution and disciplinary process for a case in the following situation:

- a. The student fails to respond to a notification letter sent by the Office of Student Conduct & Professionalism within the time limit specified in the letter.
- b. The student withdraws from the University after allegedly engaging in misconduct, whether or not the Office of Student Conduct & Professionalism has initiated either the investigation or resolution process.
- c. The student fails to appear for any of his or her scheduled meetings with the assistant director during the investigation or resolution process.

If the complaint involves conduct regarding a specific course or courses, the assistant director may instruct the registrar to record a grade of Incomplete (“I”) pending resolution of the complaint.

Upon completing the investigation, if the assistant director concludes that no violation has occurred, the matter will be closed. In such cases all information related to the case will be secured in a sealed file and a conduct record will not be created for the accused student for the incident. If the assistant director determines that there was a violation of the Standards, he/she issues a Disciplinary Action Letter, outlining his/her findings and any resulting sanction(s). At this point, the case may be resolved in one of the following two ways:

- a. **Informal Resolution Process:** During an informal resolution process, the student and assistant director will meet informally to discuss the alleged violation(s). If the substantive facts, findings and sanction(s), as described in the Disciplinary Action Letter, can be agreed upon between the assistant director and the charged student, a Resolution of Complaint Form will be prepared and signed by both sides. A signed Resolution of Complaint Form will constitute a waiver of the right to a formal hearing and any appeal, and an acceptance of the finding(s) and sanction(s).

If the accused student does not agree with the finding(s) and/or outcome(s) recommended by the assistant director, as outlined in the Notice of Disciplinary Action Letter, he/she may choose to either (1) appeal to the associate dean **OR** (2) provided that the case meets eligibility requirements, request that the case be resolved through the Formal Hearing Process. The accused student must elect their resolution choice by completing and submitting the Resolution of Complaint Form to the assistant director. If the assistant director does not receive a completed Resolution Complaint Form that is signed and dated by the accused student within five (5) business days from the date of the Notice of Disciplinary Action Letter, the finding(s) and outcome(s) detailed within the Notice of Disciplinary Action Letter will stand.

In electing to appeal to the associate dean, the accused student must complete and submit the Student Appeal Form to the associate dean within five (5) business days from the date of the Notice of Disciplinary Action Letter issued by the assistant director. Review of the matter by the associate dean may result in additional sanctions for the accused student.

If the case is eligible, and the accused student elects to have the case resolved through the Formal Hearing Process, the assistant director will submit a Formal Hearing Request to the chair of the Hearing Panel to have the case heard before the School of Law Hearing Panel.

- b. **Formal Hearing Process:** A formal hearing will be conducted by the School of Law Hearing Panel. Procedures for a formal hearing will be consistent with those described in Section H. The formal hearing process is not available for cases in which the sanction imposed is either a warning or written reprimand.

## **G. RIGHTS OF STUDENT(S) IN DISCIPLINARY PROCEEDINGS**

The following rights apply to a student conduct proceeding that has reached the level of a formal hearing EXCEPT that Rights 1 through 5 apply also to any investigative meeting held with the Office of Student Conduct & Professionalism. Students have the right to:

1. A written notice of the complaint against them.
2. Adequate notice of dates set for all meetings, conferences, and hearings.
3. Reasonable review of the disciplinary case file maintained by the Office of Student Conduct & Professionalism prior to a formal hearing and/or appeal.
4. A written notice of the outcome of the proceeding, and a description of the appeal procedure.
5. Present witnesses and submit any pertinent, supportive documentation. In a formal hearing, the hearing panel, by a 2/3 vote of members present at the hearing, may limit the number of witnesses to avoid dilatory tactics.
6. Submit an appeal.
7. Engage an adviser or attorney, at the expense of the student. The adviser or attorney may appear at the proceedings with the student to provide advice, but may not represent the student, directly question or address witnesses, or, in any other way, participate in the proceedings.
8. Question and cross-examine the complainant and all witnesses.

9. Challenge a member of the hearing panel on the grounds of bias, conflict of interest or any other factor that could preclude the panel member from rendering an impartial and fair decision. The panel member may be disqualified upon majority vote of the remaining members of the board present at the hearing, conducted by a secret ballot. If the hearing panel votes to exclude the challenged panel member from that particular hearing, the hearing will continue with the remaining panel members present, even if the number of panel members is less than the number required by the Standards to reach a quorum for that hearing.

## H. PROCEDURES FOR FORMAL HEARINGS

The following are the procedural steps for formal hearings:

1. **Notice of Hearing:** After the formal hearing is scheduled, the Office of Student Conduct & Professionalism will notify the student(s) involved of the date, time and place of the hearing and of the pre-conference.
2. **Pre-conference:** At least two (2) weeks prior to the formal hearing, a pre-hearing conference will be scheduled by the Office of Student Conduct & Professionalism for any charged student. The two (2) week requirement may be modified by mutual consent of the charged student and the Office of Student Conduct & Professionalism. The conference will include the presiding chair of the Hearing Panel, the assistant director, and the accused student (and their adviser, if applicable). The purpose of the pre-conference will be to identify those issues and facts which will be presented at the hearing, to exchange information as to witnesses to be called, to answer procedural questions, and to settle those matters which may be concluded by mutual agreement, including the admission of documents and/or written statements to be considered at the hearing. The conference will not be used to settle the issue of whether the student is responsible for the alleged violation nor will the conference be used to determine any applicable sanction(s). Failure of the accused student to appear will in no way affect any of their procedural rights and will not prohibit a hearing from being set and being held.
3. **Formal Hearing:**
  - a. The focus of inquiry in a formal hearing within the School of Law will be the determination of whether a violation of the Standards occurred, as described in the Notice of Complaint Letter and the Formal Hearing Request, and the appropriate sanction(s) within the parameters of the Standards. Such decisions may be totally unrelated to any criminal or civil decisions against the student arising from the same incident.
  - b. Formal rules of evidence will not apply to the School of Law proceedings, nor will deviations from these prescribed procedures necessarily invalidate a decision or proceeding unless significant prejudice to the accused student or the School of Law may result.
  - c. The accused student will be presumed not to have violated the Standards until it is proven otherwise.
  - d. The School of Law must prove its case by a preponderance of the evidence.

- e. The assistant director may recommend a sanction to the Hearing Panel, but the Hearing Panel will have the authority to reject the recommendation and issue any sanction(s) deemed appropriate.
- f. All formal hearings will be recorded. Copies of the recording will remain the property of the School of Law and will serve as the official record of the proceedings.

4. **Disposition of the Case:**

- a. In the event the student also is registered for courses in another school within the University, the matter shall be assigned to the Hearing Panel of the school in which the student is currently doing a major portion of his or her work, unless otherwise determined by the Dean.
- b. Quorum for a formal hearing shall consist of the chair of the Hearing Panel, the SBA president, and at least three (3) members of the full-time faculty appointed by the dean to the Hearing Panel. In the event that the SBA president is unable to serve in this role, the dean shall appoint an alternative student representative to the Hearing Panel.
- c. Hearing Panel decisions will be made by a simple majority of the Hearing Panel members present at the hearing. After hearing the case, panel members will go into closed session to reach a decision.

Findings and recommendations of the Hearing Panel will be detailed in a written report to the associate dean within five (5) business days of completion of the hearing. In the Hearing Panel's consideration of the official charge(s) against the student, the report will state what Standards of Student Conduct section(s), if any, the panel determined to have been violated by the student. The report also will detail any behavior(s) which the Hearing Panel believed to have constituted the violation. Finally, in cases where a student has been found responsible for misconduct, the Hearing Panel's report will list any recommended sanction(s) within the parameters of the Standards. The associate dean will either accept or modify the Hearing Panel's recommendations.

## **I. APPEAL OF FORMAL HEARING RESULTS**

A student may appeal the sanction and/or underlying decision to the dean of the School of Law within five (5) business days of the student receiving written notification of the final disposition by the associate dean. Students must complete a Student Appeal Form and submit it to the dean of the School of Law. Appeals shall set forth:

1. The specific determination or sanction being appealed;
2. The basis for contesting the determination or sanction; and
3. The relief requested.

An appeal shall be limited to review of the verbatim record of the hearing and supporting documents for one or more of the following purposes:

1. To determine whether the hearing was conducted fairly in light of the charges and evidence presented and in conformity with these procedures giving the complaining party a reasonable opportunity to prepare and present evidence, and giving the accused student a reasonable opportunity to prepare and to present a rebuttal of those allegations;
2. To determine whether the facts in the case were sufficient to establish that a violation of the Standards of Student Conduct occurred;
3. To determine whether the sanction(s) imposed were appropriate for the violation of the Standards of Student Conduct that the student was found to have committed;
4. To consider new evidence sufficient to alter a decision because the person appealing did not know of such evidence and/or facts at the time of the original hearing and could not have reasonably discovered such facts, and such information may have resulted in a different resolution.

The dean of the School of Law shall respond to an appeal within fifteen (15) business days after the student files a notice of appeal. The dean may reduce the sanction without further remand to the Hearing Panel. If the dean determines that any other of the above conditions are met, he or she shall remand the matter back to the Hearing Panel for reconsideration. The scope of reconsideration shall be limited to one or more of the above conditions, as specified by the dean. The final disposition of the associate dean based on the reconsidered recommendation by the Hearing Panel shall be final with no further right of appeal to the dean of the School of Law.

## **J. INTERIM SUSPENSION**

Pending action on charges, a student's status as a member of the University community will not be altered or his or her right to attend classes or perform his or her prescribed duties suspended, except under any of the following circumstances as determined by the assistant director and approved by the dean:

1. To ensure the safety and well-being of members of the University community or preservation of University property;
2. To ensure the student's own physical or emotional safety and well-being;
3. If the student poses a credible threat of disruption of or interference with the normal operations of the University; and/or
4. If the student fails to attend the scheduled hearing on the disciplinary charges.



During the interim suspension, the student shall be denied access to University facilities including classes, and/or all other University activities or privileges for which the student might otherwise be eligible, and/or other restrictions, as the assistant director may determine.

## K. SANCTIONS FOR MISCONDUCT

The following sanctions may be imposed by the assistant director upon any student found responsible through either the informal or formal resolution process to have violated the Standards:

1. **Warning:** a notice to the student that the student violated the Standards.
2. **Reprimand:** a written reprimand for violation of these Standards. The reprimand will describe the standards violated and will advise the student that they may face more severe disciplinary sanctions if found in violation of any of these Standards during the remainder of their status as a student.
3. **Loss of privileges:** denial of specified privileges for a designated period.
4. **Denial of course credit, an “F,” “WF” or “NC” grade, and loss of tuition:** If the misconduct occurred in connection with a particular course, the student could be sanctioned with loss of credit for the course(s), an “F,” “WF” or “NC” grade, notation of the loss of credit on official transcript, and/or loss of tuition. Alternatively, a grade may be otherwise adjusted based on a finding of misconduct.
5. **Fines:** imposition of a monetary penalty.
6. **Withdrawal and/or repayment of scholarship:** withdrawal from course(s) and/or rescission of any offer of future financial scholarship, denial of eligibility for future scholarship, and/or requirement that the student repay scholarship funds already received.
7. **Restitution:** compensation for loss, damage or injury. This may include appropriate community service (either within the University or outside the University) and/or monetary or material replacement.
8. **Discretionary sanctions:** work assignments, service to the School of Law or the University, or other related discretionary assignments.
9. **Suspension:** separation of the student from the School of Law for a definite period, after which the student is eligible to return to the School. The Hearing Panel (in the case of a formal hearing) or the assistant director may specify conditions for reinstatement which must be satisfied in the administrative judgment of the assistant director in order to perfect eligibility to return to the School. During the suspension, the student shall be denied access to University facilities including classes, and/or all other University activities or privileges for which the student might otherwise be eligible, and/or other restrictions, as the assistant director may determine.
10. **Expulsion:** permanent separation of the student from the School of Law.

11. **Revocation** of a degree already granted by the School.

More than one of the sanctions listed above may be imposed for any single violation.

The final disposition, whether through the informal or the formal complaint process, will note whether the misconduct and/or any sanction is reportable. If reportable, a copy of the disposition will be placed in the student's official file in the Registrar's Office.

The School of Law may inform any bar examining agency of any reportable sanction to the extent, in its judgment, it is required or permitted to do so.

The Associate Dean or Assistant Director will inform the accused student in writing of the final disposition of the complaint.

## **L. JUDICIAL RECORDS POLICY**

The Office of Student Conduct & Professionalism maintains a hard copy file and any taped recordings of the hearings.

Judicial records are regulated by the Family Educational Rights and Privacy Act (FERPA).

The judicial record of a student may be shared internally with University personnel only in instances where such disclosure is permitted under the provision of "an educational need to know" under FERPA.

## **M. INTERPRETATION AND AMENDMENTS**

Any question of interpretation of these Standards of Student Conduct shall be referred to the assistant director. The dean and only the dean will make final and binding resolution of any such question.

The Office of Student Conduct & Professionalism reserves the right to amend the Standards of Student Conduct at any time.

## XVII. FINANCIAL AID

**As a reminder, students should note that the policies, rules and procedures in the *Student Handbook* are subject to change.**

Most Golden Gate University School of Law students require some type of financial assistance to pay for their education. While the law school makes every effort to assist students, financial aid funding is limited. Therefore, students should make every attempt to supplement their financial aid with savings and summer employment.

### A. GENERAL ELIGIBILITY

Golden Gate University School of Law administers a full range of programs to help students fund their education. Funding can be met with a combination of scholarships, federal work-study, federal loans (Perkins, Stafford, PLUS) and private loans.

In order to be eligible for federal student aid, a student must:

- Submit a Free Application for Federal Student Aid (FAFSA) online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov);
- Be admitted and/or enrolled in the School of Law (at least on a half-time basis) as a degree seeking student;
- Be a US citizen or permanent resident or have an eligible alien status;
- Maintain satisfactory academic progress (see Section I below);
- Have registered with the selective service, if required by federal law; and
- Not be in default on any Title IV loan or owe a refund on any Title IV grant.

A separate application is not required for JD students' financial aid. JD students are automatically packaged for the fall/spring terms. A separate financial aid application is needed for summer. All LLM and SJD students must submit a financial aid application, available in the Financial Aid Office and on our [website](#). Visa-holding LLM and SJD students should consult the "International Students" section of this *Handbook* for more information. Students enrolled in the JD/MBA program receive aid from the School of Law financial aid office during their entire tenure. Students enrolled in the JD/PhD program receive financial aid from Golden Gate University during their first year of law school and the first summer semester. All future eligibility is determined and disbursed by Pacific Graduate School of Psychology (PGSP).

### B. STUDENT RESPONSIBILITIES

A student who wishes to receive financial aid must complete the following items each academic year:

1. Students must complete and submit a FAFSA to the Federal Processor. The FAFSA must be filed every year. The priority deadline is March 2. Students must indicate in Section H on the FAFSA form that Golden Gate University is the college they plan to attend. Golden Gate University School of Law's Title IV Institutional Code is: 001205-29.

2. If selected for verification, students must submit additional documents as requested by the Financial Aid Office, such as an IRS tax transcript, W-2 forms, verification worksheets and/or proof of citizenship or permanent residency.
3. All first-time GGU federal loan borrowers must complete a mandatory online entrance counseling session at [www.studentloans.gov](http://www.studentloans.gov). Information regarding the counseling session is sent with the award offer.
4. All first-time federal loan borrowers must sign a Master Promissory Note (MPN) for the Stafford Loan(s) with the federal government at [www.studentloans.gov](http://www.studentloans.gov). The Financial Aid Office will certify a student's Stafford Loans each year upon the student's acceptance of his or her financial aid offer. The amount requested is the amount the student accepts on the financial aid award letter.
5. Students who receive a Federal Perkins Loan or Federal Work-Study Award must complete the required documents requested by the Financial Aid Office in a timely manner, or the funds may be forfeited.
6. Students applying for a PLUS loan must sign an MPN online at [www.studentloans.gov](http://www.studentloans.gov) and submit a loan request form to the school. Students applying for private loans must contact their lenders directly and go through the loan approval process. The Law School strongly encourages students to complete the loan process online and to e-sign the promissory note to expedite processing. In most cases, the Financial Aid Office certifies all loans electronically, unless the student chooses a lender that does not accept electronic certification.
7. Students requesting a PLUS or private loan must complete and submit a *Budget Worksheet/Loan Request Form*, available at [law.ggu.edu/law-student-services/financial-aid](http://law.ggu.edu/law-student-services/financial-aid).
8. Students requesting additional funding or a late loan certification for a PLUS or private loan must make sure that the certification request is submitted to the Law School Financial Aid Office no later than December 1 for the fall term, May 1 for the spring term, and July 1 for the summer term. Certification requests received after this date will not be certified.
9. Upon graduation or separation from the law school, students receiving federal aid must complete exit loan counseling as instructed by the Financial Aid Office.

Failure to complete the above items can result in delays or the complete loss of all financial aid eligibility.

Further information about financial aid may be obtained by calling the Financial Aid Office at 442-6635 or by e-mailing [lawfao@ggu.edu](mailto:lawfao@ggu.edu).

### **C. SCHOOL-BASED FINANCIAL AID**

To be eligible to receive a Federal Perkins loan, Federal Work-Study, or need-based Special Scholarship assistance, a student must submit the Free Application for Federal Student Aid (FAFSA) by the priority deadline of March 2. Failure to meet the priority deadline may preclude

the student from being considered for school-based aid. School-based aid can be used to cover tuition expenses at Golden Gate University only; it cannot be applied toward semesters visiting away. If a student decides to study abroad for a semester during which he or she has been awarded school-based aid, this aid will be canceled and may not be transferred to any other semester.

### **1. Federal Perkins Loan**

The Perkins Loan is a federally funded fixed 5% interest loan through Golden Gate University School of Law. Repayment of the loan and interest accrual begins nine months after the borrower graduates, leaves school, or drops below half-time enrollment. Students may be considered for Perkins Loans after they have completed their first year of law school. Funding is awarded at the discretion of the Financial Aid Office with priority given to students who meet the FAFSA priority deadline and demonstrate financial need as defined by the federal processor and the School of Law. Perkins Loans are offered to help offset the cost of tuition. If awarded a Perkins Loan, a student must complete a Perkins promissory note as instructed by the Financial Aid Office prior to funds being transmitted to the student's account. Funding is limited, and it is possible that in certain years, no funds will be available. The maximum annual award is \$8,000, with an aggregate Perkins lifetime loan limit of \$60,000.

### **2. Federal Work-Study**

The Federal Work-Study (FWS) program was designed by the federal government to expand part-time employment opportunities for students with demonstrated financial need. Through this program, federal funds are used to pay a portion of the student's salary; the job provider is responsible for the remainder. Students may be considered for FWS after they have completed their first year of law school. Funding is awarded at the discretion of the Financial Aid Office with priority given to students who meet the FAFSA priority deadline and demonstrate financial need as defined by the federal processor and the School of Law. Funding is limited; the amount of work-study award is based on the availability of funds.

In addition, the jobs developed under this program are intended to serve the public interest and thus meet the needs of the community and the University. Off-campus job providers are private employers, non- or not-for-profit agencies, or organizations in the public or private sectors. Private sector employment must be educationally relevant. No work-study student employee may displace previous employees, nor may the work-study job involve political or religious activities.

Work-study funds may be made available during periods of non-enrollment (e.g., summer). However, if a student chooses to secure federal work-study funding and is not enrolled at least half-time for that semester, the gross amount the student earns will be considered a monetary resource for the next term in which the student is enrolled at least half-time. FWS will not be processed for students who will not be enrolled the following semester. Students may not receive FWS funds during the same semester they are working for that job provider for academic credit.

All work-study recipients are employees of Golden Gate University, even if they are working for an off-campus job provider. Employment is governed by the personnel policies and

practices of Golden Gate University. During periods of enrollment, students may work up to 19.5 hours per week, provided that there are no conflicts with class schedules. During periods of non-enrollment, or during an HLP apprenticeship, students may submit time sheets for up to 37.5 hours per week. Overtime is never allowed. Anything over 7.5 hours per day is considered overtime. Additionally, if students work more than 5 hours in a day, a minimum 30-minute lunch break is required. Students cannot work more than 999 hours per calendar year. Students should meet with a financial aid counselor for more information.

### **Public Interest Work-Study (PIWS)**

The School of Law established the Public Interest Work-Study (PIWS) program to assist selected students in gaining work experience at government agencies and public interest organizations. Through PIWS, the School of Law pays the job provider's portion of a student's salary to supplement federal work-study funds. In this way, students may work for job providers who are unable to pay their salary allocation required under the Federal Work-Study program (described earlier). Private, for-profit employers are not eligible to participate in the Public Interest Work-Study program.

Historically, the number of students who apply exceeds the number of PIWS placements that are available. Preference is given to students who are seeking to work for a job provider with whom they have not previously worked in any capacity. Community involvement and academic performance also may be considered.

Students are not eligible for School of Law PIWS funds if they are not in good academic standing and/or are likely to be disqualified, or if they will not be enrolled at the School of Law the following semester. Preference is given to students who have not been previously awarded PIWS. Approval of PIWS funds for a particular job provider is subject to the discretion of the School of Law Financial Aid Office. The job provider must be a government agency or a non-profit organization. A job provider who employs any students under the regular Federal Work-Study program is not eligible under the School of Law PIWS Program.

### **3. Veteran Benefits**

Students who qualify for benefits under the Veterans Affairs Educational Assistance Programs listed below may use those benefits to assist with their educational expenses.\*

- Chapter 30 Montgomery GI Bill: Active Duty
- Chapter 31 Veterans Affairs Vocational Rehabilitation
- Chapter 32 Veterans Educational Assistance Program (VEAP)
- Chapter 33 Post 9/11 Tuition/Fees & Yellow Ribbon Program
- Chapter 35 Survivors' and Dependents' Educational Assistance
- Chapter 1606 Montgomery GI Bill: Selected Reserve

The University is proud to participate in the Yellow Ribbon Program, a provision of the Post-9/11 GI Bill. Under the Yellow Ribbon Program, the law school will award a grant up to 50% of unmet tuition costs, not to exceed \$12,000 per semester, to eligible Yellow Ribbon Program veterans. The Veterans Administration will match the other 50%.

Merit scholarships awarded by GGU Law will be applied to tuition costs only. The combination of a merit scholarship, VA tuition benefit, and GGU Law's Yellow Ribbon grant may not exceed the total cost of tuition. Eligible students should contact the University VA Certifying Officer, Silvana Giacalone, as soon as possible to receive a comprehensive review of how VA benefits may assist with tuition and to initiate the certification of enrollment to the Veterans Administration. Silvana may be reached by phone at (415) 442-7283 or via email at [sgiacalone@ggu.edu](mailto:sgiacalone@ggu.edu).

*\*VA benefit information is accurate as of the time of the printing of this document. Students applying for VA benefits are strongly encouraged to review any possible changes to VA benefits at [www.gibill.va.gov](http://www.gibill.va.gov) as benefits are subject to change at any time without prior notice.*

#### **D. COST OF ATTENDANCE/BUDGET PETITIONS**

A student who experiences a change in circumstances (e.g., unexpected medical expenses, childcare expenses, emergencies) may file a petition for additional funding. Relocation expenses and consumer debt (e.g., credit card debt, high-cost apartment, car loans) will not be considered for budget increases. To apply, students must submit a petition form, available only after meeting with a financial aid counselor, along with a detailed explanation for the request with the appropriate receipts and documentation to support the petition. Petitions will be accepted from the beginning of the semester for which the expenses were incurred but no later than November 17, 2014 for the fall term, April 17, 2015 for the spring term and June 26, 2015 for the summer term. Petitions may take up to three weeks to be reviewed. A student must agree to submit any additional documentation that is requested. All submitted documentation is confidential and considered property of the University once it has been submitted and, therefore, will not be returned under any circumstances. All petitions are submitted to the Financial Aid Office and reviewed by a committee. Approval of a petition does not guarantee the student will be able to obtain the loan funds from the lender and/or automatically constitute that a similar petition may be approved in the future. Any misrepresentation or falsification will result in the denial of the petition and possible withdrawal of future financial aid and may be subject to action under the Standards of Student Conduct.

#### **E. COMPUTER PURCHASE BUDGET INCREASE**

Students receiving financial aid may request a budget increase to reflect the expense of purchasing a computer for educational use. The increase is allowed as a one time adjustment during the student's tenure at Golden Gate University, regardless of what might happen to the computer (e.g., theft or loss). Increasing a student's budget to allow for the purchase of the computer will increase the student's PLUS/private loan eligibility. Approval of the budget increase does not guarantee the student will be able to obtain the loan funds from the lender.

In order to have the budget increased, the student must first purchase a computer. The computer must be purchased during the academic school year period for which the student is enrolled. Students will need to submit an itemized copy of the receipt(s), including the total cost of the computer, to the School of Law Financial Aid Office. The budget will be increased by the actual cost of the computer, not to exceed \$2,000. Computer budget increase requests will be accepted

from the beginning of the semester during which the expense was incurred but no later than December 1 for the fall term, May 1 for the spring term and July 1 for the summer term.

## **F. BAR LOANS**

### **1. Private Bar Exam Loans**

Bar examination loans are available to graduating students through private lenders to assist with financing the costs associated with taking the bar exam and living expenses during the bar exam study period immediately after graduation. Bar loans are credit-based, and the amount students can borrow varies by lender. Please note the Financial Aid Office may certify a bar loan through one lender only. Bar loans are in addition to any financial aid a student may have received for the regular school year.

### **2. GGU School of Law Bar Exam Prep Loans**

Golden Gate University School of Law offers an institutional loan to students who are otherwise ineligible to obtain a private bar study loan. The intent of this loan is to assist graduating JD students in covering the cost of taking a prep course to pass the California bar exam for the first time. Funding is limited to cover up to the total cost of the review course, not to exceed \$4,500, plus reasonable living expenses. Loans are awarded on a first come, first served basis.

To be eligible, a JD student must complete a timely application and:

- Be sitting for the California Bar Exam for the first time;
- Have been denied a private bar loan through two of the private lenders within 30 days of applying for the GGU BAR loan (proof will be required);
- Be in good standing with the University;
- Submit proof of registration for a bar review course;
- Submit a brief statement explaining the need for funding;
- Submit a statement from their law school bar mentor stating they are participating in the Law School Bar Mentor Program; and
- Attend a one-on-one in-person exit loan counseling session prior to graduation.

## **G. EXTERNAL SOURCES OF FINANCIAL AID**

In order to obtain adequate funding for a law school education, students are encouraged to explore additional avenues of funding. Reference guides to external scholarships are available in the University Library. We recommend that students research other outside private scholarship opportunities through the Bar Association of San Francisco, state or local bar associations, ethnic or cultural membership organizations, or local Chamber of Commerce offices. Many national and local organizations are eager to recognize promising law and graduate students. The Financial Aid Office receives information about outside private scholarships available to continuing students. Information on these scholarships is published in the weekly newsletter, *Law School News*, and on the Financial Aid Office webpage. Students receiving outside scholarships should report them to the Financial Aid Office, as they must be considered as part of the aid package.



## H. INSTITUTIONAL SCHOLARSHIP & GRANT INFORMATION AND POLICIES

All School of Law institutional scholarships are applied against tuition for courses taken at Golden Gate University School of Law. Our school policy dictates that a student may not, at any time, receive more scholarship than their tuition expenses for any given semester. Students cannot use these awards to pay tuition at other law schools or other schools within Golden Gate University. This does not preclude using the award to pay for units taken through the Northern California Law School Consortium.

**Please refer to section C in the Academic Standards chapter of this *Handbook* for a complete listing of the required courses that are considered in order to determine your cumulative grade point average in required courses and scholarship eligibility for each year of law school.**

For purposes of institutional scholarships, the evaluation period to determine eligibility occurs at the conclusion of each spring semester. Any student who is granted an Incomplete in a required course or granted a leave of absence from law school will not be evaluated for scholarship eligibility until all required courses attempted have been completed. Please note this might jeopardize the total amount of scholarship a student is eligible to receive. Continued scholarship eligibility will be communicated by the Law School's Financial Aid Office. If a student loses a scholarship, there will not be an opportunity for re-evaluation. Once forfeited, institutional scholarships cannot be regained at a later time. Generally, all institutional and special scholarship awards are divided in half and applied equally against tuition charges in the fall and spring terms. Second year HLP students who maintain their merit scholarships after the evaluation period will have their merit scholarships retroactively applied toward their summer tuition. Second year HLP students who are also recipients of Public Interest, Environmental Law, and special scholarships will have these awards applied toward their tuition for the following spring semester.

Any change in a student's program or enrollment status will result in the re-evaluation of the award but will not increase the amount or extend the term of the scholarship that was originally offered. Scholarships are granted contingent upon the student's matriculation and successful completion of all courses undertaken. **If a student withdraws from law school in a given term, the scholarship will be revoked or canceled, and the student may be liable for tuition costs for those courses as determined by the Withdrawal Tuition Credit Policy.** A student who graduates early or who chooses to visit away may forfeit some of the scholarship award. All questions regarding scholarship allocation should be directed to the Director of Financial Aid.

### 1. Entering JD Student Scholarships

The Office of Admissions awards Dean's and Faculty Merit Scholarships to eligible students at the time of admission. Scholarship amounts are stated in the admission offer letter. **To maintain eligibility for a Dean's or Faculty Merit Scholarship as a continuing (upper-year) student, a student must earn a cumulative grade point average (GPA) of 3.00 or higher in required courses at the end of each scholarship evaluation period.** Please refer to section C in the Academic Standards chapter of this *Handbook* for the list of the courses that are considered in order to determine a student's required course GPA.

The Office of Admissions awards California Scholarships to a select number of admitted students who earned their undergraduate degrees at one of California's public universities (California State University or University of California). These scholarships are awarded at the time of admission and are based on the recipients' academic achievements and contributions to their campus communities. Scholarship amounts are stated in the offer of admission. California Scholarships are **one-time, non-renewable awards**.

The Office of admissions awards San Francisco Housing Scholarships to a select number of individuals. This scholarship is aimed at reducing the overall cost of attendance and helping to offset housing costs in the Bay Area. San Francisco Housing Scholarships are **one-time, non-renewable awards**.

## 2. **Public Interest and Environmental Law Scholars**

The Office of Admissions also awards Public Interest Scholars Program (PISP) Scholarships and Environmental Law Scholars Program (ELSP) Scholarships to eligible students at the time of admission. PISP and ELSP Scholarship amounts are stated in the admission offer letter. **To maintain eligibility for a PISP or ELSP Scholarship as a continuing (upper-year) student, a student must earn a cumulative GPA of 2.50 or higher in required courses at the end of each scholarship evaluation period.** Please refer to section C in the Academic Standards chapter of this *Handbook* for the list of the courses that are considered in order to determine a student's required course GPA.

## 3. **Continuing JD Student Scholarships**

Funds permitting, the Law School Scholarship Committee may evaluate for Continuing Student Merit Scholarships those continuing students who did not receive a scholarship at the time of admission. The amount of the scholarship award is based on academic achievement and contingent on the availability of funds. This scholarship does not require an application. Continuing Student Merit Scholarships will be awarded only prior to the beginning of the student's second full academic year. New scholarships will not be awarded at the start of any subsequent academic year. **To maintain eligibility for a Continuing Student Merit Scholarship, the student must earn a minimum 3.00 cumulative grade point average (GPA) in required courses at the end of each evaluation period thereafter.** Please refer to section C in the Academic Standards chapter of this *Handbook* for the list of the courses that are considered in order to determine a student's required course GPA.

## 4. **Special Scholarships**

The School of Law is the custodian of several donor-based and endowed scholarship funds that are distributed to students based on eligibility and specific award criteria. Some of these scholarship sources are used to supplement the law school's institutional aid and merit scholarship programs. Others are awarded on a competitive basis for which an application or essay is required. Typically, special scholarship applications are available in late spring and are due one week after the end of the spring semester. Please contact the Law School Financial Aid Office with any questions regarding special scholarships.

Students who are selected to receive a special scholarship must agree to write a thank you letter to the donor prior to the scholarship being applied to their student account.

## I. FINANCIAL AID SATISFACTORY ACADEMIC PROGRESS

### 1. Measures of Progress

All students who receive Title IV Federal Financial Aid must maintain financial aid satisfactory academic progress. Golden Gate University is required to periodically evaluate students' progress toward their degree completion. **Note that this financial aid evaluation is separate and distinct from the law school's evaluation for academic standing.** Golden Gate University's Satisfactory Academic Progress policy evaluates students' qualitative progress (GPA) and their quantitative progress (courses completed) as follows:

#### a. Qualitative (GPA) Measure of Progress

All financial aid recipients must demonstrate a certain level of academic achievement, as measured by the cumulative overall and cumulative required course grade point averages (GPAs). Please refer to section C in the Academic Standards chapter of this *Handbook* for the list of the courses that are considered in order to determine a student's required course GPA. The following GPAs represent the minimum cumulative GPAs needed to maintain a student's financial aid eligibility:

All JD degree programs (following two semesters):	
Overall.....	2.15
Required courses.....	2.15
All LLM degree programs (after eight or more units).....	2.50
SJD degree program.....	3.00

#### b. Quantitative Measure of Progress

All students receiving financial aid must successfully complete at least 80% of the units attempted. Attempted units include all graded and transcribed units, all incomplete units, units from prior terms that were dropped after the first week of classes or that were not completed, and all transfer units. Completed units are those units for which the student has received a grade and degree credit, including all transfer units.

In addition, students must complete at least 70% of the units for which they receive financial aid. **A student will not receive degree credit twice for the same course, so a repeated course will not be counted as completed units.** Courses taken with audit status are not included in either the number of units attempted or the number of units completed. Likewise, courses taken in "Open Enrollment" status are not included unless those course(s) are subsequently applied toward a degree program. Satisfactory progress always measures what has happened in prior terms, so all registration and enrollment activity for the current term is excluded from the evaluations.

All students receiving financial aid must complete their degree programs within 150% of the minimum required units for the degree (rounded up to the nearest whole number of units). For example, the JD degree program requires 88 units for graduation. Students may attempt 132 units toward this degree before becoming ineligible for financial aid. All students are eligible to receive aid for up to 150% of the minimum time frame required to complete their degree. For example, the full-time JD degree program is completed in 3 years. A student may receive aid for up to 4.5 years to

complete their degree. If a student does not complete their program within this time frame, he or she will no longer be eligible to receive further federal aid. Students should monitor their total loan debt while completing their degree.

## 2. **Financial Aid Warning**

A student who falls below either measure (qualitative or quantitative) will be placed automatically on “financial aid warning” (FAW) for one semester. Note that financial aid warning is completely separate from academic probation as described in the Academic Standards chapter of this *Handbook*. A student may be placed on FAW independently of his or her academic standing. A student who has not met the minimum GPA requirements will have **one** warning semester to raise his or her GPA up to the minimum required level. A student who does not achieve the 80% completion rate will have **one** warning semester to raise his or her completion rate back up to 80%. A student on FAW will not be eligible to receive funding in a subsequent semester until he or she has met the minimum requirements to be removed from FAW. Funding for a subsequent semester may be certified but funds will be held until eligibility is cleared. If a student regains satisfactory standing at the end of this period, he or she will be removed from FAW, and any pending aid will be released. If, at the end of the warning semester, the student fails to gain satisfactory standing, the student’s financial aid will be canceled. Students are allowed only one warning period. Students who drop below the minimum progress requirements a second time will not be given a second warning period, and their financial aid will be subject to immediate cancellation.

## 3. **Financial Aid Appeals**

Students who are unable to regain satisfactory academic standing at the end of a warning period or whose financial aid is otherwise subject to cancellation have the right to petition for a probationary period. Students who feel that there were truly exceptional and/or unavoidable circumstances that prevented them from meeting the eligibility requirements should submit a letter of appeal to the law school’s Assistant Director of Financial Aid, stating in detail the basis of their appeal, along with any supporting documentation. Supporting documentation must be detailed and specific as to its relevance to a student’s request for an exception to this policy and must provide information about the student’s ability to continue in their program. The Assistant Director of Financial Aid will then make a recommendation to the Law School Financial Aid Committee for a final decision. The student will be notified of the decision in writing.

## 4. **Financial Aid Probation**

If an appeal is approved, the student receives aid for one additional semester. Funding for a subsequent semester may be certified, but funds will be held until eligibility is cleared. If a student regains satisfactory standing at the end of their probationary period, he or she will be removed from Financial Aid Probation and any pending aid will be released. If, at the end of the probationary semester, the student fails to gain satisfactory standing, the student’s financial aid will be canceled and the student will become ineligible for further aid. A student whose financial aid is canceled after he or she fails to maintain financial aid satisfactory academic progress must regain satisfactory standing in order for his or her eligibility for financial aid to be reinstated. This can be done by the student if he or she raises their cumulative GPA to the minimum required for the student’s degree program or by increasing their completed-to-attempted units percentage during a semester without receiving federal financial aid.

A student who is returning to Golden Gate University after being academically disqualified will be evaluated on a term-by-term basis at the end of every term. In this case, a student's evaluation for financial aid satisfactory academic progress will be based on the term GPA and not on the student's cumulative GPA.

## XVIII. GRADUATE LAW PROGRAMS

All law students in all programs are governed by the School of Law Standards of Student Conduct, the Examination Procedures, the policies and procedures for the Provision of Services to Students with Disabilities, and the Discrimination and Harassment Policy.

The Academic Calendar and published deadlines apply to all law students in all programs.

All LLM and SJD students have access to all student services, including the law library, online research, computer support, counseling and advising, student organizations, career services, bar examination loans, and many of the special programs and clinics.

In general, unless otherwise indicated in the main text, the administrative policies and procedures described in the main section of this *Handbook* apply to all students in the School of Law.

**Where the main section has a note referring graduate law students to differing LLM and SJD policies, students can find them stated in this section.**

The policies and procedures that follow apply to all students in all graduate programs, whether they are graduates of US or foreign schools of law, and whether they are US citizens or permanent residents, or attending school on an F-1 or J-1 student (temporary/non-immigrant) visa.

Additional rules governing SEVIS (Student Exchange Visitor Information System) registration and tracking of foreign law graduates on F-1 or J-1 student visas may be found in the “International Students” section of the this *Handbook*.

Each LLM and SJD program has special requirements in addition to those spelled out in this handbook. Every student should seek advising from the Program Director or Associate Dean to ensure that he or she is complying with the program rules.

The following are administrative rules and procedures that apply to all students in all graduate programs.

### A. REGISTRATION AND ADVISING

LLM Tax graduate students may use GGU4YOU for online registration; all other LLM graduate law students should submit a paper [Registration Request](#) form to the Registrar’s Office. Graduate students may find that their registration is blocked if a course for which they are attempting to register has a prerequisite which they have not taken at Golden Gate. Graduate students will need to register for these courses by submitting a paper registration form and obtaining the signature of their Program Director or the course instructor. **All LLM graduate students should seek academic advising every semester *before* registering for classes and obtain the signature of the Program Director for all courses as needed.**

## **B. OVERLOADS AND FULL COURSE LOADS**

The LLM and SJD programs have flexible enrollment policies that permit continuous enrollment when a student is enrolled in one course, thesis, practical training, externship, or directed study. The programs also allow for leaves of absence in increments of up to one year (and in special cases more) and for course overloads when authorized by the Program Director. However, all students should be aware that financial aid regulations and visa requirements may limit their options. When in doubt, students should seek specific advising to avoid problems.

## **C. AUDITING**

Students who are enrolled in an LLM degree program cannot audit courses. SJD students and students who are not pursuing a degree may audit courses. Attorneys may enroll in a course as auditors on a space available basis. Subject to the approval of the Program Director, a limited number of non-degree candidates who are not attorneys may audit certain tax and trust and estate courses. Auditing is always subject to the approval of the instructor for the course. Courses taken in an audit status may not be applied to an LLM program. Auditing students do not take the final examination or receive a grade for the course. Auditors may be required to participate in class discussions, but they may not take the final exam and they receive no grade or academic credit for the course. Auditors are subject to the School of Law's Standards of Student Conduct. SJD and non-matriculated students may change to audit status by submission of a [Schedule Change Request](#) form until the last day of instruction for the term. Once the status of a course has been changed to audit, it may not be revoked.

## **D. VISITING SCHOLARS**

Visiting scholars are judges, lawyers, law graduates, or law professors from other countries who register for one or two semesters at Golden Gate to pursue research. These scholars may not have a degree objective but may enroll in one or more classes according to the terms of their invitation or government study grant. Visiting scholars may take the final examination and receive a grade for the course. Visiting scholars are required to pay registration fees and international student fees. Visiting scholars who later decide to pursue an LLM or SJD program may, upon approval of the Program Director, apply courses completed while in visiting scholar status to the degree program.

## **E. ADDING AND DROPPING COURSES**

All graduate law students are governed by the same add-drop policies as JD students. They must meet all of the deadlines to add or drop courses to avoid penalties. However, where students experience unavoidable visa problems that delay their arrival and registration, the situation will be taken into account. F and J visa holding students planning to enroll in Curricular Practical Training (CPT) should see that section in the "International Students" section for eligibility and registration procedures.

## F. CREDIT/NO CREDIT ELECTION

With the approval of the Program Director, LLM students may take up to six units of **non-required courses** on a “Credit/No Credit” basis. The deadlines for submitting the [Election for Credit/No Credit](#) form are the same as those in the JD program; see the “Administrative Rules” section of this *Handbook*.

## G. LANGUAGE ACCOMMODATION

LLM or SJD students whose first language is not English and whose prior law degree was not obtained in English may request a language accommodation for examinations only in special circumstances and with the approval of the Program Director. A *Request for Language Accommodation* form is available on the Law School’s website or from the Registrar’s Office. The form must be completed and submitted by the deadline listed on the form. The deadline for requesting language accommodations is very early in the semester so students should act promptly. The LLM/SJD Program Director must approve and sign the request. Late requests will not be granted without the approval of the Registrar’s Office. If approved, the language accommodation allows an extra 20 minutes per hour of scheduled examination time and permits accommodated students to bring a bilingual dictionary to the exam. The dictionary must be English-student’s language/student’s language-English only. English language dictionaries with definitions, electronic translators with definitions, and law dictionaries are NOT permitted.

## H. GRADING POLICIES

Many LLM students plan to work in US law offices as law clerks or lawyers. Therefore, they need to have a realistic picture of their ability to understand and practice US law. For all JD courses in which they enroll, LLM students will be graded according to the JD grading standards found in this *Handbook*. However, they will not be included in curve calculations.

## I. GRADE VALUES

1. Grades are based on a twelve-category letter system with numerical point equivalents as follows:

A+ = 4.0 (awarded, at discretion of instructor, to 1 student maximum in any course)  
A = 4.0  
A- = 3.67  
B+ = 3.33  
B = 3.0  
B- = 2.67  
C+ = 2.33  
C = 2.0  
C- = 1.67  
D = 1.0  
F = 0.0  
WF = 0.0



## **J. RETAKING A COURSE**

LLM and SJD students who have received a “C-” or lower in a specific course, or who are on academic probation, may retake a course with permission of the LLM or SJD Program Director. The grade from the second taking is the grade that will be calculated in the student’s GPA, whether or not it is higher than the first grade earned. The first grade will not be calculated in the student’s GPA, but the course and grades will appear on the student’s transcript as having been repeated. All tuition charges and fees associated with the second taking must be paid by the student.

## **K. APPLICATION FOR GRADUATION**

LLM and SJD students should enter their anticipated date of graduation on the registration form each semester, and this date may be changed by advisement. However, every student must also file an [\*Application for Graduation and Commencement\*](#) prior to graduation. The deadlines for filing the application are September 1 for December graduation candidates and December 1 for May and July graduation candidates.

## **L. GRADUATION HONORS**

Graduation honors are awarded to LLM students earning cumulative GPAs of 3.50 and above.

## **M. TRANSCRIPTS**

LLM and SJD students must provide official transcripts of their prior law study with their application. These transcripts become the property of Golden Gate University and remain in the student’s file for up to five years after graduation. Students who have graduated from law school in non-English speaking nations must provide certified translations as well.

## **N. TRANSCRIPTS FOR BAR EXAMINATIONS**

All students who plan to take a bar examination should review the state bar requirements before requesting documentation for the bar. Students from other countries should bring with them to the US an official transcript and a certified translation in sealed envelopes or with official seals for submission to the bar when applying to take the bar exam. Upon completing the LLM degree, the student should obtain an official Golden Gate transcript online from the National Student Clearinghouse, or from the University Office of Records & Registration. Students from nations where it may take considerable time to obtain official records should plan ahead. Where, because of circumstances beyond the student’s control, it is impossible for a student to obtain additional official transcripts from the home country, the Registrar’s Office may be able to certify a photocopy of the original transcript which is on file with the University. Information on requesting official transcripts, certification to the bar, and bar-related forms and documents are available online. If you have questions, the Registrar’s Office may be able to assist you.

## **O. LLM STUDENT REQUEST FOR TRANSFER OR REAPPLICATION OF UNITS**

Generally, up to six units from an ABA-approved LLM program may be counted towards an LLM program at Golden Gate University School of Law if the student has earned grades of at least “B-” (2.67). Students who have taken related program courses while attending the Law School’s JD program may reapply up to twelve units to an LLM program. Students earning an LLM from the law school may request to reapply to that program up to six units of coursework taken in another law school’s LLM program. Consent of the receiving Program Director is required for any transfer or reapplication of units.

## **P. TRANSFERRING BETWEEN LLM PROGRAMS AT GGU**

A student may apply to transfer from one GGU LLM program to another GGU LLM program by submitting a request in writing to the new Program Director. The Program Director will determine admission and if any scholarship awarded in the prior program will be applicable in the new program. The new Program Director will also determine what, if any, courses taken in the prior program will apply to the new program.

## **Q. LLM US LEGAL STUDIES APPLICATION FOR CONCENTRATION FORM**

While the LLM programs in Environmental Law, Intellectual Property, International Legal Studies, and Taxation have specific course requirements that provide the student with a specialization in a particular area of US or international law, the LLM program in US Legal Studies is a general program offering a basic curriculum in US law. Nevertheless, some law graduates in the LLM US program may elect to specialize in a particular area of US law. LLM US students may complete a concentration by completing the required courses for the LLM US program and completing a minimum of sixteen units of courses selected from the concentration course lists. Concentrations are available in Corporate and Commercial Law, Immigration Law, Labor and Employment Law, Litigation and Lawyering Skills, Real Estate/Property Development Law, and US Legal Practice. To apply for a concentration, students should obtain the *LLM US Legal Studies Concentration Application* form and list of courses from the law school [website](#) and make an advising appointment with the LLM US Legal Studies Program Director.

# **XIX. GRADUATE LAW ACADEMIC STANDARDS**

The following academic standards pertain to those who matriculate as students during the 2014-2015 academic year. Unless otherwise noted, continuing students who matriculated in prior academic years are governed by the Grading Policies portion of the 2014-2015 *Handbook* and by all other portions of the Academic Standards in the *Handbooks* for their respective matriculation years.

This section only pertains to students in LLM, LLM Certificate, or SJD programs. JD students in LLM courses are subject to JD Academic Standards. Any standards not covered in this section are thereby subject to the JD Academic Standards.

Students also should note that the policies, rules and procedures in the *Student Handbook* are subject to change. The Graduate Law Programs office will make every attempt to notify students of any changes to their program requirements, but it is the student's responsibility to check the online version of the *Handbook* throughout the year to keep apprised of any changes to program rules and policies.

## **A. THE ACADEMIC STANDARDS OF THE SCHOOL OF LAW REFLECT:**

1. The requirements of our continuing accreditation by the American Bar Association, the Association of American Law Schools, and the Committee of Bar Examiners of the State of California;
2. The goal of ensuring that graduates are prepared to achieve a high standard in the practice of the legal profession; and
3. Dedication to equal educational opportunity.

## **B. DEFINITIONS**

1. "Academic year" means the two-semester period from August through May.
2. "Associate Dean" means the Associate Dean for Law Student Services or the person appointed by the Associate Dean to perform or administer a designated task or program.
3. "LLM Program Director" means the LLM Program Director for a particular LLM program.
4. "Student" without other qualification includes both full-time and part-time students.
5. "Grade point average (GPA)" means the figure derived by dividing the total number of grade points a student has earned by the total number of units the student has attempted in courses completed for letter grades. GPAs are not rounded up in order to satisfy academic, financial aid, or career services standards.

# XX. GRADUATE LAW PROGRAM REQUIREMENTS

## A. GENERAL LLM (MASTER OF LAWS) REQUIREMENTS:

1. Successful completion of 24 or more units;
2. Successful completion of the courses required for the degree program;
3. Completion of the program requirements within the number of years below:
  - a. Environmental Law, 4 years
  - b. Intellectual Property Law, 4 years
  - c. International Legal Studies, 4 years
  - d. Taxation, 5 years
  - e. US Legal Studies, 4 years
3. A cumulative GPA of 2.50 on a scale of 4.0; and
4. Timely filing of an *Application for Graduation and Commencement* form with the Registrar's Office.

**Note:** Program Directors may exercise the right to administratively withdraw any student who withdraws from two or more courses without demonstrating special circumstances.

## B. LLM IN ENVIRONMENTAL LAW PROGRAM REQUIREMENTS

### 1. Required Courses

Students in this program are required to take at least two of the four courses listed below:

- a. Environmental Law & Policy (3 units)
- b. International Environmental Law Seminar (3 units)
- c. Public Natural Resources & Land Law (3 units)
- d. Toxics Law & Policy (3 units)

### 2. Elective Courses

Students in this program must complete the remaining 18 units from the courses listed on the law school website for this program.

## C. LLM IN INTERNATIONAL LEGAL STUDIES PROGRAM REQUIREMENTS

### 1. Required Courses

Students in this program must earn at least 6 course credits by taking courses from at least two of the following five core areas. Students may take other basic courses as electives.

**a. International Law**

Public International Law (3 units)  
International Organizations (3 units)  
Law of International Armed Conflicts (3 units)

**b. Private International Law/Conflict of Laws**

Private International Law: Transnational Litigation (3 units)

**c. Comparative Legal Systems**

Comparative Legal Systems (3 units)  
European Union Law

**d. International Economic Law**

International Business Transactions (3 units)  
International Investment Law (3 units)  
International Trade Regulation (3 units)

**e. Dispute Resolution**

International Dispute Resolution (3 units)  
Pacific Settlement of Disputes Between States (3 units)  
Alternative Dispute Resolution (3 units)  
International Commercial Arbitration (2 units)

**2. Elective Courses**

Students in this program must complete the remaining 18 units from the courses listed on the law school website for this program.

**3. Writing Requirement**

Students in this program must complete a satisfactory thesis or analytical paper as part of a seminar.

**D. LL.M. IN INTELLECTUAL PROPERTY LAW PROGRAM REQUIREMENTS**

**1. Required Courses**

Students in this program must complete 9 units from the following courses:

- a. Intellectual Property Law Survey (3 units)
- b. Internet & Software Law (3 units) and
- c. One of the following:
  - Copyright Law of the US (3 units)
  - Patent Law of the US (3 units) or
  - Trademark Law of the US (3 units)

**2. Elective Courses**

Students in this program must complete the remaining 15 units from the courses listed on the law school website for this program.

## **E. LLM IN TAXATION PROGRAM REQUIREMENTS**

### **1. Required Courses**

Students in this program must complete 13 units from the following courses:

- a. Characterization of Income & Expenditure (3 units)
- b. Corporate Tax (3 units)
- c. Federal Tax Procedure (3 units)
- d. Professional Responsibility for Tax Practitioners (2 units)
- e. Timing of Income & Expenditure (2 units)

### **2. Elective Courses**

Students in this program must complete the remaining 11 units from the courses listed on the law school website for this program.

### **3. Internship/Externship**

LLM Tax Students may enroll in the tax internship/externship programs and are allowed to apply up to six units of this type of non-classroom experience to their degree program. Students seeking to exceed this amount must receive the express permission of the LLM in Taxation Program Director.

## **F. LLM IN UNITED STATES LEGAL STUDIES PROGRAM REQUIREMENTS**

### **1. Required Courses**

Students in this program who do not hold a JD degree must complete the following courses:

- a. Introduction to the US Legal System (3 units);
- b. Graduate Legal Writing & Research (2 units) or Writing and Research I (2 units); and
- c. Directed Study, Thesis, Curricular Practical Training, or Clinic (1-3 units).

There are no required courses for JD graduates of ABA or California-accredited law schools.

### **2. Elective Courses**

Students in this program who complete the required courses must complete the remaining units from the courses listed on the law school website for this program. Students who hold a JD degree may choose 24 units from among most of the courses offered in the law school. (Please see the Program Director for academic advising.)

### **3. Concentrations**

US Legal Studies students may elect to concentrate in a particular field of law and obtain an “LLM with a concentration.” Application forms and detailed requirements for each concentration are available at the Registrar’s Office. Students electing to earn a concentration must complete 16 units in a concentration which will also count towards the 24 units needed for the LLM degree. Each concentration requires completion of 16

units of required and recommended courses, with the approval of the concentration adviser. Concentrations are available in the following areas:

- a. Corporate and Commercial Law
- b. Immigration Law
- c. Labor and Employment Law
- d. Litigation and Lawyering Skills
- e. Property Development and Real Estate Law
- f. US Legal Practice

## **G. SJD IN INTERNATIONAL LEGAL STUDIES PROGRAM REQUIREMENTS**

### **1. Residency and Required Units**

SJD students must earn a minimum of 8 units and spend at least two semesters registered as in residency. Each student's program of study must be approved by the SJD Program Director.

### **2. Dissertation and Candidacy**

Each SJD student must work closely with his or her dissertation committee during the residency period. At the end of the second semester in residence, the student must present a detailed outline and draft chapter of the dissertation and must pass a qualifying oral examination. Students who successfully complete these tasks will be advanced to candidacy. The SJD candidate is expected to work closely with the members of the dissertation committee during the candidacy period and must present a final dissertation in publishable form no later than four years after advancing to candidacy. SJD students are required to register for the fall and spring semesters for each year they remain in candidacy. Students who do not register for any given semester may be subject to administrative withdrawal from the program. Certain students will be required to register for the summer term as directed by the SJD Program Director.

### **3. Acknowledgment Form**

Each SJD student will receive a copy of the SJD Guidelines.

### **4. Report of Progress of Work**

Prior to registration, all SJD students must receive the approval of the SJD Program Director as to their course schedules. SJD students are required to provide regular quarterly reports to their dissertation committee members as well as to the SJD Program Director. SJD students who are at any stage of residency or candidacy may be withdrawn from the program by the Program Director if the student's work is not conforming to the high standards of writing and research for Doctoral candidates and fails to make normal progress towards their degree.

### **5. Withdrawal/Leave of Absence**

Students seeking to withdraw from the SJD Program are required to provide written notice to the SJD Program Director. Students seeking a Leave of Absence will need the written permission of the SJD Program Director.

## **6. Standards of Student Conduct/Plagiarism**

All SJD students must abide by the Standards of Student Conduct as stated in this *Handbook*. The School of Law maintains a zero tolerance policy for plagiarism. Submitted written research materials will be subjected to rigorous scrutiny for any form of plagiarism, including through the use of anti-plagiarism software. Student conduct violations, including plagiarism, will be penalized as set forth in the “Standards of Student Conduct” section of this *Handbook*.

## **H. CERTIFICATE IN ESTATE PLANNING**

This certificate is offered under the auspices of the LLM in Taxation Program. The Estate Planning Certificate is awarded to those students who complete twelve units of instruction in the LLM Tax Program. The following courses are required: Estate and Gift Tax, Estate Planning, Income Taxation of Trusts and Estates, and Probate Procedure I and II. With the approval of the Program Director, an elective may be substituted for a required course. The remaining unit(s) may be selected from several electives.

Courses must be taken for credit (i.e., not as an auditor). The certificate is available to both degree and non-degree seeking students. A student pursuing the Estate Planning Certificate who decides to continue in the LLM Tax Program may apply all credits earned toward the LLM Tax degree. Students in the LLM Tax degree program may transfer to the Certificate in Estate Planning Program and all qualifying credits will be transferred. All courses must be completed within five years of matriculating and the student must receive a cumulative 2.5 grade point average. Students who received JD degrees from ABA accredited schools may apply no more than six qualifying units of LLM Tax courses taken while a JD student toward the Estate Planning Certificate. Students seeking the Certificate in Estate Planning are not eligible for Financial Aid.

## **I. POST GRADUATE CERTIFICATE PROGRAMS**

Post Graduate Certificate programs are offered under the auspices of the LLM US Legal Studies Program. These programs require the completion of 16 units, and they are offered in the following areas: Corporate & Commercial Law; Labor & Employment Law; Immigration; US Law Practice; Litigation & Lawyering Skills; and Property Development/Real Estate Law. Students are expected to complete the certificate program in two years. Post Graduate Certificates may be available in other LLM program areas at the consent of the Program Director.

F-1 students who maintain active status (during post-completion Optional Practical Training (OPT)) remain eligible for Curricular Practical Training (CPT) during the entire period of their enrollment in the LLM Post Graduate Certificate Program.



# XXI. INTERNATIONAL STUDENTS

The following policies apply to all students on F-1 or J-1 temporary (non-immigrant) visas attending Golden Gate University (GGU) School of Law in the JD, LLM, SJD, Visiting Scholar and Post Graduate Certificate programs. For Student Exchange Visitor Information System (SEVIS) registration at the beginning of each semester and summer session, address and name information updates, travel/reentry authorization, administrative advising, change of non-immigrant status, and all employment-related matters, including practical training (pre-completion curricular practical training (CPT) and post-completion optional practical training (OPT)), F-1 students and J-1 scholars must report to the US Department of Homeland Security Designated School Official (DSO) in the GGU School of Law International Student Services Office, Room 3301 in the 536 Mission Street Academic Building.

Students who are not US citizens or US lawful permanent residents and who hold a visa status other than F-1 or J-1 are not covered by the SEVIS system. They are subject to rules different from those mentioned in this section. GGU law students with questions may contact the School of Law DSO for general administrative information or for a referral to qualified legal assistance.

Golden Gate University's (Non-Law) International Admissions and Advising (IAA) office is located in the University's Admissions Office on the third floor of 40 Jessie Street. The GGU IAA office (<http://www.ggu.edu/graduate/international>) offers general orientation and information programs for all foreign students throughout the academic year.

## A. ARRIVAL, REGISTRATION, AND ORIENTATION

All F-1 and J-1 students and scholars must report to their assigned GGU School of Law program DSO upon arrival. At the beginning of each semester, the DSO will register the current session start and end dates. The DSO will enter into the SEVIS system the date of the student's arrival at Golden Gate, thus enabling the student to register for law courses on a full-time basis. During the orientation period in August or January, the DSO will copy the student's passport, I-20 Form, I-94 Arrival/Departure record and other immigration travel forms for the student immigration compliance file. The DSO will maintain a document file for every SEVIS student while he/she attends Golden Gate University School of Law and during the standard 12 month (optional) post-completion practical training period.

## B. PASSPORTS

All F-1 and J-1 students must have at least six months remaining until passport expiration under the Immigration and Nationality Act (INA). If your visa is in a passport that has expired or will expire within 6 months of the end of your US visit, you will need to get a new passport. However, you do not need to apply for a new visa. Just bring both your new passport and your old passport with the valid visa to present to the US Customs & Border Protection (CBP) Officer when you arrive in the US.

## C. REPORTABLE EVENTS

While enrolled at Golden Gate University, students must report within ten days all “reportable events” to the DSO for entry into SEVIS within the time period required by federal law. Failure to do so can cause a student to fall out of F-1 or J-1 student visa status and the student could be deported (removal from the US) or potentially be banned from reentering the US for a period of up to ten years.

SEVIS reportable events include the following: a change of name or US mailing address; a substantial change (of more than 30%) in funding; a change of academic program or enrollment status, including changes between LLM academic programs at Golden Gate University; failure to maintain status or complete the program; early graduation or program completion prior to the end date on the Initial Attendance SEVIS I-20; disciplinary action taken by the University or as a result of the student being convicted of a crime in the US; and any change involving dependents, such as adding dependents (spouse and children under the age of 21), or name or address change of dependents.

At the beginning of fall (August) and spring (January) semesters, the GGU School of Law DSO is required to report registration information for all F-1 and J-1 law students and scholars to the US Department of Homeland Security (DHS) using the Student Exchange Visitor Information System (SEVIS) database.

## D. RECORD-KEEPING REQUIREMENTS

In addition to SEVIS reportable events, DSOs are required to keep records of the following:

### 1. Travel

An F-1 or J-1 student planning to travel out of the US must report to the DSO at least one to two weeks before traveling. Unfortunately, some foreign students have encountered delays when seeking entry/reentry at the US Port on a student visa. To minimize delays, a student should be certain that the DSO has his/her travel information. Students should ALWAYS be sure to get a DSO travel signature (endorsement) on page 3 of their I-20 **two weeks before** traveling outside the US. Students should carry their passports, student immigration documents, evidence of financial resources, and proof of enrollment at Golden Gate University (GGU) School of Law especially when traveling internationally.

### 2. Full Course of Study and Continuous Enrollment Requirements

A full course of study for JD students is twelve units per semester. A full course of study for LLM students is eight units per semester. All SJD students must register for the fall and spring semesters unless they are on an approved leave of absence (LOA). **Law students must seek academic advising to be certain they maintain a full course of study and immigration status while attending Golden Gate University.**

Federal regulations permit medical leave and certain other exceptions to the full course of study requirement, but every student must have the approval of their Program Director or Director for Law Student Services and the DSO before departing from the full course of

study requirement. In addition, every student should speak with the DSO to fully understand the academic and administrative consequences of such departure from the US.

3. **Program Extension**

Law students who need more time to complete the program than has been entered in the SEVIS I-20 Form must see the DSO and file for a program extension at least *thirty (30) days (one month) before the end date on the I-20 Form*.

4. **Employment**

In general, F-1 and J-1 students have limited work options while attending law school on a full-time basis. However, four important exceptions apply:

a. **On-Campus Employment**

F-1 and J-1 students may work up to 20 hours per week on campus as a research assistant (RA), in libraries, school offices, and the like.

b. **Pre-Completion Curricular Practical Training (CPT)**

F-1 students in JD, LLM, and SJD programs may work off-campus for pay in law-related employment to satisfy the practical training requirements. To become eligible for CPT, students must complete the following steps: meet the English language proficiency requirement, complete the required first semester courses (LLM US Legal Studies Program), and work with Graduate Law Programs and Law Career Services (LCS) to present an appropriate resume and cover letter to help locate practical training in the San Francisco Bay Area under the supervision of a qualified US attorney. For CPT (legal residency) advising, application forms and detailed instructions, students should see the GGU School of Law International Student Adviser.

c. **Post-Completion Optional Practical Training (OPT)**

F-1 students may spend up to one year after graduation working in the US in a law-related position or internship. To qualify for OPT, the student must apply **60 days before the last day of the semester/graduation**. Because of the two to three month processing time for the OPT Employment Authorization Document (EAD) work permit, we recommend that GGU law students apply for OPT near the beginning of their final semester. For assistance, students should contact the International Student Adviser, or the Program Director of their JD/LLM/SJD Program.

d. **Academic Training (AT)**

J-1 students and scholars have work opportunities similar to those permitted F-1 students. The US Department of State (DoS) rules and deadlines differ slightly, but in general J-1 students may work during and after their studies in law related practical training positions with authorization from their sponsor. For assistance, students should contact the GGU School of Law International Student Adviser.

e. **Economic Hardship**

Though it is extremely difficult to qualify for economic hardship, there is an application process for this employment authorization. For more information, students may contact their GGU School of Law International Student Adviser.

## **E. DEPENDENTS**

Dependents entering the US while their parents or spouses are studying at Golden Gate University will need F-2 or J-2 dependent visas, additional financial certification, and individual registration with the US Department of Homeland Security (DHS). For more information, students should contact the DSO for their GGU School of Law program.

## **F. SOCIAL SECURITY NUMBERS (SSN)**

The current relationship between the Social Security Administration (SSA) and the Department of Homeland Security (formerly INS) is settled. The local Social Security Administration (SSA) office (560 Kearny Street, San Francisco) has specific policies regarding issuing social security numbers to visa-holding students.

F-1 students who get on-campus employment must obtain a letter from the appropriate Golden Gate University (GGU) School of Law hiring department in addition to a letter from their International Student Adviser. Students who secure a job under a GGU School of Law practical training program may apply for a social security number upon receipt of the work permit. Details and application forms can be obtained from the GGU School of Law DSO in Room 3301.

## **G. FINANCIAL AID**

Generally, financial aid, including loans supported by the US government, is not available to F-1 and J-1 visa holding students and scholars. However, some international agencies provide loans, grants and scholarships for US study. Further information can be found on the website at the following address: [law.ggu.edu/admissions/international-applicants](http://law.ggu.edu/admissions/international-applicants).

## **H. STUDENTS FROM CERTAIN COUNTRIES**

The National Security Entry Exit Registration System (NSEERS) was a pilot project focusing on a smaller segment of the non-immigrant alien population deemed to be of risk to national security. Inspectors at ports of entry have the discretion, based on national security criteria and intelligence reports, to refer an individual from any country to a more detailed secondary inspection. Also, under NSEERS, males born on or before November 15, 1986, and who are nationals of designated countries, were required to register at a local district immigration office. The process included an interview by an immigration inspector or adjudicator and the collection of fingerprints and a photograph: [www.ice.gov/news/library/factsheets/us-visit.htm](http://www.ice.gov/news/library/factsheets/us-visit.htm).

## I. US DEPARTMENT OF HOMELAND SECURITY (DHS)

On March 1, 2003, the immigration functions of the Immigration and Naturalization Service (INS) were transferred to three new bureaus within the US Department of Homeland Security (DHS). US CIS (Citizenship and Immigration Services) is responsible for most applications and adjudications that were, in the past, handled by legacy INS. US ICE (Immigration and Customs Enforcement) is responsible for immigration investigation, detention, removal/deportation, intelligence/surveillance, and SEVIS. US CBP (Customs and Border Protection) is responsible for immigration inspections at US Ports of Entry, for the Border Patrol, and for Customs Service.

Please note important changes to the I-94 Arrival/Departure Documentation. US Customs and Border Protection (CBP) completed automation of the I-94 arrival/departure record) at airports and seaports on May 21, 2013. (Please note that land ports-of-entry will continue to issue paper I-94 cards).

US Customs and Border Protection automated Form I-94 (arrival/departure record) at air and sea ports of entry to increase efficiency, reduce operating costs and streamline the admissions process. The paper I-94 form will no longer be provided to a traveler upon arrival, except in limited circumstances. The traveler will be provided with a CBP admission stamp on their travel document (passport).

ALL travelers are advised to get a copy of their electronic I-94 (record of admission) for verification of alien registration (California Department of Motor Vehicles DMV ID Card), immigration status (Social Security Number SSN processing) and/or post-completion employment authorization (US Citizenship & Immigration Services USCIS). I-94 admission information can now be obtained from the official US Customs and Border Protection website: [www.cbp.gov/I94](http://www.cbp.gov/I94).

ALL non-immigrants entering the US are issued an I-94 record of their arrival. For the past 50 years the I-94 record was issued as a small paper card and manually inserted for the US customs officer in the passport as proof of legal status in the US. It was then surrendered at the time of departure from the US in order that the departure was recorded officially.

The I-94 automation will remove the need of the paper-based I-94 and instead will create an electronic record of the individual's entry and departure information: [www.cbp.gov/I94](http://www.cbp.gov/I94).

Students can now prove legal F-1 or J-1 status without the paper I-94 card. A student's passport will now be stamped with the date of admission to the US and the visa status under which the student has been admitted and this serves as proof of legal status along with a passport and I-20/DS-2019.

GGU School of Law recommends that students print their I-94 documentation from the official CBP website after each arrival in the US and retain it for immigration compliance records. The US government printout will serve as the official I-94 record which can be used for I-9 (employment eligibility verification) compliance as well as for other government agencies (e.g. DHS, DMV, SSA). All the previous rules and procedures related to the paper

I-94 card still apply until the next entry to the US creates an electronic I-94 record.

## **J. IMMIGRATION FORMS**

The most common forms an international student will encounter while studying at Golden Gate University are:

Form AR-11 Change of Address Online:

<https://egov.uscis.gov/crisgwi/go?action=coa>

Form I-94 (Record of Admission) Automation:

<https://i94.cbp.dhs.gov/I94/request.html>

Form I-765 Application for Employment Authorization (Work Permit):

<http://www.uscis.gov/i-765>

Form I-539 Application to Change/Extend Nonimmigrant Status in the US:

<http://www.uscis.gov/i-539>

These forms are available on the web at [www.uscis.gov/portal/site/uscis](http://www.uscis.gov/portal/site/uscis) or from the GGU School of Law International Student Advisor in Room 3301.

## **XXII. POLICY AND PROCEDURES FOR THE PROVISION OF SERVICES TO STUDENTS WITH DISABILITIES**

Golden Gate University School of Law is committed to achieving equal educational opportunity and full participation for persons with disabilities. In compliance with Section 504 of the Rehabilitation Act of 1973, Title III of the Americans with Disabilities Act of 1990, and the Unruh Civil Rights Act, it is the law school's policy that no qualified individual shall, on the basis of disability, be excluded from participation in, or be denied the benefits of, any University sponsored program or activity.

It is the law school's policy that enrolled students who have disabilities shall be provided reasonable accommodations and auxiliary aids and services to the extent necessary to comply with state and federal laws. For each student, these accommodations and auxiliary aids and services will specifically address those functional limitations of the disability that adversely affect equal educational opportunity. Furthermore, the law school has recognized its legal obligation to make reasonable adjustments or accommodations designed to provide overall educational program accessibility for otherwise qualified persons with disabilities. In providing equal access to qualified students with disabilities, the law school demonstrates its belief that the legal profession will benefit from the skills and talents of these individuals.

Golden Gate University School of Law seeks to accommodate students with disabilities on an individual basis. Individual students are provided reasonable and necessary accommodations based on specific information and assessment data documented by a qualified professional. The Office of Law Student Services makes available information as to the existence and location of services, activities and facilities that are accessible to and usable by persons with disabilities. The Associate Dean for Law Student Services, in conjunction with the Assistant Director for Law Student Services, shall administer the program for adjustments or accommodations.

The designated ADA / Section 504 Compliance Officer for the Law school is Associate Dean for Law Student Services, who is the senior law school administrator responsible for campus policies affecting law students with disabilities and for ensuring law school compliance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973. She may be reached by calling 442-6615. The Associate Dean, in consultation with Assistant Director for Law Student Services, faculty, counsel and other experts when necessary, ensures that these policies are both educationally sound and responsive to the needs of students with disabilities. While the law school will strive to accommodate students as fully as possible, reasonable adjustments or accommodations do not include measures which fundamentally alter the academic program of the law school or which place an undue financial burden on the law school.

## **A. DEFINITIONS**

- 1. Person with a Disability:** Any person who (1) has a physical or mental impairment that limits one or more major life activities; or (2) has a record of such an impairment; or (3) is regarded as having such an impairment.
- 2. Otherwise Qualified Person with a Disability:** An individual with a disability who meets the academic and technical standards requisite to admission and participation in the law school's educational program and activities. The qualifications for participating in the law school's educational program include but are not limited to the ability "to understand, analyze, apply and communicate legal concepts."

## **B. ADMISSIONS POLICY AND PROCEDURES**

### **1. Admissions Policy**

In the admission process, the law school does not discriminate on the basis of a disability. Any information concerning an applicant's disability provided during the admissions process shall be on a voluntary or optional basis and shall be kept in accordance with state and federal laws relating to confidentiality.

When assessing the qualifications of an applicant with a disability, evaluators consider other relevant factors, including the undergraduate record, educational program, work experience, and any other information that the applicant supplies.

### **2. Post Admission Inquiries**

After admission of an applicant, the law school will invite and encourage voluntary self-identification by students with disabilities for purposes of verifying the disability and identifying the reasonable accommodations that the law school will provide to the student. The law school will strive to determine the accommodations to be provided before the student matriculates in an effort to have accommodations in place when the student commences study. Early planning is essential for many of the resources and accommodations provided. The law school asks that students seeking accommodations contact the law school's Assistant Director for Law Student Services (who can be reached at 442-6536 or lawds@ggu.edu) at the earliest possible date, and no later than two weeks before the start of a class, in order for the law school to effectively assist students with their individual needs.

## **C. POLICY AND PROCEDURES FOR ENROLLED STUDENTS**

### **1. Policy of Non-Discrimination Based on Disability**

The law school shall provide reasonable academic adjustments or accommodations necessary to afford equal opportunity and full participation in all law school programs for qualified students with professionally verified disabilities. These adjustments or accommodations will be provided in the most integrated setting appropriate to the student's needs. In particular:



- a. Students with disabilities shall have the opportunity to participate in law school programs and activities such as scholarly publications, interscholastic competitions, clinics, and externships, if they qualify for such programs or activities. When necessary, the appropriate entity will provide students with reasonable accommodations to maintain access to the activities described above.
- b. No registered student organization shall discriminate in its membership practices on the basis of disability.
- c. The law school will not provide assistance to outside organizations or persons if the law school has knowledge that the organizations or persons discriminate against individuals on the basis of disability.
- d. To the extent necessary to accommodate students with a particular disability and to the extent deemed reasonable and consistent with the academic program, course examinations and other procedures for evaluating students' academic achievement will be adapted and administered so as to minimize the effect of the disability and accurately measure the students' achievement in the course.
- e. The law school shall provide personal counseling, academic advising, and career services without discrimination on the basis of disability. In particular, qualified students with disabilities will not be counseled toward more restrictive career objectives than are other students with similar interests and abilities.
- f. In providing financial assistance to qualified students, the law school may not provide less assistance, limit eligibility for assistance, or otherwise discriminate on the basis of disability.
- g. The location of programs within the physical plant will provide equal access to those with disabilities, including mobility and visual disabilities, to the extent reasonably possible. In the design of new construction or renovation of existing buildings and facilities, the law school will strive to incorporate principles of barrier free design.

## **2. Procedures for Determining Disability and Accommodations**

Each student bears the responsibility of timely initiating a disability-related request for accommodations, auxiliary aids and/or services with the Assistant Director for Law Student Services prior to the time such an accommodation, auxiliary aid and/or service is needed. Only the Law Student Services Office has the authority to review and grant reasonable accommodations to law students.

## **3. Examples of Accommodations**

Below are examples of accommodations, auxiliary aids and/or services and the suggested period of time for requesting them. The list is not exhaustive, and the time frames are recommended. Students may request accommodations, auxiliary aids and/or services at any time prior to the time that such an accommodation, auxiliary aid and/or service is needed; the availability of these may be affected, however, by a request made later than the stated time frames.

## **Auxiliary Aids and Services**

### **1. Course notes**

The request should be made within the first ten business days of each term, or as soon as the student recognizes the need for notes.

### **2. Typists/scribes**

The request should be made at least seven business days in advance of date the service is needed.

### **3. Reader services/books on tape/electronic copies of texts**

The request should be made as early as possible. Publishers state that it may take them up to three to four weeks after a request is submitted to provide a text in an alternate format. It is the student's responsibility to obtain the syllabus from the professor in order to identify the required textbooks and reading assignments for the course. If the syllabus is not available three weeks prior to the first day of instruction, the student is encouraged to contact the Assistant Director for Law Student Services, who will ask the professor to identify textbooks and reading assignments required for the first three weeks of the term. Requests to publishers for alternate versions of the text require a copy of the receipt for the book.

### **4. Interpreters/real-time captioners**

The request should be made at least ten business days in advance of the date the service is needed.

### **5. Alternate media**

The request should be made at least seven business days in advance of the date service is needed.

## **Examination and Paper Accommodations**

Students with a documented disability may request an accommodation in regard to an examination or, rarely, a paper. The request shall be in writing and made to the Assistant Director for Law Student Services. After reviewing the requested examination or paper accommodation and determining the appropriate accommodation, the Assistant Director for Law Student Services will take the steps necessary to begin putting appropriate exam and/or paper accommodations in place. It is best for students to contact the Assistant Director for Law Student Services before the beginning of the term or within the first two weeks of each term to request such accommodations; requests submitted after the deadline may not be able to be fulfilled.

## **Request for Modification of Academic Requirements**

### **1. Eligibility**

A student with a verified disability may request a modification of certain generally applicable academic requirements (for example, the number of units to

be taken in an academic term, substitution for otherwise required courses, course re-takes or completion of courses, certain aspects of academic standing, etc.).

**2. Procedure**

The request shall be submitted in writing to the Assistant Director for Law Student Services as early as possible (that is, at least ten business days before the beginning of the academic term, by the posted deadline, or as soon as the need arises). The Assistant Director for Law Student Services will confer with the Associate Dean for Law Student Services, who will make the final determination.

**4. Verification of Physical or Mental Health Disability**

A student with a physical disability or a mental health disability, other than a learning disability or ADHD, must provide professional verification certified by a licensed physician, psychologist, psychiatrist, audiologist, speech pathologist, rehabilitation counselor, physical therapist, occupational therapist, or other professional health care provider who is qualified in the diagnosis of the disability. The verification must both describe the impairment and the student's present level of functioning with regard to the major life activity affected by the disability.

The student shall provide the verification documentation to the Assistant Director for Law Student Services. The cost of obtaining the professional verification shall be borne by the student. If the initial verification is incomplete or inadequate to determine the present extent of the disability and appropriate accommodations, the law school shall have the discretion to require supplemental assessment of a physical or mental impairment. The cost of the supplemental assessment shall be borne by the student. If the law school requires an additional assessment for purposes of obtaining a second professional opinion, then the law school shall bear any cost not covered by any third party payer.

**5. Verification of Learning Disability**

A student with a learning disability must provide professional testing and evaluation results that reflect the individual's present level of processing information and present achievement level. Cognitive-educational evaluations should be no older than 3 years. The cost of obtaining the professional verification shall be borne by the student, but students may inquire about financial aid assistance.

The three criteria necessary to establish a student's eligibility for learning disability adjustments or accommodations are: (1) average or above average intelligence as measured by a standardized intelligence test which includes assessment of verbal and non-verbal abilities; (2) the presence of a cognitive-achievement discrepancy or an intra-cognitive discrepancy indicated by a score on a standardized test of achievement which is 1.5 standard deviations or more below the level corresponding to a student's sub-scale or full-scale IQ; and (3) the presence of disorders in cognitive or sensory processing such as those related to memory, language, or attention.

Documentation verifying the learning disability must:

1. Be prepared by a professional qualified to diagnose a learning disability, including but not limited to a licensed physician, learning disability specialist, or psychologist;

2. Include a diagnostic statement identifying the disability;
3. Include the testing procedures followed, the instruments used to assess the disability, the test results, and a written interpretation of the test results by the professional;
4. Reflect the individual's present level of functioning in the achievement areas of reading comprehension, reading rate, written expression, writing mechanics and vocabulary, writing, grammar, and spelling;
5. Reflect the individual's present level of functioning in the areas of intelligence and processing skills; and
6. Include a recommendation for accommodations, adaptive devices, assistive services, compensatory strategies, and/or collateral support services.

The assessment must provide data that support the requests for any academic adjustment. In the event that a student requests an academic adjustment or accommodation that is not supported by the data in the assessment, or if the initial verification is incomplete or inadequate to determine the extent of the disability, then it is incumbent on the student to obtain supplemental testing or assessment at the student's expense. If the law school requires an additional assessment for purposes of obtaining a second professional opinion, then the law school shall bear any cost not covered by any third party payer.

Students seeking accommodations for attention deficit/hyperactivity disorder (ADHD) will be required to meet the following requirements for documentation:

1. Documentation must include the name, title, professional credentials, area of specialization, employer, and state in which the individual is licensed or otherwise approved to practice.
2. Appropriate professionals for diagnosing ADHD are licensed clinical or educational psychologists and specific medical doctors (usually a psychiatrist with a specialization in ADHD). GGU cannot accept an ADHD diagnosis from a professional with a Master's degree alone – a Doctorate level degree is required.
3. Documentation for ADHD is required in two parts:
  - a. Letter from psychologist or psychiatrist providing the dates of evaluation and DSM-5 diagnosis; and
  - b. Results of a cognitive-educational evaluation which demonstrates the functional limitations of the individual in an academic environment caused by the ADHD. The report should substantiate the need for specific academic accommodations. Cognitive-educational evaluations are typically performed by psychologists or learning specialists.

For specific documentation requirements for cognitive-educational testing, please refer to the [Learning Disability/ADHD Documentation Guidelines](#) available from the Law Student Services office.

#### **6. Verification of Temporary Disability**

Students seeking accommodations on the basis of a temporary disability must provide documentation verifying the nature of the condition, stating the expected duration of the condition and describing the accommodations deemed necessary. A professional health care provider who is qualified in the diagnosis of such conditions must provide such verification. The assessment or verification of disability must reflect the student's current level of disability. The cost of obtaining the professional verification shall be borne by the student.

If the initial verification is incomplete or inadequate to determine the extent of the disability and appropriate accommodations, the law school shall have the discretion to require supplemental assessment of a temporary disability. The cost of the supplemental assessment shall be borne by the student. If the law school requires an additional assessment for purposes of obtaining a second professional opinion, then the law school shall bear the cost. If a disability initially described as temporary persists, the law school may require additional documentation to verify a more permanent disability, pursuant to the procedure described in C.4 above.

#### **7. Determination of Reasonable Accommodations**

- a. The Assistant Director for Law Student Services will review all documents submitted to verify a disability and shall conduct a personal interview to explore the needs of the student in the law school setting. In those circumstances in which the Assistant Director for Law Student Services and the Associate Dean for Law Student Services are not qualified to verify a disability, and in all cases in which a student submits documentation of a learning disability, the Assistant Director for Law Student Services shall consult with a qualified professional about the documentation and the accommodations sought. Any cost incurred in pursuing such a consultation shall be borne by the law school.
- b. Students may be asked to submit to the Assistant Director for Law Student Services a history of academic adjustments and accommodations received in post-secondary institutions or in places of employment. Such a history of adjustments and accommodations will be subject to verification by the institution or place of employment that facilitated the adjustments or accommodations.
- c. After considering the verification documents, the results of the personal interview, and the history of academic adjustments and accommodations, and, when appropriate, the report of a qualified consultant, the Assistant Director for Law Student Services shall propose a schedule of the academic adjustments and accommodations appropriate for the student to receive from the law school. In arriving at the proposal, the Assistant Director for Law Student Services shall consult with appropriate faculty, administrative staff of the law school and professional consultants to the law school.

- d. Reasonable academic adjustments and accommodations designed to provide equal opportunity to students with disabilities shall be made in the following two areas:

**Academic Program**

Adjustments in this category include those necessary to enable a student to enroll in, study for, attend and participate in classes, and may include modification of course load.

**Examinations**

Examination adjustments and accommodations will be made as necessary to minimize the effect of a particular disability.

- e. The Assistant Director for Law Student Services shall present the proposed schedule of academic adjustments and accommodations to the student in writing.
- f. Each student receiving academic adjustments or accommodations shall meet upon request with the Assistant Director for Law Student Services to evaluate the effectiveness of the academic adjustments and accommodations in place. Each student shall immediately report any dissatisfaction with an academic adjustment or accommodation to the Assistant Director for Law Student Services or Associate Dean for Law Student Services. Additionally, the adjustments or accommodations shall be subject to review and possible termination upon any change in the nature of the student's disability or the student's failure to properly utilize the services provided.
- g. Services for students who improperly procure adjustments or accommodations under this policy will be immediately terminated, and the student may be subject to possible disciplinary action under the Standards of Student Conduct.
- h. If necessary, the Assistant Director for Law Student Services and/or Associate Dean for Law Student Services may provide disability-related information to school officials with a legitimate educational interest.

**8. Procedures for All Students Approved to Receive Accommodations**

*Each term*, students who wish to receive academic adjustments (including exam accommodations) or auxiliary aids (including course notes) must:

- a. Submit to the Assistant Director for Law Student Services a *Request for Accommodations* form at the beginning of each term by the announced deadline. That form requires the student to list the classes for which accommodations are requested.
- b. Promptly inform the Assistant Director for Law Student Service in writing of any subsequent changes in the class schedule after the form is initially submitted.
- c. Promptly notify the Assistant Director for Law Student Service if the student plans to make up a grade of "Incomplete" from a prior semester and seeks related accommodations.

- d. Promptly inform the Assistant Director for Law Student Services of any changes to the disability which may affect the need for academic adjustments or auxiliary aids.
- e. Request additional or different academic adjustments or auxiliary aids by submitting a timely written request to the Assistant Director for Law Student Services with supporting documentation, if requested.
- f. Complete a form acknowledging receipt of accommodations following each exam.
- g. Promptly notify the Assistant Director for Law Student Services in writing if the student experiences problems with any academic adjustments or auxiliary aids provided by the law school.

#### **9. Records and Privacy**

- a. The law school shall maintain confidential records within the Disability Services and/or Student Services Office relating to academic adjustments and accommodations based on disability. The records shall include the documentation submitted to verify the disability.
- b. All documents produced by consultants in the performance of services for the law school shall be and shall remain the property of the law school.
- c. Such student records are maintained for five years after graduation or last date of attendance, after which they generally are destroyed.
- d. Student records regarding disability are maintained separately from the Registrar's academic records, and no information disclosing disability or accommodations becomes part of a student's official transcript.

#### **10. Disqualified Student Appeals**

An academically disqualified student who identifies himself or herself as disabled may request in writing to the Assistant Director for Law Student Services that his or her Petition for Reinstatement be supplemented by a summary report and/or student records regarding the student's disability. The documents, compiled by the Assistant Director for Law Student Services, may include the nature of the disability reported, if any; whether accommodations were provided at GGU; the date when accommodations were initially granted; results of outside testing to determine the extent to which the disability affects the student's ability to participate or perform in the academic program; and any other information contained in the student's disability file relevant to the petition.

#### **11. Post-Graduation Policy and Services**

- a. The law school will assist students in documenting accommodations received during law school as an aid in requesting accommodations for bar examinations, and provide counseling regarding the bar exam accommodations application process.

- b. The Law Career Services Office will aid all graduates, with or without disabilities, in developing career opportunities after the completion of studies at Golden Gate University School of Law.
- c. The law school has a policy of non-discrimination on the basis of disability in all alumni activities that are a part of the official program of the law school or that involve the participation of applicants or enrolled students.

## **12. Grievances**

All student-initiated grievances shall be heard according to the following procedures:

### **a. Informal Resolution**

A student who believes that he or she has encountered a violation of the policies listed herein is encouraged to notify the Assistant Director for Law Student Services and/or Associate Dean for Law Student Services as early as possible after the incident. In the event that the party against whom the grievance is filed is the Associate Dean for Law Student Services, then the grievance shall be filed with the Associate Dean for Academic Affairs. The Associate Dean for Law Student Services (or the Associate Dean for Academic Affairs) may dispose of the matter informally or refer it for a hearing to the Student Hearings Committee.

If the matter is handled informally and the aggrieved student agrees with its disposition, the disposition shall be final. If the matter is handled informally and the aggrieved student disagrees with its disposition, a hearing by the Student Hearings Committee shall be held.

Before final action on a grievance, the Associate Dean for Law Student Services (or the Associate Dean for Academic Affairs) may impose any appropriate measure on an interim basis when there is reasonable cause to believe that such action is needed for the health, safety, or welfare of the student or other members of the law school community or to avoid disruption to the academic process. Notice shall be given expeditiously of action hereunder. Where interim measures are imposed, the grievance process shall proceed in an expedited manner.

Except as provided above, the parties to the grievance shall maintain the status quo and no services shall be removed or additional obligations imposed.

### **b. Formal Resolution**

To institute a formal grievance, the student shall file a written grievance with the Associate Dean for Law Student Services (or the Associate Dean for Academic Affairs, if the Associate Dean for Law Student Services is a party in the grievance). The grievance will then be forwarded to the Student Hearings Committee.

Within a reasonable amount of time prior to the hearing, the student and the respondent shall be given a brief statement of the factual basis of the grievance, the law school policies or regulations in regard to the matter, and written notice of the time and place of the hearing.



The student and the respondent shall have the opportunity to present documents and witnesses and to confront and cross-examine witnesses.

The Panel shall make an adequate record of the hearing by written memorandum, tape recording, or otherwise.

The hearing shall be closed unless the student requests that it be open.

The Student Hearings Committee shall render an expeditious written decision which shall include findings of fact, conclusions, and, if appropriate, remedies.

The Panel shall have the discretion to prescribe its procedures for matters not addressed herein. For example, the Panel may require that oral evidence be taken only on oath or affirmation and/or that any relevant evidence be admitted if it is the sort of evidence on which responsible people are accustomed to rely in the conduct of serious affairs, regardless of the existence of any common law or statutory rule that might make improper the admission of the evidence over objection in civil actions.

The committee may seek independent testimony from experts whether or not the parties presented testimony from experts at the hearing.

**c. Appeal to the Dean**

An aggrieved student may appeal the decision of the Student Hearings Committee to the Dean of the law school in writing within 10 days of the date of the decision.

On appeal, the Dean shall review the written decision of the Student Hearings Committee. The Dean may affirm or reverse or modify the panel's decision. The Dean shall issue a written decision affirming, overruling, or modifying the decision of the hearing committee. A copy shall be sent to the student and the members of the Student Hearings Committee. If the Dean overrules or modifies in any respect the decision of the panel, his or her written decision shall include the reasons for the modification of the decision of the panel. The decision of the Dean of the law school is final.

**d. Expedited Grievance Procedures**

Expedited grievance procedures shall be utilized where there is a time-sensitive grievance, for example, a dispute over a student with disabilities' exam accommodations or matters related to an impending bar examination. In addition, any grievance may be designated for expedited grievance process by the Associate Dean for Law Student Services or the Associate Dean for Academic Affairs.

The informal resolutions process of expedited grievances shall be concluded within three days of the filing of the grievance. If the matter is not resolved informally within that time, the matter shall be referred to a hearing. The Student Hearings Committee shall be convened within seven days of the referral for hearing. If, because of the timing of the appeal, the Student Hearings Committee members are not

available, the Dean of the School of Law shall have authority to appoint alternative faculty members to the Student Hearings Committee.

The panel shall issue a decision within seven days after conclusion of the hearing. Any appeal to the Dean shall be made within three days of the date of the decision of the Panel. The Dean shall issue a written decision within five days of the appeal.

# **XXIII. DISCRIMINATION & HARASSMENT POLICY**

## **A. SUMMARY OF POLICY**

Golden Gate University is committed to creating a University-wide environment free of all forms of discrimination, harassment, exploitation, or intimidation. As members of an organization that holds high the principals of mutual respect, teamwork, and honest communications, each of us shares in the responsibility for ensuring an atmosphere in which students, faculty, and staff are consistently treated with both consideration and respect, and are protected from unlawful discrimination or harassment, including sexual harassment or assault.

This policy provides members of the University community with information about applicable federal and state standards that apply to this policy; behaviors that constitute unlawful discrimination, harassment and sexual assault; the University's guidelines on interpersonal relationships among students, faculty and staff; reporting and investigation procedures in the event of a complaint; and additional resources in the event of sexual assault.

University employees and students are expected to follow this policy in its entirety.

## **B. APPLICABLE STANDARDS**

In accordance with federal and/or state law, Golden Gate University policy prohibits discrimination or harassment based on race, color, national origin, ancestry, gender, gender identity, sexual orientation, marital status, pregnancy, childbirth, medical condition related to pregnancy or childbirth, religion, religious creed, age, veteran's status, physical or mental disability, medical condition, or any other basis that is protected by law. Under the law, these forms of description are referred to as one's membership in a "Protected Class" of people. Applicable laws governing these prohibitions include Titles VI and VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act of 1967, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans With Disabilities Act of 1990, The Americans with Disabilities Act Amendments Act of 2008, and the California Fair Employment and Housing Act.

For the purpose of this policy, "discrimination" is any decision, act, or failure to act which interferes with or limits a person's or group's ability to participate in or benefit from the services, privileges, or activities of the University when such decision, act, or failure to act is based on the person's status as a member of a Protected Class.

Claims for harassment that are not based on an individual's membership in a Protected Class shall be handled under the applicable disciplinary process.

The University's policy prohibiting discrimination and harassment applies to all individuals involved in University operations, including students, faculty (full time and adjunct) and staff; applicants for admission or employment; and any persons doing business with or for the University.

### **C. FORMS OF HARASSMENT**

Broadly speaking, harassment occurs whenever offensive or unwelcome conduct, in school or at work, affects a person's performance. Under the law, there are two kinds of discriminatory harassment -- *quid pro quo* harassment of a sexual nature where someone is threatened with a negative consequence *unless* certain favors are granted ("put out or get out"), or where someone is seduced by the promise of a positive consequence. Power, or lack of it, is usually a factor in this type of discriminatory harassment.

The second kind of discriminatory harassment is called *hostile environment*. Hostile environment harassment may occur whenever someone's offensive conduct has the effect of interfering with another's work or academic performance. For example, words or behaviors that put down an individual by insulting an aspect of the person's identity (race, sexual orientation, gender, national origin, age, etc.) can create a hostile work or study environment for that individual.

It is easy to recognize *quid pro quo* harassment, but *hostile environment* harassment frequently goes unrecognized or is not acknowledged either by the victim or by the one who is causing the problem. Words or behaviors that are considered severe enough to create a hostile environment may be determined by factors such as the following:

- whether the conduct was physical or verbal
- how frequently the conduct was repeated
- whether the conduct was obviously offensive
- whether the conduct was by more than one person or directed at more than one person.

In other words, whenever a problem situation reveals a *pattern* of offensive behavior (targeting one's race or national origin or sexual orientation, for example), or when the problem involves *unwelcome* sexual advances (making a proposition, paying too much attention, sending obscene electronic messages, etc.) hostile environment harassment may be found. The earlier this is recognized the sooner it can be stopped.

### **D. SEXUAL HARASSMENT**

Sexual harassment may be viewed as gender-based discrimination. Prohibited forms of sexual harassment include but are not limited to the following kinds of behaviors:

- *Verbal conduct*, such as sexual epithets, derogatory jokes or comments, slurs, or unwanted sexual advances;
- *Visual conduct*, such as derogatory or sexually-oriented posters, photography, cartoons, drawings, or gestures;
- *Physical conduct*, such as assault, unwanted touching, or blocking/interfering with an individual's ordinary movement or activities;

- *Misuse of property*, such as using University computers, e-mail, or web services as a mode of communicating prohibited verbal or visual messages;
- *Abuse of authority*, such as making submission to sexual advances a term or condition of an individual's academic advancement or employment;
- *Unprofessional conduct*, such as creating an academic or employment environment that could reasonably be perceived as intimidating, hostile, or abusive.

Sexual harassment may take many forms. It may be subtle and indirect or blatant and overt. It may be conduct affecting an individual of the opposite sex or conduct affecting an individual of the same sex. It may occur between peers or between individuals in a hierarchical relationship. The fact that someone did not intend to sexually harass an individual is no defense to a complaint of sexual harassment. Regardless of intent, it is the effect and characteristics of the behavior that determine whether the behavior constitutes sexual harassment.

## **E. INTERPERSONAL RELATIONSHIPS**

Golden Gate University seeks to maintain a professional educational environment. Actions of faculty members and employees that are unprofessional or appear to be unprofessional are inconsistent with the University's educational mission. It is essential that those in a position of authority not abuse, nor appear to abuse, the power and influence with which they are entrusted. Therefore, it is in the University's interest to provide clear direction and education with regard to romantic and/or sexual relationships between faculty or staff and a member of the University community for whom they have teaching, evaluative, advising, or supervisory responsibilities.

Romantic and sexual relationships, including those that are consenting or appear to be consenting, between supervisor (meaning any person in authority over another to hire and/or make employment or salary recommendations or oversee task performance or who is in a position to influence employment determinations by other supervisors) and employee (meaning any person reporting to the supervisor or reporting within the chain of command to the supervisor) and between any instructional staff and a student, and between any employee and a student, have the potential for extremely serious consequences and must be avoided.

The University recognizes that as a benefit of employment, spouses, partners, and dependents may become members of the student community. This policy is not designed to discourage employees and faculty from taking advantage of this benefit. However in such circumstances, a supervisory or instructional relationship with the student is prohibited.

### **1. Potential for Abuse of Authority & Influence**

Individuals entering into a consensual relationship must recognize that:

- a. the reasons for entering such a relationship may be a function of a difference in authority and influence between the individuals;
- b. where the difference in authority and influence exists, even in a seemingly consensual relationship, there are limited after-the-fact defenses against charges of sexual harassment; and

- c. the individual with the greater authority and influence in the relationship may bear the burden of responsibility.

Codes of ethics for many professional associations forbid professional-client relationships, and the relationships enumerated above should be viewed in this context. In the case of instructor and student, for example, the respect and trust accorded the instructor by the student, as well as the controlling influence exercised by the instructor in giving grades, academic advice, evaluations, and recommendations for further employment greatly diminish the student's actual freedom of choice in an amorous or sexual relationship.

## **2. Conflict of Interest**

Conflicts of interest may arise in connection with consensual romantic and/or sexual relationships between instructional staff and students, supervisors and subordinates, or between employees and students. It is a generally accepted ethical principle in our society, reflected in the University's "Employment of Relatives" policy, that individuals are precluded from evaluating the work of others with whom they have intimate familial relationship, or from making hiring, salary or similar financial decisions concerning such persons. The same principle applies to consensual romantic and/or sexual relationships.

## **3. Responsibility For Reporting Relationships Between Employees**

Faculty, supervisors and other employees should understand that there are substantial risks in even an apparently consenting relationship. This is particularly evident where a difference in influence or authority exists. Even if the conflict of interest issues are resolved, charges of sexual harassment or violation of the University's "Employment of Relatives" policy may develop, even when both parties have consented to the relationship. The faculty member, supervisor or other employee may, by virtue of his or her position of authority and responsibility, bear the burden of accountability. If a romantic and/or sexual relationship exists or develops as described under "Interpersonal Relationships" above, the parties involved shall report it to an appropriate supervisor. For example, a faculty member must report the matter immediately to the Department Chair and/or Dean; an employee must report the matter to his/her supervisor. Once notified, the supervisor, in conjunction with HR, will assess individual situations for the protection of individual and University interests. Failure to report such a relationship may result in disciplinary action, up to and including termination.

Any member of the University community who is troubled by an apparent romantic and/or sexual relationship that violates these policies between employees of the University should contact the Director of Human Resources. The human resources department will make inquiries consistent with the informal sexual harassment complaint procedure described below. At any time, the Director of Human Resources may initiate a formal complaint as described below.

## **4. Relationships Between Faculty or Staff and Students**

Golden Gate University should embody the highest standards of professionalism, integrity, and mutual respect. The professional obligations of a University employee include refraining from any conduct that poses a serious risk of undermining the educational environment for any student at the University. Faculty/staff members must be free to evaluate and assist students fairly and without favoritism. All students must be

free to engage intellectually with faculty/staff. Relationships formed between faculty/staff and students are affected by the context of the University environment, which includes the unequal distribution of power between faculty/staff and students.

For these reasons, and in furtherance of a positive educational and professional environment, the University prohibits relationships of a sexual and/or romantic nature between faculty/staff and students. These relationships have profound effects upon the student body, other faculty/staff members, and the involved students and faculty/staff members themselves. They inappropriately take the student-faculty/staff relationship out of an academic context and complicate that relationship with issues of a romantic and/or sexual nature. They also may create a hostile, discriminatory, and/or unacceptable environment for other members of the University community.

The prohibition on romantic or sexual relationships between students and faculty or staff is intended to dispel any unfairness or appearance of unfairness that can be caused by such relationships. Rather than chilling meaningful personal relationships between faculty/staff and students, these policies are intended to enhance the roles of professors, administrators, and staff as teachers, scholars, counselors, mentors, and friends of students. These rich personal relationships between faculty/staff and students are an important strength of the University community.

This prohibition shall not apply to consensual situations where the faculty or staff member had a sexual and/or romantic relationship with the student in question prior to the time that the student enrolled at the University or the faculty or staff member became associated with the University. However, a faculty or staff member with such a pre-existing relationship with a student should avoid roles with direct academic, supervisory, or professional responsibility for that student and must disclose the existence of that relationship to the appropriate dean and to the Director of Human Resources at the time of the student's enrollment.

If a proscribed romantic and/or sexual relationship exists or develops, the parties involved are required to report it to the Director of Human Resources. Failure to report such a relationship may result in disciplinary action, up to and including termination of the involved employee and up to and including expulsion of the student from the University.

Any member of the University community who is troubled by an apparent romantic and/or sexual relationship between an employee of the University and a student should contact the Director of Human Resources. The human resources department will make inquiries consistent with the informal sexual harassment complaint procedure described below. At any time, the Director of Human Resources may initiate a formal complaint as described below.

## **5. Sexual Assault**

Sexual assault may be defined as the imposition of non-consensual sexual conduct, including but not limited to sexual intercourse, oral copulation, penetration by a foreign object, or touching of the intimate parts of another. Sexual assault is absolutely

prohibited, and any member of the University community found guilty of its commission may be subject to the sanctions hereinafter described. In addition, criminal and civil penalties may be imposed by state or federal authorities.

Consent generally means positive cooperation. The person must act freely and voluntarily and have knowledge of the nature of the act involved. A current or previous dating or marital relationship is not sufficient to constitute consent. The use of drugs, alcohol, or any other intoxicant may prevent a person from giving consent.

Acquaintance rape, or date rape, is sexual intercourse undertaken by a friend or acquaintance without the consent of the other. Acquaintance rape is punishable in the same manner and to the same degree as similar conduct between strangers. Similarly, other acts of sexual assault are not affected by any acquaintanceship between the parties involved.

## **F. REPORTING DISCRIMINATION OR HARASSMENT**

The University understands that victims of discrimination or harassment are often embarrassed and reluctant to report these acts for fear of being blamed, concern about being retaliated against, or because it is difficult to discuss these matters openly with others. However, no student or employee should have to endure discriminatory or harassing conduct, and the University therefore encourages persons to promptly report any such incidents so that corrective action may be taken. Who to make the report to, and how to report it, is described below.

### **1. Help and Information**

The University's Director of Human Resources serves as the University's Title IX Compliance Officer. In this role, the Director is the campus's primary resource on issues relating to perceived discrimination or harassment. Any person who would like advice or assistance in dealing with any instance of perceived discrimination or harassment, or in understanding this policy, should contact the Director of Human Resources.

The Dean of Students and the Associate Dean for Law Student Services ("Deans of Students" for purposes of this policy) are also valuable resources for students who have concerns about discrimination or harassment. Students are encouraged to contact one or both of these deans of students at any point in the process for help and advice.

### **2. Making the Initial Report**

- a. *If the accused is a student*, the incident should be reported to one of the Deans of Students, and/or the Director of Human Resources.
- b. *If the accused is an employee of the university*, the incident should be reported to the Director of Human Resources. This includes faculty and staff.
- c. *If the accused has a business relationship with the University*, the incident should be reported to the Director of Human Resources. This includes vendors and contractors.
- d. *In other cases*, if the accused is not a student or an employee of Golden Gate University, and has no business relationship with the University, and the violation did not take place in a University-related setting, the University has no authority to



take disciplinary action. However, University security should be informed of any situation that may present a danger to the students, faculty, staff or other members of the University community.

Individuals may also report illegal acts and/or violations of University policy via the University's anonymous compliance reporting system, EthicsPoint.com.

Any individual who has been the victim of a sexual assault is encouraged to notify the University immediately. Whether or not an individual makes an official complaint to the University, he or she is strongly urged to seek immediate help, which may include receiving medical evaluation and treatment, and obtaining information, support, and counseling.

Victims of sexual assault also may choose to report the matter to appropriate law enforcement authorities. Please see the information in the attached Appendix for more specific contact information. The University will make all reasonable efforts to assist students, faculty, or staff in working with law enforcement.

### **3. Retaliation**

No individual shall be penalized in any way for having reported or threatened to report discrimination or harassment, nor for cooperating with or participating in an investigation of a complaint or at a hearing concerning discrimination or harassment. Retaliation by any member of the University community against such an individual is prohibited and shall be considered a serious violation of University policy. Retaliation includes threats, intimidation, reprisals, and any adverse actions related to an individual's employment or education.

### **4. Confidentiality**

Where sexual harassment or assault has been reported, the University will make every effort to preserve the complainant's privacy and protect the confidentiality of his or her information. However, complete confidentiality cannot be guaranteed. University personnel may need to inform other individuals to protect their safety or rights, in fairness to the persons involved, or in response to legal requirements. In addition, the University is required by law to report to the police certain statistical information about incidents occurring on campus which does not disclose individual identities. Finally, as noted below, the University may on its own initiative investigate allegations of discrimination or harassment, even in situations where the victim or initial complainant does not wish to proceed with an investigation, leading to a necessary disclosure of the name of the affected person and the facts of the underlying allegations.

## **G. COMPLAINT PROCEDURES**

The University has put in place complaint procedures that apply to complaints of misconduct by students, faculty, and staff. The following informal and formal complaint procedures apply specifically and solely to any problem of perceived discrimination or harassment, including sexual harassment or assault.

## **1. Informal Complaint Procedure**

Depending upon the nature and seriousness of the discrimination or harassment reported, any individual who believes that he or she has been treated inappropriately first may want to attempt to resolve the matter informally, by discussing the situation honestly, thoroughly, respectfully, and in a timely manner, with the other person who is involved. *An attempt at an informal resolution is not, however, a prerequisite for bringing a formal complaint.*

In attempting to deal with the problem informally, the aggrieved individual may seek the advice and assistance of any appropriate University official. For example, a student may wish to speak with his/her academic adviser; a member of the faculty may wish to speak with his/her department chairperson or Dean; or a staff member may wish to speak with his/her supervisor. Alternatively, any member of the University community may consult with the Director of Human Resources.

An informal complaint need not be in writing.

- If the complaint is directed at a member of the University faculty or staff, the matter may be concluded with an informal discussion between the appropriate academic or administrative dean, the Director of Human Resources, and the alleged offender, whom the Director of Human Resources will inform about the nature and substance of the complaint.
- If the complaint is directed at a student, the matter may be concluded with an informal discussion between the appropriate dean of students, the Director of Human Resources, and the student against whom the complaint was made.
- If the complaint is initiated against a dean of students, the matter may be concluded with an informal discussion between the Director of Human Resources, the appropriate vice president, and the dean of students.
- If the complaint is initiated against the Director of Human Resources, the matter may be concluded with an informal discussion between the Vice President of Operations and the Director of Human Resources.

In each case, the person against whom a complaint has been made shall be informed about the nature and substance of the complaint. The focus of the discussion shall be to raise the sensitivity of the person complained about to incidents of the kind alleged for the purpose of attempting to avoid similar incidents in the future. The discussion should be held within 30 days after the filing of the complaint.

After the discussion with the alleged offender, the Director of Human Resources, the dean of students, and/or an appropriate University official shall meet with and inform the complainant of the discussion and that the matter is forthwith closed, and shall confirm such fact in writing. If the complainant then wishes to pursue the matter, he or she may

initiate a formal complaint at any time within one year of the date of the conduct which is the basis of the complaint.

Any University manager who becomes aware of a situation that involves alleged discrimination or harassment should keep a written record relating to the case (e.g., dates and summaries of conversations). The manager should also contact the Director of Human Resources to ensure that the director has an overview of all complaints that have been voiced. The University also encourages the complainant to keep a written record relating to his or her attempt to resolve the problem informally. This documentation may be helpful in cases where a problem persists despite the informal efforts to resolve it.

Any University employee who becomes aware of a situation that involves alleged discrimination or harassment should inform his or her manager of the facts regarding the case.

It is important to note that in any situation involving alleged discrimination or harassment, including sexual harassment or assault, the University owes a duty to the University community as a whole as well as to the complainant to take prompt and effective remedial action, and is obligated to conduct a thorough and timely investigation to its conclusion, even if the complainant requests that an investigation not be conducted or that an investigation be discontinued.

## **2. Formal Complaint Procedure**

If the problem is not informally resolved to the satisfaction of the individual, or if he or she does not want to deal with the problem informally, a formal complaint may be brought. In addition, a formal complaint may be brought at any time by any member of the University community – student, faculty, or staff – who believes that discrimination or harassment has occurred. Investigation and proceedings will differ depending upon whether the alleged violator is a student, faculty or staff, or a third party.

## **3. Formal Complaint: Investigation and Proceedings Where the Alleged Violator is Faculty or Staff**

A formal complaint may be filed with the Director of Human Resources, which should in ordinary circumstances be filed within thirty (30) days of the alleged incident of harassment or discrimination. Prompt filing is encouraged. In instances of discrimination or harassment, including sexual harassment or assault reported against a University faculty or staff member, the Director of Human Resources will be responsible for investigation, and may, at his or her discretion, refer the matter to a special investigator. A formal investigation will generally involve interviews with the complainant, with the alleged violator(s), and, where appropriate, with witnesses; and, again, where appropriate, a joint meeting between the involved parties, if agreeable to all parties.

All University personnel shall make every effort to maintain confidentiality with respect to the complainant and shall only divulge the name of the complainant, the circumstances of the complaint, and the disposition of the matter, to those people who have a legitimate need to know.

Within sixty (60) working days of the filing of the complaint, if an external investigator is engaged, the investigator will issue a report to the Director of Human Resources. Within ten (10) working days of the issuance of the investigator's report, the Director of Human Resources shall submit a written summary to the Vice President of Operations and/or the Vice President of Academic Affairs, including a description of any recommended corrective actions to be taken. If it is one of these vice presidents against whom the complaint has been filed, the Director of Human Resources will make a determination as to the most appropriate University official to have responsibility for making a final decision about the case.

The Vice President's decision in the case, including a description of any corrective or remedial action taken, shall be submitted in writing to each involved party (with a copy to the Director of Human Resources) within twenty (20) working days of the receipt of the recommendations of the Director of Human Resources.

Where a determination is made that an employee has engaged in actions that violate these policies or the law, or has engaged in sexual assault or complicity in sexual assault, that employee will be subject to University disciplinary procedures. Possible disciplinary action can include, but is not limited to:

- a. Formal letter of reprimand
- b. Suspension from employment
- c. Termination of employment

#### **4. Formal Complaint: Investigation and Proceedings Where the Alleged Violator is a Student**

A formal complaint may be filed with the dean of students, and should in ordinary circumstances be filed within thirty (30) days of the alleged incident of harassment or discrimination. In instances of discrimination or harassment, including sexual harassment or assault reported against a University student, the dean of students will be responsible for investigation, and may at his or her discretion refer the matter to a special investigator. A formal investigation will generally involve interviews with the complainant, with the alleged violator(s), and, where appropriate, with witnesses; and, again where appropriate, a joint meeting between the involved parties, if agreeable to all parties.

All University personnel shall make every effort to maintain confidentiality with respect to the complainant and shall only divulge the name of the complainant, the circumstances of the complaint, and the disposition of the matter, to those people who have a legitimate need to know.

Within sixty (60) working days of the filing of the complaint, if an external investigator is engaged, the investigator will issue a report to the dean of students. Within ten (10) working days of the issuance of the investigator's report, the dean of students shall submit a written summary to the Vice President of Academic Affairs, including a description of any recommended corrective actions to be taken. If it is this Vice President against whom the complaint has been filed, the dean of students will make a determination as to the most appropriate University official to have responsibility for

making a final decision about the case.

The Vice President's decision in the case, including a description of any corrective or remedial action taken, shall be submitted in writing to each involved party (with a copy to the dean of students) within twenty (20) working days of the receipt of the recommendations of the dean of students.

Where a determination is made that a student has engaged in actions that violate these policies or the law, or has engaged in sexual assault or complicity in sexual assault, that employee will be subject to University disciplinary procedures. Possible disciplinary action can include, *but is not limited to*:

- a. Barring of access to the campus
- b. Probation
- c. Suspension from admission
- d. Expulsion from the University, including withholding of any degree not yet awarded
- e. Revocation of any degree already awarded.

Pending his or her decision, the dean of students may take a variety of administrative measures against a student charged with discrimination or harassment, including restriction of privileges and services, interim suspension, exclusion from certain on-campus facilities, including classrooms, libraries or administrative areas, academic probation, suspension from the University or expulsion from the University, including withholding of any degree not yet awarded.

#### **5. Formal Complaint: Investigation and Proceedings Where the Alleged Violator is a Third Party**

In instances of discrimination or harassment, including sexual harassment or assault reported against a vendor, contractor, or any other non-employee doing business with or for the University, the Director of Human Resources will be responsible for investigation, which shall generally follow the procedures established for handling a complaint against staff, except that interim measures and disciplinary sanctions shall be appropriate to the circumstances, and may include termination of the business relationship and reporting to federal, state, or local regulatory agencies. The appeal procedure available to faculty, staff, or students is not available to third parties, and the decision of the Director of Human Resources will be final.

#### **6. Appeal Procedure**

An appeal procedure is available to faculty, staff, or students who are not satisfied with the outcome of the disciplinary proceedings. A written request for further review must be submitted to the Director of Human Resources within ten (10) working days of the receipt of the written decision by the dean of students (for students), the Vice President of Academic Affairs (for faculty), or the Vice President of Operations (for staff).

Within ten (10) working days after the appeal is filed, all documentation relating to the investigation, including the investigator's report, the Director of Human Resources' or

Dean of Student's recommendations and the Vice President of Operations or Vice President of Academic Affairs' decisions will be sent to the office of the University President or his/her designee. These documents will constitute the appeal record. The President or his/her designee will review the appeal record, and may at his/her discretion review other facts relating to the complaint.

Within fifteen (15) working days of the receipt of the appeal documentation, the President or his/her designee will render a final decision in the matter, copies of which, including notice of any corrective action taken, will be provided to the involved parties. This decision of the President or his/her designee shall be final in all respects and not be subject to review under any other complaint procedure.

**A NOTE ABOUT TIME FRAMES:** The University's complaint procedures reflect the University's commitment to resolving problems in an expeditious manner. Every reasonable attempt will be made to adhere to the time frames specified, but there may be occasions when it will be necessary to make exceptions. Such occasions could relate to the circumstances and complexity of the matter, the time demands and schedules of the parties involved, or the time of year that a complaint is filed (e.g., many faculty members and students are not available during semester breaks or over the summer months). It is the goal of the University to balance the need for an expeditious resolution with the need to make a full and accurate investigation. If it is deemed necessary to alter the time frames specified in these policies, all parties will be notified of the amended schedule.

## **H. OTHER RESOURCES/AGENCIES FOR REPORTING DISCRIMINATION AND HARASSMENT**

In addition to notifying the University about harassment or retaliation complaints, affected individuals may also direct their complaints to the California Department of Fair Employment and Housing (DFEH), which has the authority to conduct investigations of the facts. The deadline for filing complaints with the DFEH is one year from the date of the alleged unlawful conduct. If the DFEH believes that a complaint is valid and settlement efforts fail, the DFEH may seek an administrative hearing before the California Fair Employment and Housing Commission (FEHC), or file a lawsuit in court. Both the FEHC and the courts have the authority to award monetary and non-monetary relief in meritorious cases. Individuals can contact the nearest DFEH office or the FEHC at the locations listed in the University's DFEH poster or by checking the state government listings in the local telephone directory.

Individuals also may file a complaint relating to prohibited harassment in employment with the Federal Equal Employment Opportunity Commission. They also may bring a complaint concerning discrimination on the basis of race, color, national origin, gender, or disability to the attention of the Office for Civil Rights in the U.S. Department of Education. Any member of the University community may seek assistance from the Director of Human Resources regarding how to contact the state and federal agencies with a claim of discrimination or harassment.

## **I. INTENTIONALLY FALSE REPORTS**

Discriminatory activity and harassment, and particularly sexual harassment or assault, often is not witnessed by others, and reports of such activity cannot always be substantiated by additional evidence. Lack of any such additional evidence should not discourage an individual from reporting any incident in violation of this policy. However, individuals who make reports that are later found to have been intentionally false or made maliciously, without regard for truth, may be subject to disciplinary proceedings and/or sanctions.

## APPENDIX TO DISCRIMINATION & SEXUAL HARASSMENT POLICY

### RESOURCE GUIDE FOR VICTIMS OF SEXUAL ASSAULT

#### SEXUAL ASSAULT AWARENESS AND PREVENTION

Sexual assault can happen anywhere. Research findings suggest that approximately 25 percent of women and 5 to 10 percent of men have been raped. (Psychology of Women Quarterly, Vol. 20, 1996.) The research further suggests that the highest number of assaults occur among 18 to 21 year-old women. (Journal of American College Health, Vol. 45, 1997.) Sexual assault is a widespread problem on college campuses across the country, with as many as one in five female students being victimized during their undergraduate careers, according to government statistics. Because less than 5 percent of these students report their assault to the police, the response of colleges to this problem is extremely important. This guide is offered as a resource for becoming aware of the issues involved, the actions you can take to prevent or respond to a sexual attack, and the resources available to victims, their families, and friends.

#### WHAT TO DO IF YOU ARE SEXUALLY ASSAULTED

The following are actions you can take after a rape or other sexual assault:

- Get to a safe place immediately.
- Leave the scene of the crime as is. Do not drink, eat, shower, douche, wash your hands, comb your hair, brush your teeth, or change your clothes. Such activities destroy physical evidence that could be used in the possible prosecution of the perpetrator.
- Contact a friend who can help you and support you.
- Contact the campus or community resources listed below for treatment and counseling.
- **Get medical attention right away.** Even if you do not want to report the event to the police, you may have injuries, sexually transmitted diseases, or a pregnancy that requires medical care. Take a change of clothes to the hospital because those worn during the assault may be collected as evidence. Hospitals can also provide you with emergency contraception upon request.
- Consider contacting Community Violence Solutions (800-670-7273) to advocate on your behalf at the hospital. If you wish, the police may also meet you at the hospital.
- When you get a quiet moment, record everything that you remember happening in detail. This may help you through your own healing process as well as with any legal action you may decide to take.

The importance of seeking immediate medical attention cannot be overstated. While the University's Wellness Resources will support and act as a resource for any student, the most comprehensive, complete medical care is available at a local hospital emergency room.



## HOSPITAL EMERGENCY NUMBERS

San Francisco General Hospital

**415-206-8000**

UCSF Hospital

**415-476-1000**

Kaiser Permanente Medical Center

**415-833-2000**

## RIGHTS OF A SURVIVOR

- You have the right to receive medical care and mental health treatment.
- You have the right to participate in legal procedures only after giving informed consent.
- You have the right not to be asked questions about prior sexual experiences.
- You have the right to keep your name from the media.
- You have the right to be protected against future assaults.
- You have the right to report to the police.
- You have the right not to report to the police.
- You have the right to be given as much credibility as a victim of any other crime.
- You have the right to be treated with dignity and respect.

## HOW TO HELP A FRIEND

- Give your friend the chance to talk about the experience and her or his feelings. Be supportive and thoughtful in your responses. Do not overreact. Do not question your friend's actions or judgment. Believe your friend, and let your friend know you do.
- Show interest, but do not pry or ask for specific details which may make the survivor relive the experience. Allow your friend to be silent. You do not have to speak when she or he stops talking.
- Support your friend in making decisions about whom to tell and how to proceed, but recognize your own limitations. No one expects you to be an expert in counseling or sexual assault. Therefore, avoid making strong recommendations to the survivor. Instead, listen and then ask how you can help.
- Do not touch or hug your friend without permission.
- Realize that as a friend you yourself may need counseling to cope with the events your friend may have shared with you.

## REPORTING THE ASSAULT

San Francisco Police:

911 or 415-553-0123 (anytime)

Domestic Violence Reporting

415-553-9220

SF DHS Child Abuse Reporting

415-558-2650/1-800-856-5553

Adult/Elder Protective Services

415-355-6700

## ONGOING SUPPORT

Immediately following the assault, and later when you may find you need support and counseling, there are university and community resources available to you. The following people are trained to offer you this kind of support and counseling:

- GGU University Wellness Resources: 415-442-6578 (M-Th 10-6:30; F 10-5)
- Community Violence Solutions: 800-670-7273 (RAPE)
- San Francisco Rape Treatment Center: 415-437-3000
- San Francisco Women Against Rape 415-647-7273

## CRISIS LINES: 24 HOUR / 7 DAYS A WEEK

WOMAN, Inc.	415-864-4722 / 877-384-3578
La Casa de Las Madres	877-503-1850
La Casa de Las Madres (Teen Crisis Line)	877-923-0700
Riley Center	415-255-0165
Asian Women's Shelter	877-751-0880
National Domestic Violence Hotline	800-799-7233
San Francisco Women Against Rape	415-647-7273
SF Suicide Prevention	415-781-0500/800-SUICIDE
SF Psychiatric Emergency Hotline	415-206-8125
Youth Crisis Line	800-843-5200

If you are in danger or need immediate medical help, call 911.

## **XXIV. POLICY ON ALCOHOL AND OTHER DRUGS**

GGU has adopted and implemented a program to prevent the unlawful possession, use or distribution of illicit drugs and alcohol by its employees and students on school premises or as part of any of its activities. In addition to compliance requirements of the Drug-Free Schools and Communities Act (as amended in 1989), GGU subscribes to providing a University environment free of drug and alcohol abuse. Every member of the GGU community – staff, faculty, students, alumni, and visitors – has the right and responsibility to pursue his or her professional and academic endeavors in a safe, effective, drug-free environment.

As part of its drug prevention program for employees and students, this policy contains the following information:

1. Standards of conduct that clearly prohibit the unlawful possession, use or distribution of illicit drugs and alcohol by employees and students on its property or as part of any of its activities;
2. A description of applicable local, state and federal legal sanctions pertaining to the unlawful possession, use or distribution of illicit drugs and alcohol;
3. A description of health risks associated with the use of illicit drugs, abuse or prescription and over-the-counter drugs, as well as the abuse of alcohol; and
4. A clear statement of the disciplinary sanctions that GGU will impose on employees and students who violate the standards of conduct.
  - a. Employees found to be in violation of this policy may be subject to disciplinary action and/or corrective action, up to and including termination of employment.
  - b. Students who violate this policy may be subject to suspension or expulsion.
  - c. Employees or students who violate this policy (and concurrent California state statutes) may also be subject to criminal prosecution.

GGU encourages employees who suspect they have a substance abuse problem to seek assistance through the Employee Assistance Program (EAP). Students may seek assistance through the Wellness Resources in the Office of Student Affairs.

The Director of Human Resources oversees employee compliance with the GGU Drug and Alcohol Free Policy. Department heads and supervisors and managers are also responsible for faculty and staff awareness and compliance with this policy. The Dean for the Office of Student Affairs oversees student compliance with the GGU Drug and Alcohol Free Policy.

### **A. HEALTH RISKS OF ALCOHOL AND DRUGS**

## **1. Alcohol**

Alcohol acts as a depressant, affects moods, dulls the senses and impairs coordination, memory, reflexes and judgment. Other effects of alcohol abuse may be behavioral changes and self-destructive urges. Central nervous system damage may include poor vision, memory loss, loss of sensation and coordination, brain damage, and seizures. Digestive tract damage may result in cancer of the mouth, irritation of the esophagus and stomach (nausea), stomach ulcers, inflammation/cancer of the liver, and cirrhosis of the liver. Heart trouble may include high blood pressure, irregular heartbeat, angina, or a heart attack. Malnutrition may also result from alcohol abuse.

## **2. Other Drugs**

The use and abuse of illicit drugs may result in damage to the lungs, immune system, reproductive system, loss of memory, seizures, coma, malnutrition, behavioral changes (that include violence) as well as damage to the heart, liver, and kidneys. Death may also occur with the use and/or abuse of these drugs. Further abuse of prescription and over-the-counter drugs may have similar physiological effects.

The following drugs may cause, but are not limited to, damage as listed:

### ***Marijuana***

Damage to lungs, reproductive system and brain functions; impairment of memory; and inability to concentrate.

### ***Cocaine***

Damage to lungs and immune system; malnutrition; seizures; increase in heart rate and breathing rate. Overdose may result in heart stops, coma, or death.

### ***Heroin***

Overdose can cause coma and death.

### ***Hallucinogens***

Sudden, bizarre behavioral changes that may include extreme violence. Memory loss can be permanent.

### ***Amphetamines***

Sustained physical “high” that can lead to malnutrition, heart problems, and death.

### ***Sedatives and narcotic pain pills (legal but considered controlled substance due to abuse)***

Liver and kidney damage.

### ***Anabolic Steroids***

Cardiovascular and reproductive systems impairment; jaundice; sterility; heart attacks, and strokes.

## **B. BEHAVIORAL EDUCATION**

For employees, GGU has an Employee Assistance Program. Assist-U, GGU's employee assistance program vendor, provides confidential access to professional counseling services for help in confronting personal problems, including alcohol and other substance abuse. The EAP is available to all employees and their immediate family members offering problem assessment, short-term counseling, and referral to appropriate community and private services. Assist-U also conducts on-site educational seminars and workshops. For employees and students, the Office of Student Affairs offers a regularly scheduled Alcohol Awareness Workshop.

## **C. GGU ALCOHOL AND CHEMICAL DEPENDENCY POLICIES**

Employees and students are subject to sanctions for conduct which constitutes a hazard to the health, safety, or well-being of members of the GGU community or which is detrimental to GGU's interest, whether such conduct occurs on-campus, off campus, or at GGU-sponsored events.

A chemically dependent person is dependent on alcohol or any other addictive substance (drugs). Chemical dependency causes behavioral problems or interferes with a person's health, work, or academic performance.

## **D. ALCOHOL**

Possession or consumption of alcohol on campus is permitted on the following condition:

At authorized GGU events, only wine, champagne, and beer may be served on GGU property. In the State of California, the legal age for the consumption of alcoholic beverages is 21 years. Those under 21 years of age are considered minors and therefore cannot be given, sold, or consume alcohol. The sale and service of alcohol is strictly regulated by the state Alcoholic Beverage Control (ABC) board. A "sale" of alcohol is broadly defined and includes any financial payment. When alcohol is served at any event, including meals, where tickets are sold, a permit is required from the ABC board.

In order to ensure that the service of alcoholic beverages is properly regulated at all GGU-sanctioned events, including events initiated by approved GGU student organizations, whether held on- or off-campus, the following conditions must be observed:

1. Alcoholic beverages shall not be served at GGU-sanctioned events unless prior written approval is obtained. (See "Obtaining Approval to Serve Alcoholic Beverages at a University-Sanctioned Event" of this policy.)
2. Consumption of alcoholic beverages shall not be the main focus or purpose of the event.
3. The individual or organization sponsoring the event is responsible for compliance with all applicable laws, regulations and GGU policies.

4. All individuals wishing to be served an alcoholic beverage may be required to present a valid identification card that includes birth date or age.
5. No person under 21 years of age shall be served an alcoholic beverage.
6. No person shall be served alcoholic beverages if that person is, or appears to be intoxicated.
7. No person under the age of 21 shall present any written evidence of his or her age that is false, fraudulent, or not actually his or her own to purchase or be served, or to try to purchase or be served, any alcoholic beverage or to gain access or to try to enter any event or activity at which any alcoholic beverage is being served.
8. No person shall in any way misrepresent the age of another person or help another person to misrepresent his or her age so that such person can be served or try to enter any event or activity in which alcohol is being served.
9. Non-alcoholic beverages must be available in equal or greater quantities, and featured as prominently as the alcoholic beverages.
10. Food items must be available in sufficient quantity for the number of persons attending the event and to serve as an alternative stimulus for social interaction.
11. Alcohol should not be the focal point of the event or the advertisement. The University reserves the right to deny the event and/or advertising of the event. If alcohol is to be advertised, the availability of non-alcoholic beverages must be noted in the same advertisement.

The Dean for the Office of Student Affairs, the Director of Human Resources, the Associate Dean for Law Student Services, the Associate Dean for Law School Admissions, and/or the Director of Business Services may impose whatever further condition(s) and/or restriction(s) they think necessary in order to ensure compliance with this policy.

#### **E. OBTAINING APPROVAL TO SERVE ALCOHOLIC BEVERAGES AT A UNIVERSITY-SANCTIONED EVENT**

In order to obtain approval to serve alcohol at GGU-sanctioned events, whether held on- or off-campus, the following conditions must be observed:

1. Persons hosting or sponsoring University-sanctioned events where alcoholic beverages will be served must attend an Alcohol Awareness Workshop through the Office of Student Affairs. Students of the law school must attend the Alcohol Awareness Workshop through the Office of Law School Admissions.
2. Persons requesting approval for serving alcoholic beverages at events sanctioned by GGU must complete and submit a *Request for Approval to Serve Alcoholic Beverages at University and/or Law School Sponsored/Hosted Events*.

3. For University-sanctioned events where alcoholic beverages will be served and the attendees are predominantly or exclusively employees, approval must be obtained from the Director of Human Resources.
4. For University-sanctioned events where alcoholic beverages will be served and the attendees are predominantly or exclusively students, approval must be obtained from the Dean for the Office of Student Affairs. In cases where an event is initiated by students of the law school, approval must be obtained from the Associate Dean for Law School Admissions.
5. The Dean for the Office of Student Affairs, the Associate Dean for Law Student Services, the Associate Dean for Law School Admissions, and/or the Director of Human Resources may impose whatever further condition(s) and/or restriction(s) they think necessary in order to ensure compliance with this policy.

## **F. CHEMICAL DEPENDENCY**

GGU believes chemically dependent persons can and should be effectively treated and rehabilitated. The University views this problem primarily as a disease that can be treated and not as reflective on the moral character of the employee or student. The primary goals are the restoration of the person to full physical and psychic health and their ability to function productively in personal and professional relations.

GGU encourages employees who suspect they have a chemical dependency problem, even in its earliest stages, to seek assistance through the Employee Assistance Program (EAP). Students may seek assistance through Wellness Resources in the Office of Student Affairs.

## **G. DISCIPLINARY PROCEDURES**

### **1. Standards of Conduct and Disciplinary Action for Employees**

The University strives to maintain a workplace free from the illegal use, possession or distribution of controlled substances (as defined in Schedules I through V of the Controlled Substances Act, 21 University States Code 912, as amended). Unlawful manufacture, distribution, dispensation, possession, or use of controlled substances by University employees in the workplace or on University business is prohibited. In addition, employees shall not use illegal substances or abuse legal substances in a manner that impairs performance of assigned tasks.

The Drug-Free Workplace Act of 1988 (Public Law 100-690, Title V, Subtitle D) requires that University employees directly engaged in the performance of work on a federal contract or grant shall abide by this policy as a condition of employment and shall notify the University within five (5) days if they are convicted of any criminal drug statute violation occurring in the workplace or while on University business. The University is required to notify the federal contracting or granting agency within ten (10) days of receiving notices of such conviction and to take appropriate corrective action, or to require the employee to participate satisfactorily in an approved drug-abuse assistance or rehabilitation program. Among the disciplinary sanctions that may be imposed on employees are: verbal warning, written warning, suspension, termination and referral for

prosecution. The University may require completion of an appropriate rehabilitation program as a disciplinary sanction (See “Legal Sanctions”).

## **2. Disciplinary Action Regarding Alcohol and Other Drug Use by Students**

The University has the authority to initiate disciplinary procedures that could result in suspension or expulsion from the University, loss of privileges, or any of a number of lesser sanctions for violation of the Student Code. The following conduct, as it relates to alcohol and other drugs, is prohibited on the University premises or at University-sanctioned events, wherever it may occur. (The same conduct, though occurring off University premises and not at University events may nonetheless be subject to University sanctions when it adversely affects the University, its educational mission or its community.)

Use, possession, sale, distribution or manufacture of, or the attempted sale, distribution, or manufacture of any drug – including alcohol – on University properties or at official University functions that is unlawful or otherwise prohibited, limited, or restricted by University policy or regulations.

GGU hearing proceedings do not preclude the referral of infractions to appropriate authorities for criminal investigation and prosecution. (See “Legal Sanctions”). Students of the law school who violate the GGU Alcohol Policy will be subject to the discipline process under the Standards of Student Conduct for the law school. Law students are encouraged to thoroughly review the misconduct section of the law school’s Standards of Student Conduct as it further outlines prohibited behaviors that are often associated with the overindulgence of alcohol.

## **H. LEGAL SANCTIONS**

The federal and state laws cited below are valid at the time of the production of this document and are subject to change without notice.

### **1. Federal Laws**

Under federal law, the manufacture, possession, sale or distribution of illicit drugs, e.g., cocaine, methamphetamines, heroin, PCP, LSD, Fentanyl, and mixtures containing such substances, is a felony with penalties that include imprisonment, or imprisonment and severe fines. Federal laws also prohibit the trafficking of any of the above drugs, including marijuana, hashish, and mixtures containing such substances. Penalties include imprisonment and severe fines.

Special provisions apply to the possession of crack cocaine, which include enhanced prison terms and fines.

Distribution or possession with the intent to distribute a controlled substance on University property requires sentencing enhancement of up to twice the prescribed sentence for the original offense, and at least twice the prescribed amount of parole time.

Persons convicted of possession or distribution of controlled substances can be barred from receiving benefits from any and all federal programs (except certain long-term drug treatment programs), including contracts, professional and commercial licenses, and



student grants and loans. Health care providers are barred from receiving federal insurance program payments upon conviction of a criminal offense involving distributing or dispensing controlled substances. Property, including vehicles, vessels, aircraft, money, securities or other things of value which are used in, intended for use in, or traceable to transactions that involve controlled substances in violation of federal law are subject to forfeiture to the government. Finally, aliens convicted of violating any state, federal or foreign law or regulation are subject to deportation and exclusion from entry to the United States.

## **2. California Laws**

No person may sell, furnish, or give, or cause to be sold, furnished, or given away, any alcoholic beverage to a person under age 21 or to any obviously intoxicated person. No person under age 21 may purchase alcoholic beverages or possess alcoholic beverages on any street or highway or in any place open to public view. It is illegal to sell alcohol without a valid liquor license or permit. It is unlawful for any person to drink while driving, to have an open container of alcohol in a moving vehicle, or for adults to drive with a blood alcohol content (BAC) of 0.08% or higher. Drivers under age 21 are prohibited from operating a motor vehicle if they have a BAC of 0.01% or greater. It is also illegal to operate a bicycle, water vessel, water ski, or aquaplane while intoxicated. Penalties for a first drunk-driving offense include attending a 3-month alcohol/drug program, fines up to \$1,000 plus administrative costs, up to one year in jail, and driver's license suspension up to one year. Second offenses are punishable by fines up to \$5,000, imprisonment up to one year, driver's license revocation for three years, and a required drug/alcohol program of up to 30 months. Third and fourth offenses carry similar sanctions, plus three- to five-year revocations of driver's license. Driving privileges are suspended for one year for refusing to submit to a blood alcohol content test, for two years if there is a prior offense within seven years, and for three years with three or more offenses within seven years.

Under California law, first offenses involving the sale or possession for sale of amphetamines, barbiturates, codeine, cocaine, Demerol, heroin, LSD, Mescaline, Methadone, Methamphetamine, morphine, PCP, peyote, Quaalude, psilocybin, or over one ounce of marijuana are felonies punished by imprisonment in the state prison. Marijuana of less than one ounce is a misdemeanor punishable by six months to one year in the county jail. Manufacture of illegal drugs will result in more severe prison terms and fines. Penalties are severe for offenses involving manufacture or distribution of illegal drugs by convicted felons and for distribution within 1,000 feet of a school or university, including distribution near recreational facilities, to anyone under 18, or to someone in jail or prison. Personal property used in drug transactions is subject to seizure. The mere possession of most of these drugs is a felony carrying severe prison sentences.

## **I. REVIEW OF THIS POLICY**

This policy will be reviewed by the University biennially to determine the policy's effectiveness and implement changes to the program(s) if they are needed, and to ensure that the sanctions outlined in the policy are consistently applied.

## XXV. COURSE DESCRIPTIONS

Following is a list of law school course descriptions. This list can also be found on the university's website, [www.ggu.edu](http://www.ggu.edu). Not every course will be offered every year. Students should check the course schedule for each term to determine whether a course will be offered. A tentative schedule of course offerings is available on the website at [www.ggu.edu/law/schedules](http://www.ggu.edu/law/schedules).

### **401(K) Plans - Tax & ERISA Issues (1 unit)**

**LLM-340A**

This course examines the requirements of the Internal Revenue Code and Employees Retirement Income Security Act (ERISA) rules for 401(k) plans and related issues. We focus on these requirements from the perspective of an employer who sponsors a 401(k) plan for its employees. Prerequisite: Characterization of Income & Expenditures or Federal Income Taxation. (Offered through the LLM in Taxation Program. JD students seeking to enroll must obtain the approval of the program director.)

### **ADR for Children & Families (2 units)**

**LAW-815F**

This course explores Alternative Dispute Resolution (ADR) for cases involving children and families arising in the juvenile, family and probate divisions of the court. The course will cover techniques such as mediation, arbitration, collaborative law and peer court alternatives in delinquency proceedings. It will also cover preparation and techniques for judicial recommendation and settlement conferences. This is a 2-unit skills course that will count toward the experiential learning requirement for graduation. Co-requisite: Family Law.

### **Administrative Law (3 units)**

**LAW-811**

This course surveys the organization, authority, and procedures of administrative agencies in relation to rulemaking, adjudication, and judicial review of administrative rulings and decisions. The course examines both federal and state agencies.

### **Advanced Legal Research: eSearch (2 units)**

**LAW-727E**

This course explains the structure and use of legal materials. The goal is research proficiency, especially in a virtual law library. Each student is responsible for using the various online research tools, theories, and strategies presented by the instructors to complete weekly exercises and compile a comprehensive research memorandum/guide. Hard copy and electronic resources will be compared to explore their relative strengths and weaknesses, so students can also expect to sharpen their research skills with traditional print materials. A 1-unit version of this course may be offered for students on Law Review or on the Environmental Law Journal (ELJ). This course counts toward completion of the Upper Division Writing Requirement. This course is open only to upper division JD students.

### **Alternative Dispute Resolution (3 units)**

**LAW-815**

The purpose of this course is to help students learn approaches to negotiation and conflict resolution, and to understand various dispute resolution processes, principally mediation and arbitration. Students will be exposed to simulated negotiations and mediations and will be expected to participate in exercises and to act as advocates and/or mediators. Guest lecturers may

include a hostage negotiator, an aikido master, a retired superior court judge now serving as a JAMS mediator, and prominent mediators and arbitrators. This course counts toward completion of the Experiential Learning Requirement. Prerequisites: Civil Procedure I and II.

**Antitrust (3 units)**

**LAW-890A**

This study of the federal antitrust laws (and corresponding California provisions) has a particular emphasis on price fixing, boycotts, discriminatory dealing, and other marketing restraints. The course focuses on counseling for small businesses and on understanding antitrust pitfalls. Current issues, particularly those relating to health care and intellectual property, are highlighted.

**Art and the Law (2 units)**

**LAW-782**

This course focuses on legal issues related to visual arts and explores the artist's rights in their work of art, specifically matters relating to property rights, including copyright, moral rights and resale rights, while examining issues relating to license agreements with third parties.

Corequisite: Intellectual Property Law Survey

**Bankruptcy Taxation (1 unit)**

**LLM-346W**

This course focuses on the basic rules for bankruptcy (corporate, partnership and individual) and the important interplay between taxes and bankruptcy. The course will cover the discharge of income and other taxes in bankruptcy, and analyze special tax rules applicable to bankruptcies, including tax rules for real property dispositions in bankruptcy, taxation of individual bankruptcy estates, net operating losses and relief of indebtedness income rules. Current bankruptcy-related legislation and events will be discussed. Prerequisite: Characterization of Income & Expenditures or Federal Income Taxation. (Offered through the LLM in Taxation Program. JD students seeking to enroll must obtain the approval of the program director.)

**Business Associations (4 units)**

**LAW-802A**

This course covers the formation, financing, structure, control, and management of business associations, including corporations, partnerships, and limited liability entities. The course also examines agency principles and uniform acts related to business associations and selected provisions of the Securities Exchange Act of 1934. This course counts toward completion of the California Bar Subject Requirement.

**Business Immigration Law (2 units)**

**LAW-842B**

This course is an in-depth review of the law, policies, and procedures regulating the entry into the United States of foreigners for business, employment, and investment purposes. Students examine the various strategies available to U.S. employers and to foreign individuals under existing law. Students further familiarize themselves with the federal agencies that regulate the dispensation of temporary and permanent immigration benefits in business, employment, and investment contexts, and develop insights into counseling and procedures for obtaining those benefits. The course also addresses related issues, such as employer compliance with federal employment eligibility verification requirements, and, to a lesser extent, export control issues, the impact of mergers and acquisitions, the intersection of immigration and employment law, and tax aspects of immigration.

**California Environmental and Natural Resources Law (3 units)**

**LAW-834H**

California boasts some of the nation's most spectacular environmental resources and some of its

worst environmental problems. It also frequently sets national trends with its cutting-edge environmental and natural resource protection laws. This seminar examines some of the state's unique environmental problems and regulatory approaches. Topics covered include: the California Environmental Quality Act (CEQA); the California Coastal Act and the California Coastal Commission; the California Forest Practices Act; the public trust doctrine; California Wild & Scenic Rivers protection; Stream Alteration Agreements; dams and fisheries passage under the California Fish & Game Code; the California Endangered Species Act, and farmland preservation pursuant to Williamson Act contracts and conservation easements.

**California Property Tax (1 unit)**

**LLM-348B**

This course provides a foundation in the theory and practice of property taxation for California businesses. During this 5-week session, students will learn the basics of real and personal property taxation and discuss current and relevant legal issues, such as tax compliance issues affecting property valuations, audit administration issues, and tax saving strategies. Prerequisite: Characterization of Income & Expenditures or Federal Income Taxation. (Offered through the LLM in Taxation Program. JD students seeking to enroll must obtain the approval of the program director.)

**Children & the Law (3 units)**

**LAW-851A**

Children and the Law is a seminar that examines the unique status of children under our legal system, and explores the fundamental question of how the law allocates decision-making power and responsibility for children among the child, the family and the State. The course will focus on both the theory underpinning the child welfare and delinquency systems as well as the function of those systems in practice. Topics we cover include delinquency and juvenile justice; abuse and neglect; foster care and adoption; and the rights of children within the family. Unlike a course in family law, we will not focus on marriage, divorce, or reproductive rights. This course satisfies the JD upper division writing requirement.

**Civil Litigation: Pretrial Phase (3 units)**

**LAW-897A**

In this course, students handle every aspect of the pretrial preparation of a civil lawsuit. They proceed from the initial client contact, through formulating client representational strategy, to developing a case theory. They draft all the case pleadings as well as motions challenging the sufficiency of the pleadings. Students also engage in all aspects of fact investigation. The course ends with a pre-trial settlement conference. Prerequisites: Civil Procedure I and II.

**Civil Procedure II (3 units)**

**LAW-700B**

This yearlong course (see Civil Procedure I) is a survey of the procedures regulating the litigation of civil disputes. Civil Procedure II covers elements of pleading, joinder of parties and claims, discovery, functions of court and jury, verdicts, post-judgment motions, and appeal. The main focus is the Federal Rules of Civil Procedure although comparisons will be made to the California Rules of Civil Procedure when they are materially different. Prerequisite: Civil Procedure I

**Community Property (2 units)**

**LAW-808A**

This course covers the law of California marital property. Topics include general principles of classifying marital property, management and control of community property, division of community property upon dissolution or death, and the property rights of putative or

meretricious spouses. This course counts toward completion of the California Bar Subject Requirement. Prerequisites: Property I and II (6 units) or Property (4 units).

**Competition: ABA National Appellate Advocacy (2 units)**

**LAW-899K**

The ABA Law Student Division National Appellate Advocacy Competition (NAAC) emphasizes the development of oral advocacy skills through a realistic appellate advocacy experience. Competitors participate in a hypothetical appeal to the United States Supreme Court. The competition involves writing a brief as either respondent or petitioner and then arguing the case in front of the mock court. Enrollment in this course is limited to members of the Moot Court Board. Students may not enroll without explicit permission. This course counts toward completion of the Upper Division Writing Requirement.

**Competition: Environmental Law Moot Court (1- 2 units)**

**LAW-899I**

Students participate in the annual National Environmental Law Moot Court Competition in New York City at Pace University School of Law. Students who participate in the mandatory qualifying round in the fall (in which the students who represent the law school are selected) receive 1 unit of credit; students chosen for the actual competition receive 2 units. This course counts toward completion of the Upper Division Writing Requirement. Prerequisites: Appellate Advocacy and one introductory environmental law course; or permission of the instructor.

**Competition: IP Law Moot Court (1- 2 units)**

**LAW-899T**

Law students participate in the Saul Lefkowitz Moot Court Competition, which focuses on trademark law problems. Students are coached by faculty in basic trademark legal issues and in oral advocacy skills. The class is to be completed in two semesters in which students draft a brief in the fall term and compete in oral argument in the first half of the spring term. This course counts toward completion of the Upper Division Writing Requirement.

**Competition: Mock Trial (2 units)**

**LAW-899G**

This course is open only to students who have been selected by the instructor to represent the law school in an inter-school mock trial competition. The number of mock trial competitions, and corresponding student competitors, varies from year to year. Selection to compete in mock trial competitions will be based upon an application and tryout open to all upper division students who have completed Evidence and have completed or are currently enrolled in Trial Advocacy. Consent of the instructor is required for registration in this course. Prerequisite: Evidence, Co-requisite: Trial Advocacy.

**Competition: Williams Institute Sexual Orientation Moot Court (2 units)**

**LAW-899W**

This national competition hosted by the Williams Institute is dedicated to the areas of sexual orientation and gender identity law. The competition provides an opportunity for competitors to write an appellate brief on a current legal topic and to argue the case before a panel of judges. The competition is designed to promote and recognize the finest oral and written advocacy on a significant problem in sexual orientation and gender identity law. This course counts toward completion of the Upper Division Writing Requirement.

**Constitutional Law I (3 units)**

**LAW-801A**

Constitutional Law I examines the American constitutional system with an emphasis on judicial review, the powers and responsibilities of the three branches of the federal government, the

distribution of power between federal and state governments, and substantive due process. Enrollment during the spring term is limited to students in the Honors Lawyering Program (HLP).

**Constitutional Law Seminar: Landmark Cases in Context (2 units)      LAW-801L**

Do landmark Supreme Court cases lose their meaning? This is an advanced constitutional law seminar for students who have already taken the introductory Constitutional Law course. The seminar explores in-depth selected foundational cases in constitutional law. Topics include, but are not limited to, executive power, discrimination based on race or gender, abortion, and religion. The course will provide the historical and legal background necessary to understand the significance of the doctrine established in the selected cases and then use contemporary documents (cases, case briefs, law reviews) to analyze the cases' doctrinal development over time. Through a scholarly approach, students will develop transferable lawyering skills such as investigating facts, synthesizing doctrinal rules, and developing and critiquing theories of a case. This course satisfies the Upper Division Writing Requirement as students will write a 20-25 page paper under the supervision of the professor. Prerequisite: Constitutional Law I

**Contracts II (3 units)      LAW-705B**

This yearlong course (see Contracts I) covers basic contract law, including contract formation and legal devices designed to police the bargaining process. It also covers problems of performance, excuses from performance, breach of contract, remedies, third-party beneficiary contracts, assignments, and delegation of contract rights and duties. Prerequisite: Contracts I

**Corporate Compliance & Ethics (2 units)      LAW-802J**

The number and scope of corporate ethical lapses continue to escalate, as do the record-breaking fines and penalties imposed by regulators. On what basis do judges decide to punish corporations and hold the executives liable for misconduct? How do corporations create an ethical culture that will prevent, detect and deter wrongdoing? In this course, we will explore the structure of an effective compliance and ethics program, using the U.S. Federal Sentencing Guidelines as our guide. We will review how corporations effectively mitigate hot risk areas such as False Claims, Government Contracting, Data Privacy, and Anti-Corruption. This course will also explore the unique ethical and social responsibilities compliance officers face in their multiple roles as stewards of the corporation, the voice of employees, and seekers of organizational justice. This course would be invaluable to any student considering a career in the booming field of corporate compliance. Prerequisite: Business Associations

**Corporate Taxation (3 units)      LLM-322A**

This course addresses tax treatment, planning techniques, and problems of transactions between corporations and their shareholders, transfers to a corporation, capital structure of corporations, dividends and other distributions, stock redemptions, corporate liquidations, and tax free reorganizations. Prerequisite: Characterization of Income & Expenditures or Federal Income Taxation. (Offered through the LLM in Taxation Program. JD students seeking to enroll must obtain the approval of the program director.)

**Criminal Law (3 units)      LAW-710**

This course focuses on the study of substantive criminal law. It examines the rules of conduct for major crimes against persons and property and the defenses to such crimes. The course also

considers the development of and philosophical rationales for criminal law.

**Criminal Procedure I (3 units)**

**LAW-803E**

This survey of the basic constitutional issues underlying the criminal justice system focuses on the role of the Fourth, Fifth, and Sixth Amendments in regulating police practices such as search and seizure, confessions, lineups, and right to counsel.

**Curricular Practical Training (0 units)**

**LAW-895A**

Qualified international students in valid visa status may obtain practical training by participating in clinical programs, legal internships and externships, and law clerk positions under the guidance of a faculty adviser. To qualify, students must demonstrate competence in legal writing and research and obtain written authorization from an international student adviser. May be taken a maximum of three times. Open only to upper division JD students. This course is graded on a Credit/No Credit basis.

**Curricular Practical Training (SJD) (1-2 units)**

**SJD-995**

Qualified international students in valid F-1 visa status may obtain practical training by participating in clinical programs, legal internships and externships, and law clerk positions under the guidance of the program director and a faculty adviser. To qualify, students must demonstrate competence in legal writing and research and obtain written authorization from an international student adviser. May be taken a maximum of three times. Open only to students in SJD program.

**DOJ Internship (2-3 units)**

**LLM-307**

This is a competitive placement, one student is selected each semester by DOJ. The student will have the opportunity to complete an internship with the Department of Justice Tax Division office in San Francisco, working directly with attorneys on both civil and criminal tax cases. Interested students should contact the director of the LLM in Taxation Program, for more information. Prerequisite: Characterization of Income & Expenditures and Federal Tax Procedure. This course is graded on a Credit/No Credit basis.

**Directed Study (1-3 units)**

**LLM-399**

A Directed Study is an independent study project for LLM students done under the supervision of a faculty member or supervising attorney for academic credit. Directed Study can be taken for 1 to 3 units. The project should be on a topic that involves in-depth research and analysis of some particular complexity or conflict in the law with a well-reasoned and supported resolution that adds to the field of knowledge on the topic. The student is to submit a written request to the LLM program director identifying a focused topic and briefly explaining: the complexity or conflict to be covered; why the topic merits coverage; and what conclusion(s) should be reached regarding the topic. The next step is for the student to refine the topic, if necessary, with the guidance of the LLM program director. When the topic has been sufficiently focused the LLM program director will identify a faculty member or supervising attorney who agrees to supervise the project. Directed Study can be taken for a letter grade or for a Credit/No Credit grade and must be decided at the time of topic approval. All papers submitted under this program should reflect 70 hours of verifiable work per unit of credit.

**European Union Law Seminar (2 units)****LAW-846E**

This course surveys the development of regional law in Europe, culminating in the formation of the European Community, European Union, and European Economic Area.

**Employment Discrimination (3 units)****LAW-832A**

This course examines the major federal statutes prohibiting employment discrimination based on race, color, sex, sexual orientation, religion, disability, citizenship status, national origin, and age. California law regulating employment is also briefly examined. In addition to covering the substantive law, the course critically examines the law's assumptions about the nature of the employment relationship, the definition of discrimination, and the role of the government in regulating employment.

**Energy & Environmental Law (3 units)****LAW-857A**

This course surveys the law and regulation of energy production, distribution, and use, with an emphasis on the legal and policy issues at the intersection of energy and environmental law. These issues are examined in the context of the electricity and natural gas industries, giving particular attention to the statutory and administrative framework governing public utilities and the wholesale and retail energy markets. The class provides an introduction to state and national energy policy, and compares local, regional, and global impacts of fossil-based and renewable energy sources on climate change and the natural environment. Students interested in environmental law, natural resources law, water law, administrative law, and international law should consider this course. This course counts toward completion of the Upper Division Writing Requirement.

**Environmental Law & Justice Clinic (1-3 units)****LAW-834C**

The Environmental Law & Justice Clinic (ELJC) is an in-house clinic, which provides students with intensive training and hands-on lawyering experience. Under close faculty supervision, students provide legal representation on matters addressing environmental justice, including the enforcement of environmental laws and formulating energy justice policies. Clinic students are certified under State Bar of California rules to perform many of the tasks of an attorney: they interview clients, develop legal strategies, draft legal documents, and counsel clients. They may also appear at hearings and negotiate with opposing parties. This course counts toward completion of the Experiential Learning Requirement. Co-requisite: Evidence. Students also must have completed an environmental law course or have the instructors' waiver of this requirement. Special scheduling arrangements can be made on a case-by-case basis for night students.

**Environmental Law & Policy (3 units)****LAW-834F**

This course focuses on the fundamentals of Environmental Law, including the federal Clean Water Act, the Clean Air Act, Climate Change, the Endangered Species Act, Citizen Suits, Criminal Prosecution and the National Environmental Policy Act. Students explore federal regulatory strategies, including environmental justice, technology-based requirements, and enforcement methods, as well as alternatives to traditional regulation such as market-based mechanisms. Students also learn tools of statutory interpretation and other skills using PIC exercises and the problem method.



**Environmental Law Journal Edit. Board (1-2 units)****LAW-862D**

This course is graded on a Credit/No Credit basis.

**Environmental Law Journal Writer II (1 unit)****LAW-862B**

This course counts toward completion of the Upper Division Writing Requirement. This course is graded on a Credit/No Credit basis.

**Estate & Gift Taxation (3 units)****LLM-325**

This course provides an introduction to federal wealth transfer tax, including estate, gift, and generation-skipping transfer taxes. (Offered through the LLM in Taxation Program. JD students seeking to enroll must obtain the approval of the program director.)

**Estate Planning Externship (2-3 units)****LLM-312**

The Estate Planning Externship is a course, providing students with the opportunity to assist estate planning law firms and practitioners while obtaining hands-on, practical experience working on estate plans, conservatorships, trust and probate administrations. The course consists of two components: class and field work. The instructors are estate planning attorneys. The class will meet approximately every other week, to discuss substantive questions and practical hurdles, arising from their field work. Students are required to maintain and share journals, chronicling their weekly experiences, questions, and concerns. The class culminates with a paper/presentation. In the field component, each student is placed with an estate planning law firm or with a practitioner in the greater San Francisco Bay Area and shall complete 90 hours (2 units) or 135 hours (3 units) of field work over the span of the 15 week semester. The field work involves working on active cases in the areas of estate planning, conservatorships, trust and probate administrations. Prerequisites for LLM students: None. Prerequisites for JD students: Wills & Trusts. All students must receive the approval of the Professors to enroll. This course is graded on a Credit/No Credit basis and offered through the LLM in Taxation Program.

**Estate Planning for the Blended Family (1 unit)****LLM-334B**

For estate planners representing blended families such as second marriages, same sex relationships, and families with difficult children, this one-unit course will explore and analyze technical and tax issues surrounding the marital deduction, discretionary trust distributions, retirement plan distributions, community property characterization, tax allocation and payment planning, post mortem planning, death versus divorce and the individual psychologies of the parties. This course will also address ethical conflicts and dissect some "typical" estate planning documents to show drafting modifications appropriate for the blended family. Prerequisites: Estate and Gift Tax; Estate Planning. (Offered through the LLM in Taxation Program. JD students seeking to enroll must obtain the approval of the program director.)

**Evidence (4 units)****LAW-804**

This course is a survey of the principles of law and rules governing the admissibility of proof at criminal or civil trials, including direct and cross-examination of witnesses, impeachment of credibility, expert testimony, hearsay, privileged communication, and documentary proof. Prerequisite: Civil Procedure I, Corequisite: Civil Procedure II

**Executive Compensation (1 unit)****LLM-335**

This course considers nonqualified retirement plans including stock option plans, top hat plans,

excess benefit plans, and related issues. Prerequisites: Characterization of Income & Expenditures or Federal Income Taxation. (Offered through the LLM in Taxation Program. JD students seeking to enroll must obtain the approval of the program director.)

**Externship: Capital Post Conviction Defense (3 units)**

**LAW-896J**

Capital Post Conviction Defense Clinic introduces students to the representation of indigent defendants challenging their convictions and death sentences on direct appeal and through habeas corpus proceedings in the California Supreme Court. In addition to discussing legal and topical issues concerning death penalty representation at the weekly seminar sessions, students will work under the supervision of experienced capital defense attorneys to represent indigent defendants in their research and drafting of pleadings, the investigation of claims, and the collection and preservation of evidence. GGU law students in the past have drafted appellate arguments and habeas corpus claims, reviewed capital trial testimony, witness statements, and police reports, evaluated crime scene evidence, researched and drafted office memoranda and resource materials on various topics, collected defendant life history documents, and prepared litigation outlines and chronologies. In addition, CAP student externs are encouraged to attend oral arguments, to participate in litigation meetings, and to visit a client on death row. CAP is located at 101 Second Street, Suite 600. This course counts toward completion of the Experiential Learning Requirement. This course is graded on a Credit/No Credit basis.

**Externship: Consumer Rights (2 units)**

**LAW-896R**

The Consumer Rights Clinic focuses on representation of clients facing debt collection lawsuits and related issues. Students learn interviewing skills, issue spotting and assist attorneys to provide advice, counseling and limited legal representation to clients including drafting letters and basic pleadings such as answers and claims of exemption. To enroll in this clinic, students must be able to attend the Bar Association of San Francisco's legal clinics, on selected Wednesday evenings and also on the last Saturday of the month. For times and locations see the course section scheduling note or the instructor's syllabus. With instructor approval, students seeking a third unit, and certified by the State Bar, may be able to perform additional limited client representation, such as drafting and arguing motions in court. During Priority Registration enrollment in this course will be restricted to evening-part time students. This course is graded on a Credit/No Credit basis.

**Externship: Criminal Litigation (Summer) (2-4 units)**

**LAW-896U**

Students intern with prosecuting attorneys or public defenders on criminal cases in trial or appellate courts in the state or federal system. Students also attend a concurrent seminar covering relevant criminal justice issues. Students are recommended to take Evidence concurrently. Consent of instructor required. This course is graded on a Credit/No Credit basis. This course is offered only in the summer term.

**Externship: Homeless Advocacy (3-4 units)**

**LAW-824D**

Students learn counseling, interviewing, and negotiating skills in class simulations, then work with real clients through the Homeless Advocacy Project (HAP), which is sponsored by the Bar Association of San Francisco Volunteer Legal Services Program. Training is provided in both lawyering skills and substantive law. Under the professor's supervision, students act as advocates for HAP clients in a variety of settings.

**Externship: Legal Clinic (2-13 units)****LAW-896B**

This externship clinic is available to students who are otherwise eligible to enroll in an externship clinic and have obtained an approved placement outside of the Bay Area. Consent of the Director of Externship Programs, or the clinic instructor, is required. In lieu of attending a seminar at the law school, students are required to meet with the instructor prior to leaving the Bay Area, to set up a communication plan with their instructor for the term away from the Law School. Students will create a professional development plan, respond to journal prompts on a regular basis, and complete mid-semester and final evaluations. The course may be taken for 2 to 8 units in the summer or 2 to 13 units in fall or spring.

**Externship: Real Estate (2-4 units)****LAW-883**

Students are placed in law firms that specialize or do considerable work in real estate. Under the direct supervision of attorneys, students interview clients, draft pleadings and motions, and participate in trial preparations and trials. They also draft provisions for leases, sales contracts, closing papers, loan documents, and other real estate instruments. Students are required to attend classes in the Real Estate Practice - Transactions Seminar or the Real Estate Practice - Litigation Seminar. This course counts toward completion of the Experiential Learning Requirement. This course is graded on a Credit/No Credit basis. Prerequisites: Property I and II (6 units) OR Property (4 units). Consent of instructor required.

**Family Law (3 units)****LAW-837A**

This analysis of public and private regulation of the formation, maintenance, and dissolution of the de facto and de jure family unit includes the respective custody, support, and property rights and obligations between mates and between parents and children. This course counts toward completion of the Upper Division Writing Requirement. Prerequisite: Property I (3 units) or Property (4 units).

**Federal Income Taxation (3 units)****LAW-838B**

This study of the law of federal income taxation of the individual taxpayer covers the nature of income, statutory and regulatory exclusions from gross income, income splitting, personal and business deductions, at-risk and passive-loss rules, capital gains and losses, and elementary tax accounting. Prerequisites: Property (4 units) or Property I & II (6 units).

**Federal Tax Procedure (3 units)****LLM-319**

This course provides an overview of federal tax procedures, including Internal Revenue Service practices and policies and the correlative rights and privileges of taxpayers. Coverage includes the regulatory process, the audit and administrative appeals process, choice of litigation forum, and assessment and collection practices. (Offered through the LLM in Taxation Program. JD students seeking to enroll must obtain the approval of the program director.)

**Gender, Children & International Law (2 units)****LLM-364G**

This seminar will examine key legal issues related to women and children within the international context and the relevant responses designed by international law. Each week we will look at current international issues such as gender discrimination, violence against women, women's violence, religious or traditional practices, including female genital cutting and forced child marriages, abortion, sex trafficking and prostitution, women in peace building, women's

land and property rights, child labor, child soldiers as well as other war crimes affecting women and children in hostilities. This course counts toward completion of the Upper Division Writing Requirement.

**Global Warming & Renewable Energy (3 units)**

**LAW-871R**

This course will review and analyze the global warming and climate change issue with a specific focus on the potential remedy of renewable energy and its legal implications. The class will review federal policy relating to climate change and whether it preempts state and local initiatives. Emphasis will be given to California's policy, reflecting its leadership role on these issues with specific attention to its strategy to reduce greenhouse gas emissions, the state's renewable energy portfolio standard and restrictions on the use and import of coal-based energy. This course counts toward completion of the Upper Division Writing Requirement.

**Guerrilla Lawyering (1 unit)**

**LAW-824G**

This seminar focuses on lawyering for social change. It teaches the art of using guerrilla fighting techniques in the legal arena. Guerrilla lawyers are characterized by limited resources and by an alternative vision of the dominant culture. The class first explores the lawyer-client relationship, then moves on to unmasking legal dogma. Through role-playing students learn how to use the law as an organizing tool. There will be two class sessions in an actual courtroom at the federal building where each student will argue a bail motion or sentencing hearing. Students will learn how to exert power in formal legal settings. The course emphasizes merging political/legal theory with practical lawyering. There will be a short final paper, but no final exam in this course.

**HLP Lawyering Skills (2 units)**

**LAW-824B**

Students learn counseling, interviewing, and negotiating skills in class simulations, then work with real clients. Training is provided in both lawyering skills and substantive law. Under the professor's supervision, students act as advocates for clients in a variety of settings. This course is open only to students in the Honors Lawyering Program (HLP).

**High Technology Start-Up: Business & Legal Issues (3 units)**

**LAW-827B**

Using the venture capital financing of a start-up company as a transactional model, this class focuses on the practical mechanics of how a business transaction is structured and implemented from term sheet to closing. The purpose of the course is to convey practical lessons that are transferable to any business transaction. Coursework covers the documentation, legal issues, business issues, and mechanical process of closing a preferred stock financing on behalf of a venture-backed start up. Prerequisite: Business Associations; Recommended: prior securities law class advisable but not required. This course counts toward the Certificates of Specialization for both Business Law and Intellectual Property Law.

**IRS Litigation Clinic (1-3 units)**

**LLM-306C**

The IRS Litigation clinic provides the opportunity to defend the Internal Revenue Service before the United States Tax Court. Students will be assigned cases (with the supervision of IRS attorneys) under the Small Case Procedures of the Tax Court which are set for a trial session toward the end of the semester. The trial preparation work may include communicating and meeting with taxpayers (or their representatives), drafting court documents and identifying litigation hazards for settlements. The culmination of the course is the representation of the IRS

in Tax Court. Courtroom work may include presenting settlements, arguing motions, or a trial. The clinic is for CR/NC. There are no course prerequisites. US Citizenship, a criminal background check, and a tax compliance check are required, with applications due approximately one month before the start of the semester.

**Immigration Law (3 units)**

**LAW-842A**

This introduction to immigration and naturalization law and procedure examines major immigration policies and covers immigration and naturalization statutes, regulations, major administrative and court decisions, and constitutional rights as affected by alienage.

**Independent Study (1-2 units)**

**LAW-884**

Students have the opportunity to do independent research under direct faculty supervision in areas of special interest. They may enroll in the project on a letter-grade or credit/no-credit basis after making arrangements to work with a faculty member and after receiving the approval of the associate dean for student services. Students must complete 60 total hours of research and writing for each unit. Unit value for the work is determined in conference with the supervising faculty member. This course counts toward completion of the Upper Division Writing Requirement. Petition for Independent Study forms, and appropriate registration forms, are available from the registrar's office or on the law school website.

**Intellectual Property Litigation: Copyright and Trademark (2 units)**

**LAW-823D**

This course takes students through the various stages of an intellectual property litigation case, focusing on the issues specific to litigating trademark cases and copyright cases. Infringement and breach of contract situations form the basis for study and analysis. Litigation strategies, discovery techniques, and settlement negotiation issues are also addressed. This course counts toward completion of the JD Upper Division Writing Requirement.

**International Human Rights Seminar (3 units)**

**LLM-364**

This course begins with a brief historical introduction to the concept of international human rights and their antecedents. Selected international human rights instruments, including U.N. documents, regional instruments, U.S. reservations, U.S. legislation, and war crimes documents, are then examined in detail with appropriate classifications of human rights in accordance with their contents or substance and the chronological and generational stages of their development.

**International Law - Annual Survey (1-2 units)**

**LAW-848A**

Students who have been selected to edit articles for the Annual Survey of Comparative & International Law may sign-up for this 1-2 credit class with instructor approval in the spring semester of their second or third year of law school. LLM and SJD students are eligible to apply to work on the Annual Survey for credit as well. Students will edit articles submitted by outside and student authors. The production editor may receive 2 credits and all other student editors will receive 1 credit for editing articles. The course includes some mandatory orientation and training sessions at times to be determined early in the spring semester. This course is graded on a Credit/No Credit basis.

**International Taxation II (2 units)**

**LLM-321E**

Detailed review and analysis of the anti-deferral provisions of Subpart F and the Passive Foreign Investment Company ("PFIC") rules. Analysis of the asset and stock cross-border rules of Sec.

367 and Sec. 1248. Overview of transfer pricing provisions as related to anti-deferral provisions. Prerequisites: International Tax I and Corporate Tax.

**Internet and Software Law (3 units)**

**LAW-743**

This course covers the key issues in cyberspace law. Students explore the application of traditional legal principles to this technology and examine issues regarding regulation of access, the impact of code architecture on regulation of conduct, and jurisdictional issues (both domestic and international). This course also covers the basics of e-commerce, including digital certification/verification, UCITA, EDI, and EFI. Emphasis is placed on issues relating to privacy and indecent materials online.

**Introduction to the US Legal System (3 units)**

**LLM-350**

Students study the US legal system, including the structure of the court system, binding and persuasive precedent, and how to read cases. They study the substantive law, in survey form, of Constitutional Law, Torts, Contracts, and Civil Procedure. They learn basic legal terminology and principles of the common law as well as statutory analysis. They complete four written assignments: a case brief, an IRAC exercise, an outline; and a memorandum of law. They also take a final essay exam. This course is open to LLM and SJD students whose first law degree is from a non-US Law School.

**Land Use Regulation (3 units)**

**LAW-856A**

This review of the devices available to a community for regulating the development of land includes zoning, subdivision regulation, historic preservation, growth management, open space, and urban renewal. Also considered are the rights of owners, neighbors, environmentalists, and reformers to resist regulation on grounds such as just compensation, free speech, and housing welfare interests. Prerequisites: Property I and II (6 units) or Property (4 units).

**Law Review Associate Editor (1-2 units)**

**LAW-861C**

Required of all Law Review members during their second year on Law Review (2 units/Fall, 1 unit/Spring). (Not applicable to Law Review Board members, see LAW 861D). In the Fall term, 12 hours of mandatory seminar sessions will be scheduled. During the course of the two semesters, each member will edit and cite check the work of various first year Law Review members or work on selected articles from outside authors. The total of 3 credits will be awarded at the end of the Spring term. This course counts toward completion of the Upper Division Writing Requirement. This course is graded on a Credit/No Credit basis.

**Law Review Writer (1-2 units)**

**LAW-861A**

Required of all Law Review members during their first year on Law Review (2 units/Fall, 1 unit/Spring). Over the course of the two semesters, each student will write a scholarly casenote or comment. During the Fall semester, 12 hours of mandatory seminar sessions will be scheduled. The total of 3 credits will be awarded at the end of the Spring term. This course counts toward completion of the Upper Division Writing Requirement. This course is graded on a Credit/No Credit basis. Enrollment is limited to persons invited to join the Law Review. Membership on Law Review is determined in two ways: by first-year grades (top 10%) or through a writing competition that is held during the middle of the second semester of the first-year.

**Law of International Armed Conflict (3 units)****LLM-383**

Students explore the body of law governing the actions of nations and individuals during a state of armed conflict. Topics include the use of force between states, rules of international armed conflict, war crimes and war crimes tribunals (including applications to ongoing conflicts), international humanitarian law, the Geneva Conventions, arms control and disarmament, torture, collective security, women in armed conflict, child soldiers, the United Nations and U.N. peacekeeping efforts, and the applicability of the laws to national and international terrorism. This course counts toward completion of the JD Upper Division Writing Requirement.

**Lawyering: Ethics in Criminal Justice (2 units)****LAW-706D**

This course explores the minefield of ethical dilemmas facing prosecutors and defense attorneys in practice. Initially we will study the rules governing the conduct of prosecutors and defenders in their respective roles which set an ideal standard of behavior for lawyers in criminal practice. We will then examine some of the real world pressures that affect the practice (e.g. race and cultural barriers; the competitive nature of trial work; limited resources) through the lens of a realistic fact pattern. Students will identify some of the major flaws of the criminal justice system, and will learn how those problems challenge a lawyer's twin obligations to be both effective and ethical. Working in teams of prosecutors and defenders (and switching roles at various points in the semester), students will integrate their theoretical understanding of the issues through various mock trial exercises in which they will hone their interviewing, counseling and negotiation skills. The values of the profession that this course examines are: the provision of competent representation and concepts of justice, fairness and morality. This course is open only to first-year JD students.

**Lawyering: Pre-Trial Civil Litigation & Employment Law (2 units)****LAW-706P**

This course is designed to acquaint students with pretrial litigation practice in a typical Employment Law dispute. The focus will be on giving students a practical and conceptual understanding of those lawyering skills fundamental to conducting the Fact Investigation phase of a civil lawsuit. After getting an overview of the doctrinal framework of Employment Law protections afforded to California employees, students will receive a case simulation that will guide them through various practical lawyering exercises, some of which will be video-recorded. Through those exercises, students will learn how to gather facts, analyze those facts, and develop legal case theories; they will learn questioning strategies and techniques useful for interviewing clients and deposing hostile witnesses; and they will be exposed to other aspects of the litigation process, such as settlement negotiation.

**Lawyering: Tax Issues Confronting Individuals & Businesses (2 units)****LAW-706G**

This course will show two sides of a tax law practice: litigation and transactional work. For the first half of the course, we will examine the mechanics of litigating a Tax Court case involving the deductibility of gender identification surgery as a medical expense. This portion of the class will involve issues of statutory construction, litigation procedure, negotiation of settlements, client interactions and preparation for (mock) trial. In the second half of the course, we will examine all of the issues raised in starting a new business venture, including choice of entity, debt and equity structures, ownership, and negotiating and drafting agreements. Students will work in teams representing various sides of the transaction -- investors, owners, employees, etc., and work to arrive at a business structure that meets all of the goals of the participants, including minimization of tax liabilities. This course is open only to first-year JD students.

**Lawyering: Youth Law (2 units)****LAW-706J**

This course will introduce students to youth law in California with an emphasis on the intertwined systems of dependency, delinquency and education. Topics will include the competing interests of the State, parents and juveniles whenever children and families interact with government systems and institutions, and the sources of law and procedure governing those interactions. The course is meant to present a realistic picture of how attorneys and judges become involved in the lives of children as well as the myriad ethical issues arising in representation of juveniles. Students will explore each of the major phases of a typical representation including initial client interviews and document drafting. The course will culminate in a mock public school expulsion hearing which will allow students an opportunity to experience the quasi-judicial environment of administrative hearings including taking testimony and making oral argument. This course is open only to first-year JD students.

**Legal Methods (2 units)****LAW-863C**

This course re-examines a subject from the first year curriculum, exploring it in a small seminar setting with an emphasis on problem solving and analytical writing. Admission is by invitation only. See instructor for details of subject matter to be covered. This course is graded on a Credit/No Credit basis.

**Mediating Trust & Estate Disputes (3 units)****LLM-334D**

Trust and estate practice is filled with actual and potential conflicts among close and distant family members and other interested persons. Effectively identifying and addressing these unique types and causes of conflicts are essential to a successful trust and estate practice. This course will enable the practitioner to sharpen his/her existing skills in dealing with these conflicts and disputes and equip the practitioner with new tools and methods for creative non-adversarial resolution. The students will learn by using real case scenarios in an interactive classroom setting that includes dispute resolution role-play. (Offered through the LLM in Taxation Program. JD students seeking to enroll must obtain the approval of the program director.)

**Multinational Estate Planning (1 unit)****LLM-351**

This course addresses estate, inheritance, gift, and income taxation of trusts and estates as they relate to U.S. citizens living abroad, foreign nationals in the United States, and nonresident aliens. Analysis includes comparative law, estate and gift tax treaties, conflicts of law, and choice of law in selected jurisdictions. Prerequisite: Estate & Gift Taxation; Estate Planning. Recommended: Income Taxation of Trusts & Estates; International Taxation. (Offered through the LLM in Taxation Program. JD students seeking to enroll must obtain the approval of the program director.)

**Negotiating and Drafting Contracts in the Entertainment Business (2 units)****LAW-833D**

This advanced course in entertainment law focuses on the drafting and negotiation of the numerous agreements involved in entertainment projects. Sound recording and publishing contracts in the music business and licensing agreements for the online distribution of music and audiovisual works are examined in detail. Students get hands-on experience in drafting these agreements. They also analyze negotiation points and discuss negotiation tips and strategies with experienced practitioners in entertainment law. Prerequisite: Entertainment Law.



**Partnership Taxation (3 units)****LLM-328**

This course concerns tax issues of the organization and operation of partnerships, including contributions, distributions, withdrawal of a partner, dissolution, and sales or exchanges of partnership interests. Prerequisite: Characterization of Income & Expenditures or Federal Income Taxation. (Offered through the LLM in Taxation Program. JD students seeking to enroll must obtain the approval of the program director.)

**Patent Litigation (2 units)****LAW-875C**

This course takes students through the various stages of preparing a patent infringement or validity challenge case through trial. Litigation strategies, discovery, and pre-trial motions are covered.

**Practical Legal Writing (2 units)****LAW-863**

Practical Legal Writing is designed to introduce students to the bar exam with emphasis on the California bar exam. Students will learn how to prepare for the bar exam, what the exams are testing and how they are scored, and all the factors that contribute to a successful outcome. All three testing formats, i.e. essays, multiple choice, and the performance test, will be explored in detail. The classes will be taught in a combination of large classroom and small section formats to provide students with multiple opportunities to practice the test-taking skills and techniques and receive meaningful feedback. This course counts toward completion of the Upper Division Writing Requirement. Prerequisites: Appellate Advocacy.

**Pro Bono Tax Clinic (1-3 units)****LLM-306**

The Pro Bono Tax Clinic provides students with the opportunity to assist low-income individuals in certain tax disputes before the California Board of Equalization ("BOE"). Under the direct supervision of a BOE attorney, the students provide legal assistance to taxpayers with claims involving California tax issues. The students meet regularly with a BOE attorney on campus who instructs them about the relevant law and assists them in the development of their clients' factual and legal arguments. The students draft procedural letters, legal memoranda and briefs that are submitted to the BOE. Students may also have the opportunity to argue the client's case at a BOE hearing. Recommended: Characterization of Income & Expenditures or Federal Income Tax. This course is graded on a Credit/No Credit basis. (Offered through the LLM in Taxation Program. JD students seeking to enroll must obtain the approval of the program director.)

**Pro Bono Tax Clinic: State Income Tax (1-3 units)****LLM-306A**

Under supervision of an attorney from the Board of Equalization's Taxpayer Rights Advocate Office, students assist taxpayers with state income tax disputes against the California Franchise Tax Board (FTB). Students receive legal practice skills training, including gathering and identifying evidence, drafting legal briefs, and representing clients/taxpayers in negotiations with the FTB and at oral hearings before the BOE. This course is graded on a Credit/No Credit basis. You must receive permission from the Program Director to enroll.

**Probate Procedure I: Estate & Trust Proceedings (2 units)****LLM-334E**

Students will learn how to handle all aspects of Trust and Estate matters in the California Superior Courts. Assets that may pass without probate and those that must be probated will be distinguished and discussed. All aspects of estate administration will be studied as well as the most common issues that arise in trust proceedings. Real case scenarios, hypotheticals, and other

in-class practical exercises will be utilized to give students best practices guides to effective planning. It is preferable if students have taken or are simultaneously taking Estate Planning. Estate & Gift Taxation is recommended but not required.

**Professional Presentation & Persuasion (2 units)**

**LAW-855**

This course teaches performance skills related to the use of voice, body, and movement in the context of the courtroom. It is designed for law students who want to improve their presentations as trial and appellate advocates or to simply be more effective in ordinary lawyer communications. The premise of the instructors is, "Lawyers don't have a constitutional right to be boring!" This course is graded on a Credit/No Credit basis.

**Professional Responsibility for Tax Practitioners (2 units)**

**LLM-300**

This course considers tax practice issues including tax attorney regulation and ethical considerations. (Offered through the LLM in Taxation Program. JD students seeking to enroll must obtain the approval of the program director.)

**Public Health Law (3 units)**

**LAW-841H**

This course focuses on the study of the legal powers and duties of the state to identify and prevent risks to the health of the population and the limitations on the power of the state to do so. The course will take a population-based approach to topics discussed, including immunization, infectious disease, chronic disease, obesity, tobacco control, social determinants of health and the internationalization of public health law. Students will become conversant with the scope of the powers and duties of the state to identify and prevent risks to the health of the population and the challenge of promoting public health in a globalized society. This course focuses on contemporary issues affecting public health, including the Affordable Care Act, gun control, and texting and distracted driving.

**Real Estate Finance (3 units)**

**LAW-882E**

This course covers legal problems that arise out of financing and purchasing property, including foreclosure and redemption, antideficiency laws, and other debtor protections. Prerequisites: Property I and II (6 units) or Property (4 units) and Real Estate Transactions.

**Real Estate Practice - Transactions Seminar (3 units)**

**LAW-883T**

This course explores common areas of real estate practice such as residential and commercial leases, purchase and sale contracts, loan documents, CC&Rs and easements, zoning applications, construction contracts, title insurance endorsements, and shared ownership agreements. Fall clinic students must attend this seminar. Nonclinic students may take this course for nonclinic credit and will complete special drafting exercises each week. Prerequisites: Property I and II (6 units) or Property (4 units).

**Real Estate Transactions (2 units)**

**LAW-715C**

The purchase of a home represents the most important financial transaction in their lives for most Americans. (It is also one of the topics most frequently covered on the bar exam.) This course goes through the steps of a real estate "deal" from beginning to end, covering the roles of brokers and attorneys, drafting of contracts, dealing with physical and title defects, closing of escrow, priorities (i.e., ranking of claims against the property), title insurance, mortgage financing, and income tax consequences. The course is a prerequisite for Real Estate Finance. This course

counts toward completion of the California Bar Subject Requirement. Prerequisite: Property (4 units)

**SJD Additional Residency (0 units)**

**SJD-911**

This course is for SJD students who require an extra semester of residency before sitting for their qualifying oral exam. Tuition effective Fall 2012 is US\$1000 each term and all other fees apply.

**SJD Candidacy (Non-US) (0 units)**

**SJD-922**

This course is for SJD students who have advanced to candidacy and will continue work on their dissertations outside of the United States. Tuition is US\$0 and only the "Registration" fee applies.

**SJD Dissertation (0 units)**

**SJD-930**

This is an internal status code used by the Law School Registrar to graduate an S.J.D. student after they have successfully defended their dissertation. This code will be triggered by a memo from the S.J.D. office notifying the Registrar of a student's successful defense. Tuition is US\$0 and no fees apply.

**SJD Residency (0 units)**

**SJD-910**

This course is for the first and second of the required two semesters of residency. Tuition effective Fall 2013 is US\$18,000 for each semester and all fees apply.

**Secured Transactions (3 units)**

**LAW-803B**

This course introduces students to the Uniform Commercial Code (article 1 and article 9), to essential concepts of borrowing and lending in a credit economy, and to the ways in which lenders reduce the risk of non-payment by obtaining an interest in business and consumer borrowers' personal property. It is strongly recommended for anyone planning to represent lenders, businesses or consumers in commercial transactions.

**Special Problems: Civil Procedure (2 units)**

**LAW-728E**

The Law School offers advanced Special Problems courses in Property, Civil Procedure, Constitutional Law, Criminal Law, Criminal Procedure Evidence, Contracts, and Torts. Students analyze problems in the subject matter covered by the course. The focus is on written and analytical skills. This course counts toward completion of the Upper Division Writing Requirement. Prerequisites: Civil Procedure I & II.

**Special Problems: Criminal Law & Procedure (2 units)**

**LAW-728P**

The Law School offers advanced Special Problems courses in Property, Civil Procedure, Constitutional Law, Criminal Law, Criminal Procedure, Evidence, Contracts, and Torts. Students analyze problems in the subject matter covered by the course. The focus is on written and analytical skills. This course counts toward completion of the Upper Division Writing Requirement. Prerequisites: Criminal Law & Criminal Procedure I

**Special Problems: Property (2 units)**

**LAW-728C**

The Law School offers advanced Special Problems courses in Property, Civil Procedure, Constitutional Law, Criminal Law, Criminal Procedure, Evidence, Contracts, and Torts. Students analyze problems in the subject matter covered by the course. The focus is on written and

analytical skills. Prerequisites: Property I and II (6 units) or Property (4 units).

**State & Local Taxation (2 units)**

**LLM-368**

This course provides an overview of state and local taxation with an emphasis on federal constitutional limitations on state and local taxation, the jurisdiction to tax, apportionment and allocation of the tax base, and an introduction to multistate business taxes, sales and use taxes, corporate income taxes, and individual income taxes. Prerequisite: Characterization of Income & Expenditures or Federal Income Taxation. (Offered through the LLM in Taxation Program. JD students seeking to enroll must obtain the approval of the program director.)

**Street Law (3 units)**

**LAW-886**

The Street Law Project operates in conjunction with approximately 25 Bay Area high schools and several middle schools and their respective school districts. Law students, working under faculty supervision, serve as student instructors and teach a course entitled "Street Law" which annually reaches 2,000 predominately inner-city school students. The program seeks to promote legal literacy among young people to ensure that they possess that minimum amount of practical, legal knowledge needed to understand the system as a whole and how it can work in their behalf. Law student instructors deliver units in Housing, Consumer, Family, Criminal, and Constitutional Law at their assigned school sites. They also participate in weekly seminars and research and develop additional material on California law to be used in their classes. Prerequisite: completion of first-year courses. Street Law is taught by the University of San Francisco School of Law, with classes meeting at their campus. This course counts toward completion of the Experiential Learning Requirement. This course is graded on a Credit/No Credit basis. Students must have approval from the associate dean for student services to enroll in this course.

**Tax Exempt Organizations (2 units)**

**LLM-331**

This course provides an overview of the laws governing tax-exempt organizations, focusing on federal tax laws affecting charitable and educational organizations. Topics covered include charitable planning, charity formation and application for exemption, operational requirements, executive compensation, private foundation excise taxes and prohibitions, unrelated business income, and other interesting tax issues. The course will also include discussion of relevant state law formation and governance issues as well as charitable trust restrictions, using California as a model. Prerequisite: Characterization of Income & Expenditures or Federal Income Taxation. (Offered through the LLM in Taxation Program. JD students seeking to enroll must obtain the approval of the program director.)

**Tax Litigation (2 units)**

**LLM-341D**

After analyzing litigation procedures and rules, students apply them to model cases through pleadings, discovery, pretrial motions, settlement conferences, stipulations, trial strategies, briefs and memoranda, oral arguments, evidentiary hearings, and trials. Prerequisite: Federal Tax Procedure. (Offered through the LLM in Taxation Program. JD students seeking to enroll must obtain the approval of the program director.)

**Taxation of Mergers & Acquisitions (2 units)**

**LLM-339A**

This course will provide students with a practical understanding of many of the critical tax considerations associated with acquisitions and dispositions. Topics will include structuring

considerations for taxable and tax-free transactions, including tax structuring aspects of asset sales, stock purchases, and mergers, tax due diligence, and drafting and review of acquisition agreements. Prerequisites: Characterization of Income & Expenditures or Federal Income Taxation. Recommended: Corporate Taxation. (Offered through the LLM in Taxation Program. JD students seeking to enroll must obtain the approval of the program director.)

**Thesis (4-6 units)**

**LLM-386**

A thesis is an independent study project for LLM students done under the supervision of the LLM Program Director. Thesis can be taken for 4-6 units. The thesis can be on any topic agreed to by the student and the Program Director. Thesis can be taken for a letter grade or for a Credit/No Credit grade and must be decided at the time of topic approval. All papers submitted under this program should reflect approximately 70 hours of work per unit of credit.

**Topics in Contemporary Family Law (3 units)**

**LAW-837T**

This course will cover a variety of cutting edge issues in current family law practice. Topics may include: parentage issues in and out of marriage (including distinctions between fathers and sperm donors, protections for LGBT parents); same sex marriage and relationship issues post Windsor and Prop 8; family law issues related to Assisted Reproduction (including surrogacy and the legal status of cryopreserved embryos); family privacy and abortion. Recommended: Family Law

**Toxics & Brownfield Law (3 units)**

**LAW-894D**

This course is intended to provide students with an overview of the laws, policies and issues regarding the introduction of hazardous chemicals and pesticides into the marketplace, and the subsequent handling and release of hazardous chemicals and storage and disposal of solid and hazardous wastes. The course will also study the investigation and remediation of chemical releases, including examining cleanup and redevelopment of "Brownfields." Students will also review how these environmental issues impact purchase and sale of real property and how proper due diligence and allocation of liability can be handled in transactions involving contaminated property.

**Transfer Pricing I (1 unit)**

**LLM-321D**

Transfer pricing involves transfers of tangible products, intangible products and services between related parties. The field has evolved to become one of the largest, most complex, and most contentious areas of international tax, finance and economics. This course provides an in-depth analysis of case law, regulations and guidelines governing transfer pricing in the US. and abroad. By the end of the course, students will have mastered the basic legal principles and economic methods governing intercompany pricing of intangible property, services and tangible goods among multinational corporations. Prerequisites: Characterization of Income & Expenditures or Federal Income Taxation. A background in economics, finance, or accounting is not required or necessary.(Offered through the LLM in Taxation Program. JD students seeking to enroll must obtain the approval of the program director.)

**Trial Advocacy (3 units)**

**LAW-899B**

This is the entry course for the litigation program, and it teaches the basic skills needed by every lawyer going to court: conducting a direct examination of a witness, introducing documents and physical evidence, cross-examining witnesses, making and answering objections, and preparing

opening statements and closing arguments. Much of the students' work is videotaped. The final examination for this course is a full trial conducted in a local courthouse. This course counts toward completion of the Experiential Learning Requirement. Prerequisite/Corequisite (depending on the instructor): Evidence.

**Urban Environmental & Land Use Law (3 units)**

**LAW-856C**

Urban Environmental and Land Use Law focuses on the application of environmental and land use laws in the urban context, where the majority of Californians live and where much of California land development takes place. The first part of the course will introduce the concepts of metropolitan sprawl, smart growth and urban infill, and will focus on general planning, zoning and redevelopment law and how constitutional "takings" provisions (requiring just compensation when the government takes private property) affect urban land use regulation. The second part of the course will focus on urban case studies involving the federal Clean Water Act (Los Angeles River navigability determination), the federal Endangered Species Act (San Diego County's multi-species habitat conservation plan), the California Environmental Quality Act (climate change and general plans), brownfields (Uniform Environmental Covenants Act), California water supply law (SB 221 and the Urban Water Management Planning Act), urban open space and parkland (Cornfield State Park and Alameda Point), and climate adaptation/resiliency (New York City's response to Hurricane Sandy).

**Veteran's Benefits (1 unit)**

**LAW-776B**

This class will cover the field of military veterans benefits, including service connected disability claims, health care, education, insurance, family benefits, and military discharge upgrades. Students will also learn the applicable administrative law for these areas, including the appeals procedure. At the end of the semester each student will have a clear understanding of the law that applies to military veterans benefits, how a veteran is able to obtain benefits, and how an attorney can help a veteran obtain benefits.

**Veterans Legal Advocacy Seminar (2 units)**

**LAW-776D**

This course will cover the field of military veterans benefits law, including service connected disability claims, health care, education, insurance, family benefits, and military discharge upgrades. Students will also learn the applicable administrative law for these areas, including the appeals procedure. At the end of the semester each student will have a clear understanding of the law that applies to military veterans benefits, how a veteran is able to obtain benefits, and how an attorney can help a veteran obtain benefits. In addition to the substantive law portion of the course, students will also learn practical skills involved in effective client advocacy, dispute resolution, and litigation. This course provides skills training that students must master to become effective lawyers from initial factual intake to technical aspects of representation during the appeals process. Co-requisite: LAW 776C Veterans Legal Advocacy Center.

**White Collar Crime in Practice (2 units)**

**LAW-710B**

The term "white collar crime" describes a classification of non-violent, complex criminal offenses. Corruption, bribery, schemes to defraud, money laundering, and obstruction of justice offenses are some of the most common white collar offenses litigated in federal courts. Students will explore the stages of the federal criminal process implicated in a white collar case. We will discuss the issues unique to the investigation, prosecution, and defense of white collar crimes. Students also will discuss the related issues of parallel proceedings, working with cooperating

witnesses, corporate liability, litigation and trial tactics, plea negotiations, and sentencing. Prerequisite: Criminal Law. Students who have taken LAW 706H Lawyering: White Collar Crime in Practice may not enroll in this course.

**Women's Employment Rights Seminar (3 units)**

**LAW-885S**

The Women's Employment Rights Seminar is a required companion course for students enrolled in the Women's Employment Rights Clinic (LAW-885B). The course addresses employment law issues affecting low wage workers, focusing on both California and federal law. Substantive law areas include: overview of employment discrimination law, workplace harassment, wage and hour law, pregnancy discrimination, Family and Medical Leave Act, unemployment insurance benefits, disability discrimination, ethical issues in employment law, and wrongful termination. The seminar includes skills training components on client interviewing and counseling, case theory development, and administrative filing and hearing practice. The seminar is open to second and third-year students.

**Writing and Research I (2 units)**

**LAW-725A**

In this process-based course, students begin working with the basic legal research resources. They become familiar with legal citation, legal reading and legal analysis. They develop their ability to formulate research plans and to analyze legal issues as they research and write predictive memoranda responding to specific legal problems.

**Wrongful Convictions: Causes & Remedies (2 units)**

**LAW-876A**

Since 1989, more than 200 wrongfully convicted people have been exonerated by DNA testing. (One of that number, Peter J. Rose, exonerated in 2004-2005, was represented by Professors and students from GGU.) This 2-unit seminar course gives students the opportunity to do law reform work. Students investigate the factors that contribute to wrongful convictions by studying flaws in our criminal justice system and, working in conjunction with the national Innocence Project, propose remedies.

# **APPENDIX A: DISABILITY SERVICES POLICY ON ATTENDANCE AND CLASS PARTICIPATION**

## **POLICY ON ABSENCES DUE TO MEDICAL CIRCUMSTANCES AND STUDENT REQUESTS FOR DISABILITY-RELATED ACCOMMODATIONS IN ATTENDANCE OR CLASS PARTICIPATION**

*Adopted by Faculty 3.11.08*

### **Absences Due to Medical Circumstances**

If a student misses a class due to a medical appointment or other medical circumstance and would like to request that the absence be excused, that student should provide relevant documentation of such occurrence to the Assistant Director for Law Student Services. Once documentation is received, the Assistant Director for Law Student Services will email the Associate Dean for Law Student Services and the student's instructor(s) confirming receipt of documentation. Instructors are not required to excuse medical absences and may choose to apply their standards for attendance to all absences.

### **Student Requests for Disability-Related Accommodations in Attendance or Class Participation**

It is the law school's policy that enrolled students who have disabilities shall be provided reasonable accommodations and auxiliary aids and services to the extent necessary to comply with state and federal laws. For each student, these accommodations and auxiliary aids and services will specifically address those functional limitations of the disability that adversely affect equal educational opportunity. Furthermore, these adjustments or accommodations will be provided in the most integrated setting appropriate to the student's needs.

While the law school will strive to accommodate students as fully as possible, reasonable adjustments or accommodations do not include measures which fundamentally alter the academic program of the law school.

Students with physical or mental disabilities may request accommodations such as modification of course attendance or class participation requirements. This policy addresses how faculty should address disability related requests for such accommodations.

Included below are (1) the procedural steps that students must take with the Assistant Director for Law Student Services and (2) background information for faculty on the standards to apply in assessing whether a reasonable accommodation can be provided. Each request for accommodation must be evaluated on a case-by-case basis, using a "deliberative process" and considering the disability involved and the nature of the course requirements.

### **Procedural Steps for Approving Attendance- or Participation-Related Accommodations**

If a student contacts a faculty member requesting accommodation in attendance or class



participation requirements, the faculty member should direct the student to request the accommodation promptly with the Assistant Director for Law Student Services at [lawds@ggu.edu](mailto:lawds@ggu.edu).

The procedures for addressing such an accommodations request are as follows:

1. As soon as the student thinks he or she may need an accommodation in the form of an alteration in the course attendance or class participation requirements, the student must submit medical documentation to the Assistant Director for Law Student Services, explaining the need for the requested accommodation.
2. The Assistant Director for Law Student Services will confirm that the student has provided sufficient documentation of disability and requested accommodation from an appropriate professional, and that the disability directly affects or is likely to affect the student's ability to attend or participate in class on a regular basis.
3. The student will provide a list of professors to contact. The Assistant Director for Law Student Services and the Associate Dean for Law Student Services will send a joint letter to the listed professors, identifying the student and the requested accommodation(s). The letter will inform the professors of the obligation to keep the student's information confidential. Professors shall participate in a deliberative process with the Assistant Director for Law Student Services about the request and how best to address it, considering appropriate factors, including factors identified by the U.S. Office of Civil Rights.
4. From the date of the letter to the professors, professors have ten days to inform the Assistant Director for Law Student Services of their decisions regarding accommodations. However, professors are encouraged to communicate a decision as soon as possible to minimize limitation of students' enrollment options. These decisions should be in writing and shall specify the maximum number of absences that will be allowed as accommodation and/or what modification of class participation requirements will be provided. The decision shall clearly describe any supplemental work that will be required in response to alterations in attendance or class participation requirements. If the accommodation is denied, the reasons for denial of the accommodation request shall be explained.
5. The Assistant Director for Law Student Services will inform the student of the professors' decisions within two working days of receipt of the response.
6. If the student has any questions about or disagreements with the decision, the student can request a meeting with the Assistant Director for Law Student Services, Associate Dean for Law Student Services, and the professor(s). This meeting will take place within two weeks of the request for meeting.
7. If an agreement cannot be reached, the student may file a grievance pursuant to the Grievance Policy in the Disability Services section of the *Student Handbook*.

## **Factors That Professors Should Consider In Evaluating Requests for Accommodation**

Once the Assistant Director for Law Student Services informs the professors that a student has a documented disability that directly affects or is likely to affect the student's ability to attend or participate in class as required, the professors should consider the factors below in determining whether the attendance and course requirements can be modified to accommodate the student. The faculty should engage in a deliberative process and consider whether the requested accommodation would result in a fundamental alteration of the educational program.

Each professor should consider the following factors, identified by the U.S. Office of Civil Rights (OCR), to help determine whether attendance or class participation is fundamental to the course in question:

- Is there classroom interaction between the instructor and students, and among students?
- Do student contributions constitute a significant component of the learning process?
- Does the fundamental nature of the course rely upon student participation as an essential method for learning?
- To what degree does a student's failure to attend constitute a significant loss to the educational experience of other students in the class?
- What does the course description and syllabus say?
- What is the method by which the final course grade is calculated?
- What are classroom practices and policies regarding attendance?

In some cases, attendance is fundamental to course objectives. For example, students may be required to interact with others in the class, to demonstrate the ability to argue critically, or to participate in group projects. In other instances, faculty may determine that students can master course content despite some or many absences, and that alternatives are available to students needing accommodation. Alternatives might include individual meetings with the professor or teaching assistants, taping of classes, time controlled email procedures in lieu of class participation, or use of other remote learning tools available to the disabled student. Rarely, faculty may decide that students do not need to attend classes at all.

Cases which have reached the OCR or the courts have generally upheld a university's determination that, in certain professional programs, class attendance and interaction were essential to the teaching program and the university was not required to lower or effect substantial modifications of academic standards by automatically excusing disability related absences as an accommodation. (See, e.g., *Maczarczyj v. New York*, 956 F.Supp. 403, 11 NDLR ¶ 59 (W.D.N.Y. 1997) (upholding the requirement of in-person residency and finding that participation by phone constituted fundamental alteration of program.); *Metropolitan State College (CO)*, Case No. 08-98-2013, 15 NDLR ¶ 92 (OCR Region VIII 1998) (upholding the accounting department's refusal to relax attendance policy after engaging in deliberative process and concluding such would result in fundamental alteration based on program); *Cabrillo Community College (CA)*, Case No. 09-96-2150 (OCR Region IX 1996) (essentiality of attendance decided on case-by-case basis in light of class requirements and methodology; when attendance is not essential, college should consider taping classes).

There are, however, situations in which it may be appropriate to alter attendance or class participation policies.

Example 1: A first year student in a large lecture-based class has a speech impairment which is intensified when speaking in front of large groups. His disability makes it difficult to successfully participate in class discussions and to be assessed in a similar way to other students. Because this class is a large lecture, his participation will not largely impact his classmates' learning. In this situation, it is important that the instructor consider the purpose of classroom participation and how frequently and for how long the average student participates. Based on the function and frequency of participation, the instructor may decide that the student should visit the instructor several times during the term to discuss course content for a specified amount of time, or that the student write half page summaries of one aspect of the reading several times during the term. In contrast, if this student were enrolled in Trial Advocacy, the accommodation of one-on-one discussions or written responses might fundamentally alter the nature of the course. It might be possible to accommodate the student's disability creatively in this class with other assignments such as drafting written witness preparation questions and written direct and cross examination questions, but most likely, Trial Advocacy is a class for which the requested accommodation—waiving the public speaking requirement—could not be granted because of the content of the course and the necessity for students' participation to educate one another.

Example 2: A student has a seizure disorder which flares up infrequently. Although the student does not expect to be absent from class more than the standard number of allowable absences, it is important the instructor decide how she will to address this situation if it should arise. The student can sense the seizure before it comes on and will stay home in a safe environment if she is aware of a seizure coming on. This student is taking a class that involves both lecture and discussion but the class has more than 30 students enrolled. It will not negatively impact the other students' education for this student to be absent. The professor feels that, if the student maintains the reading and receives a copy of course notes from the classes missed, the student will be able to stay on top of the work. For all classes missed, the student must write a short response to a discussion question provided by the instructor or tape record a discussion response.

Accommodation requests must be evaluated on a case by case basis. While there need not be a uniform policy of excusing attendance and/or participation, genuine efforts should be made to find alternatives that ameliorate attendance and participation issues for students with demonstrated need for accommodation. The OCR's approach implicitly recognizes that disability related absences do not necessarily need to be excused, but it also indicates that faculty must be prepared to justify why class attendance or participation are integral to the pedagogic process. In considering requests for changes in attendance requirements, faculty should also review ABA Standard 304 (see attachment 1).

Faculty should pay careful attention to possible claims of differential treatment. Occasionally, a professor has a strict attendance policy on paper but has modified it for others. It is important that professors look beyond the course syllabus and consider actual practice and any exceptions the professor may have made, either to his or her own policy or that of the law school, especially for non-disabled students.

Regardless of the outcome, the deliberative process should be well-documented, so that others who were not involved in the process can understand the alternatives considered and the reasons for the final decision.

## **Attachment 1**

### **Standard 212. Equal Opportunity and Diversity**

(a) Consistent with sound legal education policy and the Standards, a law school shall demonstrate by concrete action a commitment to providing full opportunities for the study of law and entry into the profession by members of underrepresented groups, particularly racial and ethnic minorities, and a commitment to having a student body that is diverse with respect to gender, race, and ethnicity.

(b) Consistent with sound educational policy and the Standards, a law school shall demonstrate by concrete action a commitment to having a faculty and staff that are diverse with respect to gender, race and ethnicity.

#### ***Interpretation 212-1:***

*The requirement of a constitutional provision or statute that purports to prohibit consideration of gender, race, ethnicity or national origin in admissions or employment decisions is not a justification for a school's non-compliance with Standard 212. A law school that is subject to such constitutional or statutory provisions would have to demonstrate the commitment required by Standard 212 by means other than those prohibited by the applicable constitutional or statutory provisions.*

#### ***Interpretation 212-2:***

*Consistent with the U.S. Supreme Court's decision in Grutter v. Bollinger, 529 U.S. 306 (2003), a law school may use race and ethnicity in its admissions process to promote equal opportunity and diversity. Through its admissions policies and practices, a law school shall take concrete actions to enroll a diverse student body that promotes cross-cultural understanding, helps break down racial and ethnic stereotypes, and enables students to better understand persons of different races, ethnic groups and backgrounds.*

#### ***Interpretation 212-3:***

*This Standard does not specify the forms of concrete actions a law school must take to satisfy its equal opportunity and diversity obligations. The determination of a law school's satisfaction of such obligations is based on the totality of the law school's actions and the results achieved. The commitment to providing full educational opportunities for members of underrepresented groups typically includes a special concern for determining the potential of these applicants through the admission process, special recruitment efforts, and programs that assist in meeting the academic and financial needs of many of these students and that create a more favorable environment for students from underrepresented groups.*

**Standard 213. Reasonable Accommodation for Qualified Individuals with Disabilities**

Assuring equality of opportunity for qualified individuals with disabilities, as required by Standard 211, may require a law school to provide such students, faculty and staff with reasonable accommodations.

***Interpretation 213-1:***

*For the purpose of this Standard and Standard 211, disability is defined as in Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. Section 794, as further defined by the regulations on post secondary education, 45 C.F.R. Section 84.3(k)(3) and by the Americans with Disabilities Act, 42 U.S.C. Sections 12101 et seq.*

***Interpretation 213-2:***

*As to those matters covered by Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act, neither this Standard nor Standard 211 imposes obligations upon law schools beyond those provided by those statutes.*

***Interpretation 213-3:***

*Applicants and students shall be individually evaluated to determine whether they meet the academic standards requisite to admission and participation in the law school program. The use of the term “qualified” in the Standard requires a careful and thorough consideration of each applicant and each student’s qualifications in light of reasonable accommodations. Reasonable accommodations are those that are consistent with the fundamental nature of the school’s program of legal education, that can be provided without undue financial or administrative burden, and that can be provided while maintaining academic and other essential performance standards.*

**Standard 304. Course of Study and Academic Calendar**

- (a) A law school shall have an academic year of not fewer than 130 days on which classes are regularly scheduled in the law school, extending into not fewer than eight calendar months. The law school shall provide adequate time for reading periods, examinations, and breaks, but such time does not count toward the 130-day academic year requirement.
- (b) A law school shall require, as a condition for graduation, successful completion of a course of study in residence of not fewer than 58,000 minutes of instruction time, except as otherwise provided. At least 45,000 of these minutes shall be by attendance in regularly scheduled class sessions at the law school.
- (c) A law school shall require that the course of study for the J.D. degree be completed no sooner than 24 months and not longer than 84 months after a student has commenced law study at the law school or a law school from which the school has accepted transfer credit.
- (d) A law school shall require regular and punctual class attendance.
- (e) A law school shall not permit a student to be enrolled at any time in coursework that, if successfully completed, would exceed 20 percent of the total coursework required by that school for graduation (or a proportionate number for schools on other academic schedules, such as a quarter system).
- (f) A student may not be employed more than 20 hours per week in any week in which the student is enrolled in more than twelve class hours.

***Interpretation 304-1:***

*This Standard establishes a minimum period of academic instruction as a condition for graduation. While the academic year is typically divided into two equal terms of at least thirteen weeks, that equal division is not required. The Standard accommodates deviations from a conventional semester system, including quarter systems, trimesters, and mini-terms.*

***Interpretation 304-2:***

*A law school may not count more than five class days each week toward the 130-day requirement.*

***Interpretation 304-3:***

*In calculating the 45,000 minutes of “regularly scheduled class sessions” for the purpose of Standard 304(b), the time may include:*

- (a) coursework at a law school for which a student receives credit toward the J.D. degree by the law school, so long as that work itself met the requirements of Standard 304;*
- (b) coursework for which a student receives credit toward the J.D. degree that is work done in a foreign study program that qualifies under Standard 307;*
- (c) law school coursework that meets the requirements of Standard 306(c);*

*(d) in a seminar or other upper-level course other than an independent research course, the minutes allocated for preparation of a substantial paper or project if the time and effort required and anticipated educational benefit are commensurate with the credit awarded; and*

*(e) in a law school clinical course, the minutes allocated for clinical work so long as (i) the clinical course includes a classroom instructional component, (ii) the clinical work is done under the direct supervision of a member of the law school faculty or instructional staff whose primary professional employment is with the law school, and (iii) the time and effort required and anticipated educational benefit are commensurate with the credit awarded.*

*A law school shall not include in the 45,000 minutes required by Standard 304(b) to be by attendance in regularly scheduled class sessions at the law school any other coursework, including but not limited to (i) work qualifying for credit under Standard 305;(ii) coursework completed in another department, school or college of the university with which the law school is affiliated or at another institution of higher learning; and (iii) co-curricular activities such as law review, moot court, and trial competitions.*

***Interpretation 304-4:***

*Law schools may find the following examples useful. Law schools on a conventional semester system typically require 700 minutes of instruction time per “credit,” exclusive of time for an examination. A quarter hour of credit requires 450 minutes of instruction time, exclusive of time for an examination. To achieve the required total of 58,000 minutes of instruction time, a law school must require at least 83 semester hours of credit, or 129 quarter hours of credit.*

*If a law school on a semester system offers classes in units of 50 minutes per credit, it can provide 700 minutes of instruction in 14 classes. If such a law school offers classes in units of 55 minutes per class, it can provide 700 minutes of instruction in 13 classes. If such a law school offers classes in units of 75 minutes per class, it can provide 700 minutes of instruction in 10 classes.*

*If a law school on a quarter system offers classes in units of 50 minutes per class, it can provide 450 minutes of instruction in 9 classes. If such a law school offers classes in units of 65 minutes per class, it can provide 450 minutes of instruction in 8 classes. If such a law school offers classes in units of 75 minutes per class, it can provide 450 minutes of instruction in 6 classes.*

*In all events, the 130-day requirement of Standard 304(a) and the 58,000-minute requirement of Standard 304(b) should be understood as separate and independent requirements.*

***Interpretation 304-5:***

*Credit for a J.D. degree shall only be given for course work taken after the student has matriculated in a law school. A law school may not grant credit toward the J.D. degree for work taken in a pre-admission program.*

***Interpretation 304-6:***

*A law school shall demonstrate that it has adopted and enforces policies insuring that individual students satisfy the requirements of this Standard, including the implementation of policies relating to class scheduling, attendance, and limitation on employment.*

***Interpretation 304-7:***

*Subject to the provisions of this Interpretation, a law school shall require a student who has completed work in an LL.M. or other post-J.D. program to complete all of the work for which it will award the J.D. degree following the student's regular enrollment in the school's J.D. program. A law school may accept transfer credit as otherwise allowed by the Standards.*

*A law school may award credit toward a J.D. degree for work undertaken in a LL.M. or other post-J.D. program offered by it or another law school if:*

- (a) that work was the successful completion of a J.D. course while the student was enrolled in a post-J.D. law program;*
- (b) the law school at which the course was taken has a grading system for LL.M. students in J.D. courses that is comparable to the grading system for J.D. students in the course, and*
- (c) the law school accepting the transfer credit will require that the student successfully complete a course of study that satisfies the requirements of Standards 302(a)-(c) and that meets all of the school's requirement for the awarding of the J.D. degree.*



# APPENDIX B: POLICY ON SERVICE ANIMALS

## A. DEFINITIONS

1. **“Service Animal”**: GGU adopts the definition of the Americans with Disabilities Act (ADA) which defines a service animal as “...any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. The work or tasks performed by a service animal must be directly related to the individual's disability. However, the crime deterrent effects of an animal’s presence and the provision of emotional support, well-being, comfort, or companionship do not constitute work or tasks. (28 C.F.R. § 36.104.)
2. **“Approved Service Animal”**: An approved service animal is a service animal that has been approved as an accommodation for a specific student by Law Student Services after review of documentation submitted by the student.

## B. POLICY

Visitors to the University who have disabilities may be accompanied by their service animals in all areas of the University to which the general public is invited. A student who wishes to request the use of a service animal in classes and elsewhere on campus as an accommodation for a disability is required to request and receive approval pursuant to the procedure for requesting disability accommodations described in the Disability Services section of this *Handbook*. Animals which provide emotional support, well-being, comfort or companionship, but which are not performing specific tasks for the person with a disability, do not qualify as service animals under state or federal law and will not be allowed on campus.

An approved service animal is allowed to accompany a student at all times and in all campus locations, except where service animals are prohibited due to health or safety restrictions or where they may be in danger. Exceptions to restricted areas may be granted on a case-by-case basis by contacting Law Student Services, which will make the final decision.

## C. REQUEST FOR APPROVAL OF A SERVICE ANIMAL AS AN ACCOMMODATION:

To request approval for a service animal as an accommodation, a student must follow the procedure for requesting all accommodations, as described in the “Disability Services” section of this *Handbook*. The student must also provide proof that the service animal is properly vaccinated and licensed, pursuant to local and state laws.

#### **D. RESPONSIBILITIES OF PERSONS WHO BRING SERVICE ANIMALS TO THE GOLDEN GATE UNIVERSITY CAMPUS:**

1. Care for and supervise the service animal. GGU is not responsible for the care or supervision of a service animal. (28 C.F.R. § 36.302(c)(5).)
2. Maintain control of the animal. Service animals must have a harness, leash, or other tether, unless either the handler is unable because of a disability to use a harness, leash, or other tether, or the use of a harness, leash, or other tether would interfere with the service animal's safe, effective performance of work or tasks, in which case the service animal must be otherwise under the handler's control (e.g., voice control, signals, or other effective means). (28 C.F.R. § 36.302(c)(5).)
3. Ensure the clean-up of all animal waste.
4. Ensure that each service animal has all legally required vaccinations.
5. Take financial responsibility for any property damage caused by the service animal. (28 C.F.R. § 36.302(c)(8).)

#### **E. REMOVAL OF SERVICE ANIMALS**

A person with a disability can be asked to remove his or her service animal from the premises if the animal is out of control and the animal's owner does not take effective action to control it; or the animal is not housebroken. (28 C.F.R. § 35.136(b).) If the behavior persists, the person with a disability may be told to refrain from bringing the animal onto University facilities until the problem is remediated. Service animals that are in ill health and/or uncleanly pose a health and safety risk to others and are not permitted on University facilities.

## **APPENDIX C: JD REQUIRED COURSE LISTS**

The following pages contain check lists of courses necessary to complete the JD degree for both full-time and part-time students. In conjunction with the Academic Evaluation tool on GGU4YOU and academic advising available from Law Student Services, JD students should refer to these lists throughout their law school careers to plan their courses each term and stay on track for graduation. Note: as stated in the Academic Standards section of this *Handbook*, these requirements are subject to change. These check lists are designed as a helpful tool, but it is the student's responsibility to ensure that he or she has met the requirements for graduation.

## JD Student Required and Recommended Course List

### Full-Time Program (2014 Matriculants)

All students must complete 88 units to graduate. In addition to the requirements listed here, students will take approximately 30 units of electives. Electives include additional units from the lists below and other classes on a variety of subjects listed in the course schedules each term.

#### **First Semester Courses – 15 units**

- Civil Procedure I (3)
- Contracts I (3)
- Criminal Law (3)
- Torts (4)
- Writing & Research I (2)

#### **Second Semester Courses – 15 units**

- Civil Procedure II (3)
- Contracts II (3)
- Property (4)
- Writing & Research II (3)
- 1L Elective (2)

#### **Second Year Required Courses**

- Appellate Advocacy (2) [may be enrolled in fall or spring]
- Constitutional Law I (3) [must be enrolled in fall]
- Constitutional Law II (3) [must be enrolled in spring]
- Minimum of 4 “Additional Upper Division Required Course” units during second year (12 total)
- Total of 12-16 units per semester

#### **Additional Upper Division Required Courses – 9 units**

- Criminal Procedure I (3)
- Evidence (4)<sup>1</sup> [recommended for fall of second year]
- Professional Responsibility (2)<sup>2</sup>

#### **California Bar Subject Courses – Students must complete at least 8 units**

- Business Associations (4)<sup>1</sup>
- Community Property (2)
- Privacy, Defamation, and Other Relational Torts (2)
- Real Estate Transactions (2)
- Remedies (3)<sup>3</sup>
- Sales (2)
- Wills & Trusts (4)<sup>1</sup>

#### **Upper Division Writing Courses – Students must complete at least 2 units**

- Advanced Legal Research: eSearch (2)
- California Legal Research (2)
- Environmental Law Journal* (3)<sup>4</sup>
- Independent Study (1-2)
- Law Review* (6-8)<sup>4</sup>
- Additional writing courses as identified in the course schedule

(over)

<sup>1</sup> Students are advised to enroll in only one 4-unit course per term.

<sup>2</sup> Students are advised to complete Professional Responsibility and the MPRE before their final semester.

<sup>3</sup> May only be taken after Constitutional Law I and II.

<sup>4</sup> Enrollment by invitation only; satisfies the requirement provided the student drafts a note or comment of satisfactory length, receives feedback from a professor or senior editor, and completes a revision.

**JD Student Required and Recommended Course List  
Full-Time Program (2014 Matriculants)**

*(continued)*

**Upper Division Experiential Courses – Full-time students must complete at least 3 units**

- Alternative Dispute Resolution (3)
- ADR for Children and Families (2)
- Environmental Law & Justice Clinic (1-3)
- Externship (GGU offers multiple off-campus externship courses.) (2-13)
- Family Law Practice (3)
- HLP Lawyering Skills (2)
- HLP Skills Lab (2)
- Negotiation (3)
- Pro Bono Tax Clinic (1-2)
- Trial Advocacy (3)
- Veterans Legal Advocacy Center (2-4)
- Women’s Employment Rights Clinic (1-3)
- Additional courses with a significant experiential component, as identified in the course schedule

Course information and schedule planners may be found on the Registrar’s Office website and in the *Student Handbook* available online at <http://law.ggu.edu/law/law-student-services/registrar/student-handbook>. Please refer to the *Application for JD Specialization Certificate* for specific specialization requirements, available at <http://law.ggu.edu/academics/specialization-certificates> or from the Registrar.

All students are encouraged to schedule academic advising appointments by visiting Law Student Services or calling 415.442.6615. Law Student Services is open until 6:30 at least two nights a week. Additional evening and telephone appointments are available upon request.

## JD Student Required and Recommended Course List Part-Time Program (2014 Matriculants)

All students must complete 88 units to graduate. In addition to the requirements listed here, students will take approximately 30 units of electives. Electives include additional units from the lists below and other classes on a variety of subjects listed in the course schedules each term.

### First Semester Courses – 12 units

- Civil Procedure I (3)
- Contracts I (3)
- Torts (4)
- Writing & Research I (2)

### Second Semester Courses – 11 units

- Civil Procedure II (3)
- Contracts II (3)
- Writing & Research II (3)
- 1L Elective (2)

### Third Semester Courses – 10-12 units

- Appellate Advocacy (2) [fall or spring]
- Constitutional Law I (3)
- Criminal Law (3)
- Property (4)
- Additional required or elective courses for a total of 10-12 units

### Fourth Semester Courses – 8-12 units

- Appellate Advocacy (2) [fall or spring]
- Constitutional Law II (3)
- Additional required or elective courses for a total of 8-12 units

### Additional Upper Division Required Courses – 9 units

- Criminal Procedure I (3)
- Evidence (4)<sup>1</sup> [recommended for first summer or spring of second year]
- Professional Responsibility (2)<sup>2</sup>

### California Bar Subject Courses – Students must complete at least 8 units

- Business Associations (4)<sup>1</sup>
- Community Property (2)
- Privacy, Defamation, and Other Relational Torts (2)
- Real Estate Transactions (2)
- Remedies (3)<sup>3</sup>
- Sales (2)
- Wills & Trusts (4)<sup>1</sup>

### Upper Division Writing Courses – Students must complete at least 2 units

- Advanced Legal Research: eSearch (2)
- California Legal Research (2)
- Environmental Law Journal (3)<sup>4</sup>
- Independent Study (1-2)
- Law Review (6-8)<sup>4</sup>
- Additional writing courses as identified in the course schedule

*(over)*

<sup>1</sup> Students are advised to enroll in only one 4-unit course per term.

<sup>2</sup> Students are advised to complete Professional Responsibility and the MPRE before their final semester.

<sup>3</sup> May only be taken after Constitutional Law I and II.

<sup>4</sup> Enrollment by invitation only; satisfies the requirement provided the student drafts a note or comment of satisfactory length, receives feedback from a professor or senior editor, and completes a revision.

**JD Student Required and Recommended Course List  
Part-Time Program (2014 Matriculants)**

*(continued)*

**Upper Division Experiential Courses – Part-time students must complete at least 2 units (but are strongly encouraged to take at least 3 units)**

- Alternative Dispute Resolution (3)
- ADR for Children and Families (2)
- Environmental Law & Justice Clinic (1-3)
- Externship (GGU offers multiple off-campus externship courses.) (2-13)
- Family Law Practice (3)
- HLP Lawyering Skills (2)
- HLP Skills Lab (2)
- Negotiation (3)
- Pro Bono Tax Clinic (1-2)
- Trial Advocacy (3)
- Veterans Legal Advocacy Center (2-4)
- Women’s Employment Rights Clinic (1-3)
- Additional courses with a significant experiential component, as identified in the course schedule (2-3)

Course information and schedule planners may be found on the Registrar’s Office website and in the *Student Handbook* available online at <http://law.ggu.edu/law/law-student-services/registrar/student-handbook>. Please refer to the *Application for JD Specialization Certificate* for specific specialization requirements, available at <http://law.ggu.edu/academics/specialization-certificates> or from the Registrar.

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