



UNIVERSITY OF CALIFORNIA, LOS ANGELES  
SCHOOL OF LAW

**SUMMARY OF ACADEMIC STANDARDS  
AND RELATED PROCEDURES  
FOR THE 2013–14 SCHOOL YEAR**

*Students are responsible for reading and knowing these rules.*

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## I. GRADUATION REQUIREMENTS AND OTHER RULES\*

The candidate for the degree of Juris Doctor must have pursued full time law study for at least six semesters, and have satisfactorily completed the following:

- A. First Year Courses**—All courses offered in the first year curriculum;
- B. Total Units**—A total of 87 semester units of coursework, at least 65 of which must, under American Bar Association requirements, be earned in regularly scheduled law class sessions. (This excludes Law 340, 341, 345, 346, courses outside the law school, and externships.);
- C. Full-Time/Residency Status**—Must maintain minimum course load requirement of twelve (12) units each term;
- D. Professional Responsibility**—A course of instruction of at least two units of credit on “the history, goals, structure, values, rules and responsibilities of the legal profession and its members,” as set forth in ABA Standard 302(a)(5). This requirement may be fulfilled by: (1) any course numbered Law 312; (2) any course certified by the instructor at the beginning of the academic year as complying with ABA Standard 302(a)(5); or (3) a Law 340 or Law 341 independent research paper structured in a manner that complies with ABA Standard 302(a)(5); and
- E. Upper Division/Substantial Analytic Writing**—During the second or third year of law school, a Substantial Analytic Writing (SAW) project. This experience of sustained and intensive work on a specific project is a core element of a student’s legal education. The content and format of the writing project may vary within a wide range. For example, a student may choose to examine a specific proposal for law reform, drawing on empirical research or materials from a field other than law. Alternatively, a student may choose to draw on his/her clinical experience to analyze a specific legal problem. Whatever the format, one of the central objectives of the project should assist students in developing superior writing skills. In accordance with the standard promulgated by the American Bar Association, the project must constitute a “rigorous writing experience.” Students may satisfy the SAW requirement by completing a faculty supervised writing project undertaken for a minimum of two units that is certified by the supervising faculty member as satisfying the requirement of a rigorous writing experience. The writing project must be graded and may not be completed on a pass/fail basis. In general, the SAW requirement may be satisfied by a Law 340 or Law 341 independent research paper, a seminar paper, or a paper for other advanced courses. With the approval of the supervising faculty member, other writing exercises may qualify as the necessary “rigorous writing experience.”
- F. Attendance and Outside Employment**—Regular and punctual class attendance is required. (See rule III(D).) Consistent with that policy, a student may not be employed more than twenty hours a week during the semester.
- G. Five-Year Rule**—The maximum amount of elapsed time permitted between enrollment in law school and graduation shall be five years; this is referred to as the “Five Year Rule.”

## II. ENROLLMENT POLICIES AND PROCEDURES

- A. Course Load Requirements and Limits**—Every first year student is required to take the full schedule of required first year courses. Every second and third year student is required to undertake a minimum of twelve (12) units per term and may not take more than sixteen (16) units per term without approval of the Assistant Dean for Students. ABA Rules currently limit students to a maximum of seventeen (17) units per term (one-fifth of the total required for graduation).

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\* Hallway rumor and classmate speculation may be misleading, confusing, or just plain incorrect. (For example, it is not true, contrary to popular law school legend, that a faculty member must petition in order to give a grade below C-.) You are urged to consult with the Assistant Dean for Students if your questions are not fully answered in this Summary.

- B. Procedure for Adding a Course(s)**—The deadline for adding a School of Law course to one’s study list is the end of the first week of the semester. The Assistant Dean for Students may permit a student to add a course within three weeks after the deadline, provided that the student presents, in writing, a reasonable (in the sole discretion of the Assistant Dean for Students) explanation for not having met the deadline, and has instructor consent. In the case of late-starting courses, the Assistant Dean for Students will have discretion to approve schedule changes through the end of the third week of the late-starting course. Students who wish to add a course after the relevant deadline has elapsed shall be referred to the Standards Committee. The Standards Committee will grant such petitions only upon a showing of “unusual circumstances.”
- C. Procedure for Dropping a Course(s)**—Any second or third year student, by written notice in the form of a drop petition submitted to the Records Office, may drop any of his/her non-clinical courses (subject to the restrictions enumerated herein), so long as dropping the course does not reduce his/her course load below 12 units, which is the minimum number of units all second and third year students must undertake per semester. Unless an earlier date is specified by the professor, a non-clinical course may be dropped through the end of the reading period, the day before a take-home final is distributed, or before a graded mid-term or submission of any required interim course work that comprises a portion of the final term grade. Whenever a student has enrolled in or been chosen for participation in a clinical course and has signified his/her agreement to participate in the course, such student may not drop the course without obtaining the instructor’s permission to drop from the course. If a student withdraws from a clinical course without complying with the above rule, then such student shall have the clinical course count toward the two clinical course limit and may face additional consequences that may have been established by the clinic’s professor [or director].
- D. Individual Research (Law 340/341) and Project (Law 345) Unit Rules**—An upper division student may enroll in and receive credit for up to a total of seven (7) Law 340/341 independent research units, or for a total of two (2) Law 345 independent project units and five (5) Law 340/341 units. In Law 340 (for a semester) or Law 341 (for a full academic year), students undertake legal research under the supervision of a faculty member resulting in an original scholarly paper analyzing a particular area of law. In Law 345, students undertake original research, usually involving empirical or field study, and produce a paper analyzing their findings. Students seeking to undertake a Law 340/341 or 345 course must receive the prior written approval of the sponsoring faculty member, including approval of the proposed topic. Consultation and supervision between the student and the sponsoring faculty member shall continue throughout the term(s) of enrollment. Work may begin during the summer, if the professor agrees to this in advance, so long as a substantial portion of the work is undertaken during the term(s) in which credit is awarded. All 340/341 units shall be graded for a letter grade, not on a P/U/NC basis. The supervising faculty member shall determine whether Law 345 shall be graded for a letter grade or on a P/U/NC basis.
- E. Courses with Time Conflicts**—The American Bar Association requires 700 minutes of instruction for each unit of coursework. As a result, students may only enroll in courses with overlapping class times if the 700 minutes per unit rule is satisfied for each of the classes. This rule applies to course overlaps with courses outside the law school as well, unless the student is not seeking credit for the outside course and attends the law course whenever there is a time conflict. If a student can demonstrate compliance with the ABA requirement and the instructors both consent, the overlap will be permitted; however, as a practical matter, even very small overlaps usually end up being impermissible. An overlapping course petition must be completed and submitted to the Records Office.
- F. Credit for Courses Taken Outside the UCLA School of Law**
1. **COURSES AT UCLA**—Candidates for the Juris Doctor degree are permitted to take, during regular law session only, two courses in UCLA departments other than the School of Law for a maximum of six semester units of Law School credit. (A four unit quarter course converts to three semester units). This option is not available to joint degree students, or to students on probation or subject to special requirements (see Sections V.B and V.C). A course so taken must be

supplementary to a student's legal studies and the prior written approval of the Assistant Dean for Students must be obtained. Such outside courses must be graded on an "A, B, C, D" or "F" basis, and the grade of "B-" or better in the outside course and satisfactory completion of the law course are required in order to receive units and proportional residency credit toward the Juris Doctor degree. The outside course with the earned letter grade will appear on the transcript. In addition, when the course is applied for law credit, the grade of "B-" or better is recorded on the academic record as a Pass and no grade points are calculated into the grade point average.

If a student receives an outside course grade inferior to the grade of "B-", and has petitioned for outside course credit, the following rules shall apply in determining the nature and amount, if any, of credit that will be awarded the outside course as well as the effect the grade will have for retention and other purposes:

- a. In all outside courses, a grade of "D" or "F" will be treated by the School of Law as the grade of "F" for all purposes.
- b. A grade of "C" in an upper division undergraduate course will be treated by the School of Law as the grade of "D" for all purposes.
- c. A grade of "C" in a graduate course or in a lower division undergraduate course, will be treated by the School of Law as the grade of "F" for unit credit, retention, and any cumulative grading purposes (*e.g.*, Order of the Coif).

Units earned outside the School of Law during the Fall quarter apply to the law course load requirement for the Fall semester in the same calendar year. Units earned outside the School of Law for either the Winter or Spring quarter apply to the law course load requirement for the Spring semester of the same calendar year.

2. **SUMMER SESSION RULES**—Students wishing to earn credit at UCLA Law School for summer session attendance elsewhere must submit their proposed summer program to the Registrar for review, evaluation and approval.
  - a. Summer school unit credit may be earned only by attending a law school accredited by the American Bar Association. One unit of credit will be given for every 700 minutes of instruction, which in most cases will correlate to the number of units assigned by the summer school.
  - b. Students attending summer session at another law school may not repeat courses previously taken and completed at the School of Law. Similarly, courses taken and completed in summer session at another law school may not be repeated at the School of Law in subsequent regular session semesters.
  - c. Definitions:
    - i. A summer school grade of "C-" or better is a credit grade for all purposes. The letter grade will be posted on the transcript, but not calculated into the student's grade point average.
    - ii. A summer school grade of "D" or "F" will be treated as the grade of "F" for all purposes.

**G. Limit on Credit for Units Earned Outside Regularly Scheduled Law Class Sessions**—The American Bar Association requires that a minimum of 65 semester units be earned in regularly scheduled law class sessions. In some circumstances, this requirement will limit the total number of units that a student may earn in the aggregate in independent research (Law 340, 341, 345, and 346), externships (both full and part-time) and courses outside the law school. Students who graduate with the minimum of 87 units required for the J.D. degree are limited to a total of 22 semester units in those course categories.

### III. POLICIES CONCERNING EXAMS

**A. Exam Procedures and Guidelines for Conduct During Exams**—Each semester, the Records Office will post updated exam policies and procedures. The following general rules apply:

1. **ANONYMITY**—The School of Law uses an anonymous grading system. For identification, students are required to use their assigned exam number in lieu of their name on exams.
2. Students may handwrite exams using bluebooks or keyboard exams using a laptop computer with special security software.
3. **COMPUTERS**—Students who plan to use their laptop computer to take exams are required to install special exam security software that restricts access to computer files during an exam. Students must attend a training session.
  - a. Twenty minutes prior to the start of the exam, students should set up their laptops in the exam room. Laptop users should expect that students from other classes will also be using the same room, and thus should be considerate of fellow classmates when setting up and removing their laptops. The School of Law does not assume responsibility for the security of laptops.
  - b. Should a laptop in any way become disabled during an exam, the School of Law cannot be held responsible nor will a student be given extra time. Bluebooks will be available in the room and the student should start handwriting.
  - c. Computers may not be used for access to class notes or outlines during an exam.
4. **CLOSED-BOOK EXAMS**—Only exam related materials such as the exam questions, writing utensils, bluebooks, and blank scratch paper are permitted at the desk during an exam. All other belongings including cell phones, must be placed at the front of the room.
5. **PARTIAL-OPEN BOOK EXAMS**—Instructors may limit the materials permitted in the exam room—for example, by banning the use of commercial outlines. Students with questions about what sources may be used for any particular exam should consult with the instructor of the course.
6. **OPEN BOOK EXAMS**—During in-class open book exams, students may bring printed copies of notes and outlines, but may not access those materials from their computers, and may not bring in a second computer to use for reference purposes.
7. **RETURN EXAM QUESTIONS**—Students are required to return their exam questions with their answers at the end of an exam. A faculty member may refuse to grade an exam that does not have the exam questions included.
8. **ILLNESS**—If a student becomes ill during an exam and cannot continue, he or she must report immediately to the Assistant Dean for Students, or to the Records Office.
9. **PLAGIARISM**—Students who commit plagiarism, turn in “multiple submissions” in an effort to obtain credit twice for the same, or substantially similar, work, or who are otherwise caught cheating on exams or papers, will be subject to the University disciplinary proceedings outlined in the [UCLA Student Conduct Code](#). Documentation of any resulting proceedings and/or disciplinary action will remain in the student's file. The occurrence of such disciplinary proceedings will be communicated to the Committee of Bar Examiners when the student undergoes moral character evaluation.

**B. Postponement of Scheduled Exams**—If, at any time, a student believes s/he is the victim of disabling circumstances and feels that s/he cannot perform adequately in class work, course papers, and/or exams, s/he must bring this to the attention of the Assistant Dean for Students when the problem occurs and consult about the possibility of postponing exams, obtaining an extension, withdrawing from the School of Law, or depending on the circumstances, other alternatives. Students with such problems should not gamble on taking exams or completing assignments and then expect to gain relief after the fact.

1. Exam postponements or extensions for other written assignments may be approved by the Assistant Dean for Students and must be arranged by the student before the day of the scheduled exam or normal date for assignment submission. As a general and basic rule, students will be allowed to take a make-up exam (or submit an assignment late) only when they are subject to disabling circumstances that will persist up to and including the day of the scheduled exam or assignment submission date. If an exam falls on a date or time that does not permit a student to take it because it violates the student's religious beliefs, the student must request an alternative time the same day or an alternative date if necessary. This should be done as soon as possible after a particular exam date is announced.
2. The exact nature of any make-up exam to be administered is the sole province of the particular professor, who may also decide to grade the exam on a Pass/Unsatisfactory/No Credit basis. An unexcused absence from a make-up exam or unexcused failure to meet an extended assignment date will be treated administratively by the recording of the letter grade of "F" for that course. All circumstances of illness or other disability must be reported to the Assistant Dean for Students at (310) 825-4891, or in the alternative, to the Records Office at (310) 825-2025.
3. If a serious problem or disabling circumstance arises during an exam, the student should report the situation to the Assistant Dean for Students during or immediately after the exam.

### C. Incomplete Courses

1. EXAMS / WRITTEN ASSIGNMENTS—When the remedy granted is the postponement of an exam(s) or extension of a written assignment, a transcript notation of "Incomplete," pending receipt of the grade(s) once the work is completed and graded, will be given by the Assistant Dean for Students. Students must complete all work for a grade in courses in which they receive a notation of Incomplete no later than the end of the next semester (or by the end of the summer, if the Incomplete is received at the end of Spring Semester) in which they are enrolled in the School of Law; but the Assistant Dean for Students, in consultation with the instructor, may require a student to complete the work in a shorter time. If the Incomplete is not timely removed, it shall be transformed to the letter grade of "F" and will be so recorded on the student transcript.
2. INDEPENDENT RESEARCH/SEMINARS/PAPERS—In those courses or seminars where the grade is totally or partially dependent on the preparation and submission of a paper, the Assistant Dean for Students may extend the time for completing and submitting the paper from the end of the Fall Semester until the end of the examination period of the Spring Semester or for any lesser time, if the instructor agrees that the student has made substantial progress on the paper and that failure to complete it at the regular time would be justified in the instructor's judgment by sound educational objectives, or excused by such circumstances as would justify excusing a student from taking an exam. Where the paper is normally due at the end of the Spring Semester, the Dean for Students may, under those same terms and conditions, grant the student an extension to the end of the summer or any shorter period of time. Students seeking an extension must complete a "Request for Extension" form, which can be obtained online. Papers granted such an extension must be submitted to the Records Office, not to the instructor, by or before the extended deadline. If the paper is not submitted timely, the Incomplete shall be transformed to the grade of "F" and will be so recorded on the student transcript.

**D. Revocation of Right to Take Examination for Unsatisfactory Attendance**—A professor may decline to permit a student to take the final examination in a course where the professor has determined that the student's attendance has been unsatisfactory. As a matter of practice, the professor must notify the student of the unsatisfactory attendance record and what is planned if such is not corrected, so that the student will have an opportunity during the semester to improve his/her attendance in the course.

## IV. POLICIES CONCERNING GRADES AND GRADING

**A. The Anonymous Grading System**—To ensure fairness in final course grades, the School of Law uses an anonymous grading system. In those courses which are graded anonymously (clinical courses and seminars are generally the only exception), students must place only their exam number on the exam or course paper. This reflects the Faculty policy that grading is to be objectively performed; students are therefore also cautioned against writing anything in exams or course papers that is extrinsic to the subject matter of the course, that might develop instructor sympathy, or that has behind it other non-objective motives. Sometimes anonymity must be broken for some component of the course, as when students are allowed to review their midterm exams with the instructor, or the instructor assigns a paper which cannot be graded anonymously, for a portion of the grade. In such instances, the Records Office then combines the anonymous and non-anonymous scores into one final grade.

1. Anonymous grading imposes reciprocal obligations. No student shall—on the exam, course paper, or in any other manner prior to the time exam or course grades are officially completed and submitted—purposefully reveal to the course professor facts identifying by name, or otherwise providing information concerning the identity of, the author of a particular exam or course paper.
2. If a professor determines there is probable cause to believe that a violation of this rule has occurred with respect to an exam or paper in his/her course, s/he shall report this determination to the Assistant Dean for Students.
3. If there is a concurrence in the professor's probable cause determination, the student shall be subject to the provisions regarding student conduct and procedures governing student discipline contained in the UCLA Student Conduct Code.

### B. Grading Scale (1995–Present)

GRADE/GRADE POINTS			DEFINITION
A+ = 4.3			Extraordinary performance
	A = 4.0	A- = 3.7	Excellent performance
B+ = 3.3	B = 3.0	B- = 2.7	Good performance
C+ = 2.3	C = 2.0	C- = 1.7	Satisfactory performance
D+ = 1.3	D = 1.0		Unsatisfactory performance
	F = 0.0		Lack of understanding of major aspects of the course No credit awarded
	P		Pass (equivalent of C- and above) Not calculated into the GPA
	U = 1.0		Unsatisfactory (equivalent to grades D+ and D)
	NC = 0.0		No credit (equivalent to a grade of F) No unit credit awarded
	LI		Incomplete, course work still in progress
	IP		In Progress, multiple term course, grade given upon completion
	W		Withdrew from course

Unit credit is awarded for grades “A+” to “D”. No unit credit will be awarded for grades of “F”.

**C. The Curve and Its Application**—All first year courses and all upper division lecture courses with an enrollment of forty students or more are subject to the following mandatory curve:

First Year Courses	Letter Grades	Upper Division Courses with 40 or more
25%–29% — Target 27%	A+ to A-	23%–27% — Target 25%
41% - 52%	B+ to B	50%–60%
18%–22% — Target 20%	B-	17%–23% — Target 20%
5% - 8%	C+ or below*	Not mandatory, but <u>may</u> be given at faculty member’s discretion.

**Upper division courses with enrollments of less than 40:** With the exception of seminars and clinicals with enrollments of 16 or below, the median grade shall not exceed (but may be lower than) “B+”. For seminars and clinicals with enrollments of 16 or below, there are no grading constraints.

Non-law students enrolled in courses at the School of Law shall be excluded from the grading curve and will not be included in the enrollment count for purposes of determining the applicable curve.

An instructor seeking to deviate from the curve must obtain the approval of a Vice Dean.

**D. Grade for Class Performance/Participation**—In addition to the grade determined on an anonymous basis, an instructor may give a grade for class performance. This grade may be in the form of an increase or decrease, not exceeding one grading unit (*e.g.*, B to B+ or B–, C+ to B– or to C). An instructor must announce not later than the end of the first week of instruction that grades for class performance will or may be given. The announcement may be verbal, included in the syllabus, or posted on the instructor’s webpage.

At the time of grading, to maintain anonymity, the instructor provides the Records Office with both the anonymous initial exam grade and the class participation grade. A faculty member may give a conditional class performance grade, such as “final grade not to exceed...” or “final grade not to be less than...”. The grade for class performance should reflect the quality (as distinguished from mere quantity) of a student’s participation in class discussion. A student should never be penalized for asking questions. However, the class performance grade may reflect a student’s attendance, level of preparation for class and/or performance on assigned exercises. The Records Office then makes the necessary adjustments to the grades. After factoring in class participation, the distribution of grades must still be within the appropriate mandatory curve. If the class participation information causes a course to violate provisions of the grading curve, the Records Office will return the grade roster (with student exam numbers) to the faculty member for adjustment, still on an anonymous basis.

In courses for which grading is not anonymous, such as seminars, letter-graded clinicals and “hybrid” courses in which grading is only partially anonymous (determined by a non-anonymous paper and an anonymous exam), participation can count for more than one grading unit.

**E. Pass/No Pass Grading System**—This system is employed for certain Clinical courses, Externships (10 or 11 units for the actual placement) and selected advanced courses.

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\* Contrary to popular rumor, an instructor does not need to “petition” to give a grade below “C–”.

<b>PASS = P</b>	Pass grades shall be disregarded in calculating academic averages. Unit credit is awarded.
<b>UNSATISFACTORY = U</b>	Unsatisfactory grades shall be assigned a grade of “D” for the purpose of calculating academic averages. Unit credit is awarded.
<b>NO CREDIT = NC</b>	No Credit grades shall be assigned a grade of “F” for the purpose of calculating academic averages. No unit credit is awarded.

If a course has not been designated Pass/No Pass by the faculty member teaching it, a student may not elect prospectively to take the course on a Pass/No Pass basis. (*But see* the one-time P/U/NC option described below.)

**F. The One-Time Retroactive Pass/Unsatisfactory/No Credit (P/U/NC) Option**—Students may retrospectively elect to convert no more than four (4) semester units of graded credit and no more than one (1) course during the second and third years of course work to a Pass/Unsatisfactory/No Credit basis.

The above option applies to courses in which letter grades would otherwise be assigned. If the election is exercised:

1. **PASS**—Grades of “C-” or above will be recorded as “Pass (P)”. Unit credit is awarded.
2. **UNSATISFACTORY**—Grades of “D+” or “D” will be recorded as “Unsatisfactory (U)”. Unit credit is awarded. Grades of “U” shall be assigned a grade of “D” for the purpose of calculating GPA.
3. **NO CREDIT**—A grade of “F” will be recorded as “No Credit (NC)”. No unit or residency credit is awarded. No credit grades shall be assigned a grade of “F” for the purpose of calculating GPA.

The Pass/Unsatisfactory/No Credit (P/U/NC) option may only be exercised retrospectively—that is, within a short time frame announced by the Records Office after a student has had an opportunity to see the letter grades s/he earned for the semester. Exercise of the option shall be accomplished by filling out a form available at the Records Office or downloaded from the website; it cannot be done verbally or through the University Records System Access (“URSA”). A retrospective P/U/NC may never be exercised for Law 340 (Independent Research) units, but it may be exercised for Law 345 (Independent Project) units. If a professor prospectively requires that Law 345 credit be taken on a P/U/NC basis, it shall not count as exercise of the student's one-time retrospective P/U/NC option. If a grade is not available as of the deadline for election of the option, the Assistant Dean for Students will extend the deadline until all grades for such students have been turned in. Students may not obtain a transcript for the semester until they have made a decision concerning their P/U/NC option.

This option once elected shall not be revocable or transferable, even if hindsight proves conclusively that a different choice would have been more beneficial.

**G. Grade Change Rule**—Grades may be changed whenever the professor involved is convinced that the grade initially recorded is incorrect because of a clerical or procedural error on his/her part. In each case of a grade change on the above mentioned basis, the professor shall file a written explanation with the Vice Dean, at the time of filing the change of grade, explaining precisely the nature of the clerical or procedural error (“procedural” encompasses “mathematical”).

Assignment of a grade on impermissible, non-academic criteria is a violation of the Faculty Code of Conduct. A student claiming such a violation may file a complaint with the Dean of the School of Law. If the matter is not resolved as a result of that complaint process, the student may file a formal complaint with the Charges Committee of the Academic Senate, which has the responsibility to determine whether probable cause of a violation exists. If the Charges Committee finds probable cause, the matter shall be forwarded to the Committee on Privilege and Tenure to convene a formal hearing to determine if the Faculty Code of Conduct was violated as charged. If the Committee on

Privilege and Tenure determines that an instructor in the School of Law has assigned a grade applying biased or other impermissible criteria, that Committee is requested to so notify the Dean of the School of Law. Following such notification, the Dean will appoint an ad hoc Faculty Committee to determine whether the grade should be changed. In making its decision, the ad hoc committee will consider all relevant evidence. In the event that the evidence does not provide an adequate basis for determining the proper grade, the committee may assign a grade of credit.

## H. Retaking Courses

1. Students shall be permitted to retake three or fewer courses (but not seminars) in which they received the letter grades of “D+” or “D” (unit credit received) or “F” (no credit). This rule in no way alters the effect of the Five Year Rule.
2. If a student received the letter grade of “D+” or “D” for a course the first time it was taken, then s/he will not receive unit credit towards total units completed for the course the second time it is taken and another credit grade earned.
3. If a student retaking a course receives a letter grade of “C-” or better on the retake, the letter grades of “D+”, “D” or “F” (no credit) received initially will continue to appear on his or her transcript, but the new grade will be counted for purposes of scholastic dismissal. The initial grade and not the grade on the retake will be counted for purposes of computation of class standing, if any.
4. If a student receives the letter grades of “D+”, “D” or “F” (no credit) on the retake, then both the original letter grade and units and the retake letter grade and units will be part of his or her record in applying scholastic dismissal and other rules, but the student will not receive unit credit towards total units completed if s/he received unit credit when the course was taken the first time.
5. First year courses may be retaken only in the student's second year.
6. The possibility that a grade may be improved on a retake shall not be taken into account in applying the rules on scholastic dismissal.
7. Questions that may arise where units assigned to a course change, or where the course content changes, or in other situations not expressly covered by these rules, shall be resolved by the Assistant Dean for Students, who shall report her decisions to the Standards Committee. The decision of the Assistant Dean for Students shall stand unless it is challenged by a member of the Committee and the Committee decides that the decision of the Assistant Dean was unreasonable.
8. The following chart illustrates the intended operation of these rules in a case where a student retakes a 3-unit course:

Grade First Time	Grade Second Time	Total Units of Credit	Total Units of Letter Grade Recorded
F	F	0	6
F	D+ or D	3	6
F	C- or better	3	3
D or D+	F	3	6
D or D+	D or D+	3	6
D or D+	C- or better	3	3

9. No course may be retaken more than once.

10. No student shall be permitted to retake a course under the foregoing rules until s/he first completes an appropriate retake form in the Records Office. An election to retake a course must be made no later than the fifth day of instruction each semester.

## V. ACADEMIC DISMISSAL, PROBATION AND SPECIAL REQUIREMENTS

- A. **Dismissal**—A first year student will be dismissed if at the end of two semesters of work that student fails to maintain a cumulative average of 2.0 in all courses undertaken and completed. No rounding up of an average below 2.0 is permitted.
- B. **Probation**—A first year student will be placed on probationary status if at the end of two semesters of work that student has not been dismissed and has a cumulative average of 2.2 or below.
  1. Course requirements for probationary students:
    - a. A student who is on probationary status may enroll in no more than three (3) courses during each of the semesters on probation, and those courses must be letter graded and have a total unit credit of not more than eleven (11) and not less than eight (8) units. In the first semester, students must enroll in any mandatory academic support course offered by the School of Law. In addition to the mandatory support course, the student may only enroll in courses that are approved by the Assistant Dean for Students. Should the student remain on probation a second semester, during that second semester, s/he may only take courses that are approved by the Assistant Dean for Students. The student may retake first-year courses in which s/he received a letter grade of below C–, but students who repeat a course will be subject to the retake rules (see Rule IV.H). The student must attend class regularly, is ineligible for externships, and must participate in such support activities as may be required by the Assistant Dean for Students after consultation with the student.
    - b. At the end of the first semester on probation, the student will be dismissed if s/he has achieved a GPA of 2.3 or lower for that semester, and will be removed from probationary status if s/he has achieved a GPA of at least 2.7 for that semester; otherwise, the student will remain on probation. At the end of the second semester on probation, a student who has not achieved a GPA of at least a 2.5 for the two semesters on probation will be dismissed.

### C. Special Requirements

1. A student who has a GPA above 2.2 and below 2.7 at the conclusion of his or her first year will be subject to the following academic requirements and limitations for the 3rd and 4th semesters of law school: such a student is ineligible for full-time externships and courses outside the School of Law, must attend classes regularly, obtain academic counseling and course selection approval from the Assistant Dean for Students, and must participate in one of the Fall semester academic support courses. They will also be permitted to apply for enrollment in academic support courses in other semesters.
  2. A student who has a GPA from 2.7 to 2.849 at the conclusion of his or her first year will be subject to the following academic requirements and limitations for the 3rd and 4th semesters of law school: such a student must obtain academic counseling and course selection approval from the Assistant Dean for Students, and must attend classes regularly. The law school will offer those students guaranteed enrollment in one of the Fall semester academic support courses, and will permit them to apply for enrollment academic support courses in other semesters.
- D. A student who has not been placed on probation after the first year will be dismissed if s/he accumulates an average of less than 2.3 in all work undertaken and completed during the third and fourth semesters or during the fifth and sixth semesters. The grade point average for this purpose shall be calculated without regard to the student's retrospective decision to elect to have one course graded on a P/U/NC basis (that is, the “shadow” grade actually earned will be included in the grade point average calculation). No rounding up of an average below 2.3 is permitted.

- E.** A student who was not placed on probation after the first year, but during the third and fourth semesters achieves an average of 2.3 to 2.699, will be subject to the special academic requirements set forth in paragraph V.C above for the remainder of law school. A student who does not comply with these special requirements will be dismissed.
- F.** A student who has successfully completed one semester of probation will be dismissed nonetheless if s/he accumulates an average of less than 2.3 in all work undertaken and completed during any two concurrent semesters following successful completion of probation. The grade point average for this purpose shall be calculated without regard to the student's retrospective decision to elect to have one course graded on a P/U/NC basis (that is, the “shadow” grade actually earned will be included in the grade point average calculation). No rounding up of an average below 2.3 is permitted.
- G.** A student who has successfully completed two semesters of probation will be dismissed nonetheless if s/he accumulates an average of less than 2.3 in all work undertaken and completed during any two concurrent semesters following successful completion of probation. The grade point average for this purpose shall be calculated without regard to the student's retrospective decision to elect to have one course graded on a P/U/NC basis (that is, the “shadow” grade actually earned will be included in the grade point average calculation). No rounding up of an average below 2.3 is permitted.
- H.** A student who has been on probation and who achieves an average of 2.3 to 2.699 during the first two semesters following the successful completion of probation will be subject to the special academic requirements set forth in paragraph V.C above for the remainder of law school. A student who does not comply with these special requirements will be dismissed.
- I.** The following Dismissal Rules govern Hybrid students:
1. A student will be dismissed if that student withdraws after the first semester of the first year (with a 2.2 average or above) and, upon return, accumulates an average of less than 2.0 in all first year courses taken both before and after withdrawal.
  2. A student will be placed on probationary status and will be subject to Rule V.B, F, G, and H if that student withdraws after the first semester of the first year with an average above 2.2 and upon return achieves an average of 2.2 or below in all first year courses taken both before and after withdrawal.
  3. A student who has an average of less than 2.3 on all work undertaken and completed during his/her first two semesters following the semester in which s/he completes his/her first year courses will be dismissed.
  4. A student who achieves an average of 2.3 to 2.699 during the first and second semesters following the semester in which s/he completed his/her first year courses will be subject to Rule V.E.
- K. Readmission After Academic Dismissal**—A student dismissed for scholastic deficiency pursuant to Rule V.A. (for first year students) or Rule V.D., F or G (for upper division students) may be readmitted, or may be readmitted upon conditions, or if applicable, may be allowed to graduate, upon approval of a written petition to the Dean. Such petition must demonstrate unusual and persuasive circumstances and must be accompanied by documentation or other evidence, where possible. A petitioning student must adequately explain why s/he did not seek to withdraw from school or to postpone an examination or examinations and also must adequately explain a failure to notify the Assistant Dean for Students about problems arising during any examination. The Dean may delegate the power to decide petitions arising under this rule (but not to the Assistant Dean for Students) and the Dean or delegate shall conduct such proceedings as seem appropriate under the circumstances including at least a personal interview with the student. No appeal from the Dean's decision is permitted and the faculty will have no jurisdiction to consider any such appeal.

## VI. WITHDRAWAL

- A. Appropriate university withdrawal forms must be completed before the beginning of the examination period in order for a student to maintain good standing.
- B. If a student withdraws and wishes to return, and cannot satisfy the Five Year Rule (see Rule I.F.), the student must obtain a waiver from the Dean or seek admission anew through timely application to the Admissions Committee.
- C. Courses in which work for the course grade was or should have been completed before the effective date of withdrawal will receive the appropriate grade.
- D. A readmitted student will receive credit as follows:

- 1. First year, first semester students

A first year student who withdraws during the first semester may apply for, and is entitled to, readmission as a first year student, subject to certification by the Assistant Dean for Students at the time of withdrawal that the student had a valid reason for, and was a good faith student before withdrawal. Readmission shall be for the Fall semester at the beginning of one, but not both, of the next two succeeding academic years. The student must notify the School of Law of his or her intent to apply for readmission not later than February 1st preceding the academic year for which readmission is sought, or within 30 days following withdrawal, whichever is later. Readmitted students must agree to attend classes regularly.

- 2. First year, second semester students with a GPA of 2.2 or above.

A first year student who withdraws during the Spring semester and has completed the Fall semester with a GPA of 2.2 or above may apply for, and is entitled to, readmission as a first year student for the Fall semester at the beginning of one, but not both, of the next two succeeding academic years. The student must notify the School of Law of his or her intent to return not later than June 1st preceding the academic year for which the student wishes to return. Readmitted students must agree to attend classes regularly. A returning student who has earned at least a 2.2 GPA in his or her first term courses before withdrawal does not have to repeat such courses, with the possible exception of the first semester of the yearlong Lawyering Skills course, a decision made by the Assistant Dean for Students in consultation with the relevant Lawyering Skills faculty. A student who withdraws and is later readmitted and who takes a combination of first year and advanced courses upon readmission will be subject to the dismissal rules concerning hybrid\* students.

- 3. First year, second semester students with a GPA below 2.2.

A first year student who withdraws during the Spring semester and has completed the Fall semester with a GPA below 2.2 may apply for readmission as a first year student for the Fall semester at the beginning of one, but not both, of the next two succeeding academic years. The student must notify the School of Law of his or her intent to apply for readmission not later than June 1st preceding the academic year for which readmission is sought. Readmission is at the discretion of, and subject to any special conditions imposed by, the Dean. If the Dean authorizes discretionary readmission of a student with a below 2.2 GPA, the student must retake all first year courses, and the grades previously received in those courses will be disregarded for all purposes but not removed from the transcript. Readmitted students must agree to attend classes regularly. A student will be dismissed if he or she fails to earn at least a 2.2 GPA during the Fall readmission semester. Following successful completion of the Fall semester, the student is subject to Rule V

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\* A hybrid student is a student who is readmitted (after withdrawal or dismissal) under such circumstances that he or she enrolls in at least one advanced course before completing all required first year courses.

for purposes of academic review unless application of this rule is superseded by special conditions imposed by the Dean.

4. Second or Third year students.

A second or third year student shall be entitled, for any reason, to withdraw from the School of Law at any time before the beginning of the examination period by giving written notice to the Assistant Dean for Students. Readmission of second and third year students who have voluntarily withdrawn is governed by the Five Year Rule. Students may return to continue their legal studies, upon reasonable and timely written notice to the Assistant Dean for Students.

## VII. CURRICULAR SPECIALIZATIONS

- A. **Business Law and Policy**—Academic and course requirements are on the [Program website](#).
- B. **Critical Race Studies**—Academic and course requirements are on the [Program website](#).
- C. **Empirical Legal Scholars**—Academic and course requirements are on the [Program website](#).
- D. **Entertainment, Media, and Intellectual Property Law Program**—Academic and course requirements are on the [Program website](#).
- E. **Public Interest Law and Policy**—Academic and course requirements are on the [Program website](#).
- F. **Law and Philosophy**—Academic and course requirements are on the [Program website](#).

## VIII. CLINICAL AND EXTERNSHIP PROGRAM POLICIES

- A. **Two Clinical Limit**—Students may receive credit for a maximum of two clinical courses. Yearlong courses count as one clinical. Externships do not count as clinical courses for the purposes of this rule. Students may enroll in and receive credit for more than two clinical courses when there is a vacancy in a clinical class and no wait list, to be determined on the first day the class meets.
  - 1. One Clinical Limit per semester: Students may enroll in two clinical courses in the same semester if there is a vacancy in the class, and no wait list, on the first day the class meets. Under no circumstances may a student take two “live client” clinics in the same semester. (A “live client” clinic is defined as a clinic in which students work on client matters or real world legal projects, generally under supervision of UCLA law faculty, as distinguished from clinics that are based on simulated case work or problems.)
  - 2. Students enrolled in “live client” clinics must obtain permission from the “live client” faculty member before enrolling in a part-time externship that same semester.
- B. **Rule Governing Withdrawal from Clinical Courses**—Whenever a student has enrolled in or been chosen for participation in a clinical course and has signified his/her agreement to participate in the course, such student may not drop the course without obtaining the instructor’s permission to drop from the course. If a student withdraws from a clinical course without complying with the above rule, then such student shall have the clinical course count toward the two clinical course limit and may face additional consequences that may have been established by the clinic’s professor [or director].
- C. **Full-Time Externship Rules**—Refer to the [Clinical Program webpage](#) for additional requirements and information.
  - 1. All students participating in full-time externships must be approved by the Director of Externship and Clerkship Programs. Full-time externships are available generally to students in the 4th, 5th, and 6th semesters of legal study. Students must be enrolled in the School of Law the semester preceding the semester they wish to participate in the externship. Full-time externships yield 13 semester units (no more, no less) of credit. In most cases, eleven units are graded on a Pass/Unsatisfactory/No Credit basis and two units are awarded a letter grade on the basis of a

required research paper (for an agency externship) or for course Law 850A & B (Advanced Judicial Process) for a judicial externship. In the case of the UCDC program, ten units are ungraded and three units are graded.

2. Students who have previously participated in a part-time externship are *not* eligible for a full-time externship.
3. Full-time Externship Academic Eligibility Rule
  - a. Students who had a cumulative grade point average in the first year below 2.699 are ineligible for a full-time externship in their fourth semester. Students who had a grade point average below 2.699 during their third and fourth semesters are ineligible for a full-time externship in their fifth and sixth semesters. Students who are accepted for an externship for their fifth semester and whose letter grades for their third and fourth semesters fall below 2.699 must withdraw from the externship. See Rules V.C, E, and H generally, for grade requirements for extern program eligibility.
  - b. In the event a student completes with a Pass an extern program in his/her fourth semester of studies, his/her academic status shall be determined by treating the third, fourth, and fifth semesters as the third and fourth semesters for purposes of Rules V.D and E. If a Pass grade is not received in such fourth semester extern program, the student's academic status shall be determined as of the end of such fourth semester.
4. Exclusion from Other Course Work While on a Full-Time Externship—Students may not enroll in any additional courses for law school credit at UCLA or any other institution while on a full-time externship. Students who wish to participate in a full-time externship while enrolled in courses extending two semesters are advised that residency credit may be forfeited for the semester(s) the course segment is dropped if the dropping of the course leaves the student with a course load of less than twelve units for that previous semester. Independent research papers under the yearlong Law 341A/B category and yearlong “Perspectives” courses may continue during an externship. With permission of the instructor and the Assistant Dean for Clinical Programs, students may audit courses relevant to their externship.

**D. Part-Time Externship Rules**—Refer to the [Clinical Program webpage](#) for additional requirements and information

1. Students in their second and third years may apply to do a part-time externship with a judge, a government agency, a non-profit organization or with in-house corporate counsel. A student may take more than one part-time externship, but may receive a cumulative total of no more than **eight units** of P/U/NC credit for satisfactory completion of all part-time externships. A student may take only one part-time externship during a semester. A student may not receive any monetary or other compensation for services performed during a part-time externship. No externships at private law firms are permitted. A student who takes a part-time externship will NOT be eligible for a full-time externship. A student who has taken a full-time externship is NOT eligible for a part-time externship.

Students must work 56 hours in the placement for the one unit of credit. For example, if a student is approved for a 4-unit part-time externship, that student must work a total of 224 hours during the semester (approximately 16 hours or two days per week). Students must complete the hours at the placement between the first and last days of instruction.

## **IX. JOINT/CONCURRENT AND ARTICULATED DEGREE PROGRAMS**

### **A. Joint/Concurrent Degree Programs**

While undertaking law courses, the UCLA law student also undertakes courses in another UCLA graduate department, and the dual curriculum program has been approved by the two academic

departments involved and the UCLA Graduate Division. Here, the normal degree requirements separately applicable in each department are modified by allowing a specified amount of credit to apply to both degrees and thereby reduce the time normally required if courses were taken in sequence. Joint degree students still need to satisfy the Professional Responsibility and SAW requirements, and must take a minimum of 65 semester units in regularly scheduled law class sessions. (See Section II(G)). The duration of the modification in normal degree requirements is contingent upon continued enrollment in, and ultimate satisfactory completion of, both curricular segments of the particular joint/concurrent degree program. Neither degree will be awarded until both sets of modified but independent degree requirements are satisfactorily completed. If, prior to joint/concurrent degree program completion, the student decides to withdraw from either curricular segment of the particular program but to remain in the other segment of the program, then the normal requirements for that segment's degree must be satisfied before the degree will be awarded. Students enrolled in these programs are entitled to dual registration status.

### **B. Articulated Degree Programs**

While undertaking law courses, the UCLA law student is also enrolled in and taking courses in another UCLA graduate program toward a separate graduate degree. The student must complete the full unit and resident study requirements for each degree; no credit overlap is permitted. Degrees earned are awarded independently and may be awarded at different times, subject only to the student's satisfactory completion of the particular degree requirements. Students in articulated degree programs are not currently entitled to dual registration status and must therefore enroll as law students and make collateral arrangements for the course work completed in the other graduate department. Students who wish to pursue an articulated degree program must submit a petition, along with supporting documents, to the Graduate Division.

### **C. Admission**

Law students should attempt to gain admission to the other graduate department either just before, concurrent with, or soon after (during the first year of law study) gaining admission to the UCLA School of Law. Gaining admission to the other graduate department may occur, however, at anytime prior to the time at which the requirements for the law degree are satisfied. Sound educational policy dictates, however, that the law student should become committed to and involved in the particular joint/concurrent or articulated degree program as soon as possible.

### **D. General Profile and Unit Requirements—Joint/Concurrent Degree Programs**

#### **1. JURIS DOCTOR/MASTER OF ARTS DEGREE IN AFRO-AMERICAN STUDIES (M.A.)**

(School of Law and Afro-American Studies Center [Interdepartmental])

- a. A four year program
- b. Satisfactory completion of all requirements of the Juris Doctor degree (87 semester units of mandatory first year, Professional Responsibility and upper division elective courses).
- c. Satisfactory completion of all requirements of the Masters degree in Afro-American Studies, including required coursework, written thesis, and fulfillment of a foreign language requirement.

#### **2. JURIS DOCTOR/MASTER OF ARTS DEGREE IN AMERICAN INDIAN STUDIES (M.A.)**

(School of Law and American Indian Studies [Interdepartmental])

- a. Satisfactory completion of (i) at least eighty-seven (87) Law School semester units, (including the first year curriculum, specified Indian Law courses, and elective courses), and (ii) at least twenty-eight (28) non-law American Indian Studies quarter units (including certain required courses and a thesis) are required.

3. JURIS DOCTOR/MASTER OF ARTS DEGREE IN URBAN AND REGIONAL PLANNING (M.A.)  
(School of Law and School of Public Affairs/Department of Urban Planning)
  - a. A four-year program
  - b. Satisfactory completion of at least seventy-one (71) first year and elective Law School semester units and at least seventy-two (72) Urban and Regional Planning quarter units are required.\*
4. JURIS DOCTOR/MASTER OF BUSINESS ADMINISTRATION (M.B.A.)  
(School of Law and the Anderson School of Management)
  - a. A four-year program
  - b. Satisfactory completion of at least seventy-three (73) first year and elective Law School semester units and at least seventy-six (76) Management School quarter units are required.
5. JURIS DOCTOR/MASTER OF PUBLIC HEALTH (M.P.H.)  
(School of Law and School of Public Health)
  - a. A four-year program
  - b. Satisfactory completion of at least seventy-three (73) first year and elective Law School semester units and from fifty-four (54) to sixty-eight (68) Public Health quarter units depending upon that Public Health specialization and, including a field training requirement, are required.
6. JURIS DOCTOR/MASTER OF PUBLIC POLICY (M.P.P.)  
(School of Law and School of Public Affairs / Department of Public Policy)
  - a. A four-year program
  - b. Satisfactory completion of at least seventy-three (73) first year and elective Law School semester units and at least sixty-eight (68) Public Policy quarter units are required.
  - c. Satisfactory completion of a 400-hour field internship with an approved government agency, non-profit group, or other approved organization.
7. JURIS DOCTOR/MASTER OF SOCIAL WELFARE (M.S.W.)  
(School of Law and School of Public Affairs/Department of Social Welfare)
  - a. A four-year program
  - b. Satisfactory completion of at least seventy-five (75) first year and elective Law School semester units and at least sixty-six (66) Social Welfare quarter units are required.
8. JURIS DOCTOR/Ph.D. IN PHILOSOPHY  
(School of Law and Department of Philosophy)
  - a. Candidates for the joint program must complete all requirements for both degrees.

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\* Twelve (12) quarter units of this total must come from courses cross listed between the Law and Urban Planning Departments.

- b. A limited number of philosophy courses will be counted toward the J.D. requirement, and a limited number of law school courses will be counted toward the Ph.D. Refer to the School of Law website for additional information.

### **E. Other Rules**

1. Extern Programs and Residency Credit

Joint Degree students may enroll in a full-time externship; however, full-time externship units will not be counted toward the unit requirements of the J.D. degree. Joint degree students may earn a maximum of four units of part-time externship credit.

2. Outside courses

Joint degree students may enroll in courses outside the School of Law; however, such units will not be counted toward the unit requirements of the J.D. degree.

### **F. Dismissal Rules**

1. Students enrolled in a joint or concurrent degree program are subject to the School of Law rules governing scholastic standing. Thus:

- a. Failure to maintain a 2.0 in all first year courses attempted in the School of Law will result in dismissal as applied in Rule V.A of the Summary of Academic Standards.
- b. Failure to maintain a 2.2 average in all first year course work will result in probationary status as applied in Rule V.B of the Summary of Academic Standards. Joint or concurrent degree students who have been placed on probationary status must successfully complete probation before advancing to course work outside the School of Law.
- c. Failure to maintain a 2.699 average in all first year course work will subject the student to the special requirements set for in Section V.C herein.
- d. Failure to maintain a 2.3 average for the first 20 law units following the completion of the first year will result in dismissal, and failure to maintain a 2.3 average for the remaining law units undertaken will result in dismissal.
- e. Failure to maintain an average of 2.3 to 2.699 for the first 20 law units following the completion of the first year or the probationary period will result in the imposition of the following special requirements for the remaining semesters of law work: Such a student must attend class regularly; consult with the Assistant Dean for Students concerning course selection before making such selection; and undertake and satisfactorily complete support programs specified by the School of Law. A student who does not comply with these special requirements will be dismissed.

2. Students may also be dismissed from the program for failure to meet the academic scholarship requirements of the other school or department in which they have also matriculated for joint degree purposes.

### **G. Summer Session Study**

The weeks during which a student undertakes and satisfactorily completes approved summer session course work may count for joint degree units.

### **H. The Five Year Rule**

Each joint degree program involving a masters degree (but not the J.D./Ph.D.) must be completed by or before five years from the time the student initially attends classes in either graduate department involved in the particular joint degree program. Only departmentally approved leaves of absence or withdrawals may legitimately interrupt the normal academic progress toward the completion of joint degree requirements and such period of interruption shall be counted in the five year period.

## **X. OTHER CURRICULAR OPPORTUNITIES**

### **A. Individualized Plans to Concentrate Studies in a Special Area**

Students who wish to concentrate studies in a special area entailing more than two courses (six semester units) of study outside of the School of Law must make written application for permission to a Vice Dean. The application shall state:

1. The area of concentration, and the particular courses that the student will take outside of the School of Law in furtherance of the concentrated study; and
2. The student's reasons for wanting to undertake such a plan of concentration.
  - a. The application shall bear the written approval of a faculty member certifying the merit of the plan of study, and further certifying that the outside courses supplement each other and supplement other law study completed and contemplated by the student.
  - b. The limit on credit for outside courses under this program is 12 semester units of law (equal to 18 quarter units). That limit includes, and is specifically not in addition to, the present general rule on outside course credit set forth in Section II.G herein. The outside units must be taken during a regular session (No Summer School or Extension work) at UCLA.
  - c. Unit credit: No law unit credit will be given for outside courses unless completed with a grade of "B-" or better.
  - d. Students participating in this program cannot receive law unit credit for a full-time externship. The application will not be approved if a full-time externship has been taken previously for unit credit.
  - e. Approval of the application shall rest in the discretion of the Vice Dean. The Vice Dean is authorized to amend the working details of the program to carry out its purposes.

### **B. Foreign Legal Study**

1. Students interested in foreign legal study must first apply to the Assistant Dean for Students. To be eligible to study law abroad, a student must normally be a J.D. student in good standing, with a minimum GPA of 3.0, who will be in his/her third, fourth, or fifth semester of study at UCLA at the time of the proposed foreign legal study. Exchange students will have obtained at least one full year of credit at UCLA School of Law. The application for foreign study must be submitted no later than March 15 for foreign study in the following Fall Semester or October 15 for study in the following Spring Semester. The application consists of a letter in which the applicant must:
  - a. Specify an academically challenging and coherent course of study that focuses on a particular sub-field of comparative or international law. Examples of such a sub-field might be Japanese law, EU law, international business law, public international economic law, international environmental law, comparative feminist approaches to law, or international human rights law, among other possibilities.
  - b. Demonstrate that the student has a bona fide interest in the sub-field of foreign or international law to be studied. Such interest may be demonstrated by, *inter alia*, a record of prior work or study in the proposed field, a statement of interest and intent by the applicant in his/her application for admission to the UCLA School of Law, or successful completion of appropriate international or comparative law courses at the UCLA School of Law.
  - c. Set forth the courses that the applicant proposes to take and show that satisfactory completion of the proposed courses should entitle the student to at least 13 units of course credit at UCLA School of Law.
  - d. Specify the means by which the student's performance in each course will be evaluated by the foreign university and the UCLA School of Law.

- e. Demonstrate that, prior to engaging in the proposed foreign study, the applicant will have successfully completed most or all courses offered at the UCLA School of Law in the sub-field of foreign or international law to be studied.
  - f. Demonstrate that the applicant possesses the language skills necessary for successful completion of the proposed course of study.
  - g. Include (1) a strongly favorable letter of support from a UCLA School of Law ladder faculty member (Professor or Acting Professor), indicating that faculty member's approval of the student embarking on the proposed course of study and (2) a strongly favorable letter of reference addressed to the partner school from a second person (preferably a scholar) who knows the applicant's intellectual capacity.
2. Foreign study will normally be for no more than one semester, but may be for as long as two semesters under exceptional circumstances. The applicant is solely and completely responsible for applying to the foreign program, complying with and fulfilling all of the foreign university's requirements associated with the courses and program in which s/he is registered, and obtaining any appropriate visa and related documents.
  3. Except as provided in paragraph B(7), foreign study will be approved only at foreign law schools with which UCLA School of Law has an exchange agreement in effect during the period in which foreign study is to take place. Under no condition may more than four UCLA law students study at any one foreign school in any one semester, nor may more than twelve UCLA law students study at any one foreign law school in any three year period.
  4. During the semester in which foreign study is to take place, the UCLA law student must register at the UCLA School of Law for Law 596 (International Exchange Program). Thirteen (13) units of course credit will be awarded on a pass/unsatisfactory/no credit basis for successful completion of a one semester program. Upon completing the foreign course of study, the applicant is responsible for providing the Assistant Dean for Students and the Registrar with evidence of successful completion of the program and the means of evaluating the student's performance that was specified in the application.
  5. Applications that do not meet the criteria set forth in these rules, or that are rejected by the Assistant Dean for Students, may be submitted to the Standards Committee for its consideration.
  6. The following rules on tuition, fees, and expenses shall apply:
    - a. Students who engage in foreign study are responsible for paying all UCLA School of Law tuition fees for the semester in which foreign study occurs. Students will not be required to pay tuition or fees at foreign law schools with which the UCLA School of Law will have an exchange agreement in effect for the period in which the student will engage in foreign study.
    - b. A UCLA law student who has qualified for financial aid for the period in which s/he will study abroad may apply to the Law School Financial Aid Office to adjust his/her living expense budget to reflect actual costs for that semester. For this purpose, the applicant should provide the Financial Aid Office with reliable evidence of the following anticipated expenses: (1) air fare; (2) room and board; (3) books; and (4) personal expenses. Upon receipt, the Law School Financial Aid Office may increase the student's eligibility for federal and private loans appropriately; however, the School of Law's awarding policy does not permit an increase in need-based law grant awards.
    - c. All other costs associated with foreign study (including but not limited to travel, room, board, health insurance, and supplies) must be borne entirely by the applicant.
  7. If a student wishes to engage in foreign study at a law school with which the UCLA School of Law will not have an exchange agreement in effect for the period in which the student wishes to engage in foreign study, then the student must take a leave of absence from UCLA School of Law. In such cases, the student will receive transfer course credit for the foreign study only in exceptional circumstances, to the extent approved by the Standards Committee, provided that the

foreign law school is of the highest repute in the sub-field of study, the student's proposed subfield of study is unavailable at UCLA School of Law and all partner schools, and the student meets the terms and conditions set forth in Paragraphs (B)(1) and (2) above.

### **C. International Studies**

The Assistant Dean for Students shall grant one semester of law school transfer credit to any student who meets all the following criteria:

1. While maintaining a GPA equivalent to, or better than, a 2.2 average, the student has completed all requirements for earning a master's or doctoral degree from any one of the following institutions:
  - a. Fletcher School of Law and Diplomacy, Tufts University;
  - b. Nitze School of Advanced International Studies, Johns Hopkins University;
  - c. School of Foreign Service, Georgetown University; or
  - d. Woodrow Wilson School of International Studies, Princeton University.
2. Prior to enrolling at one of the above schools in connection with the transfer credit, the student must have:
  - a. Obtained, in writing and from a voting faculty member of the School of Law, approval of a plan to study at one of the above schools, which approval shall list the courses to be completed at the other school; and
  - b. Provided a copy of that approval to the Assistant Dean for Students by the end of the Spring semester preceding the academic year in which the student first enrolls at the other school.
3. After completing the course of study, the student must obtain, in writing and from a voting faculty member of the School of Law, approval of the course of study actually completed. Such approval shall be forthcoming so long as the student has in good faith attempted to complete the course of study initially approved
4. For all semesters of legal study completed prior to enrolling at one of the above schools, the student must have been in good academic standing at the School of Law. The student must have completed two semesters at the School of Law before beginning the course of study for which such transfer credit is sought.

## **XI. MATTERS GOVERNED BY ADMINISTRATIVE DECISION**

**A. Petitions to the Assistant Dean for Students.** Student petitions relating to administrative or non-academic matters (*e.g.*, request for postponement of examinations or extension of papers, requests to enroll in more than more than 16 units) shall be heard and determined by the Assistant Dean for Students. The Assistant Dean shall consult with the Chairperson of the Standards Committee in making decisions, when appropriate.

### **B. Petitions to the Standards Committee**

1. A student seeking a waiver of any rule set forth in the Summary of Academic Standards may petition the Faculty-Student Standards Committee by presenting a full written explanation to the Assistant Dean for Students of the waiver or relief sought and the facts and arguments supporting the request. The Assistant Dean will convene a meeting of the Standards Committee, at which the Committee will consider the petition and may also consider, as it deems appropriate, extrinsic information obtained through the Committee's or the Assistant Dean's own investigation.
2. The action of the Committee will then be circulated on a consent calendar by e-mail to the voting faculty. If the student has requested anonymity and the Committee believes that there are compelling reasons supporting the petitioner's request for anonymity, the student will not be identified. However, a faculty member who believes that s/he needs to know the student's identity

to decide whether to request that the matter be pulled from the consent calendar may obtain that information from the Assistant Dean.

3. If, within 72 hours of the consent calendar’s circulation, three members of the voting faculty ask that the matter be removed, the matter will be placed on the agenda of the next faculty meeting. Otherwise, the Committee’s decision will be deemed approved and the Assistant Dean will so notify the student.

### **C. Hardship Petitions to Visit Another Law School**

1. In cases of severe hardship, an upper division student may request permission to spend no more than two semesters studying at another ABA-accredited law school outside of Los Angeles and apply units earned at that school towards his or her UCLA law degree. The request will be evaluated by the Assistant Dean for Students, in consultation with the Chair of the Standards Committee and the Associate Dean responsible for Student Affairs. Factors that will weigh in favor of granting the petition may include: the fact that the hardship was not foreseeable when the student enrolled at UCLA School of Law; the unavailability of alternatives to studying away from UCLA; the existence of multiple hardships; the fact that the hardship relates to the health needs of the student or to an immediate family member who relies upon the student for care; the strength of the academic program of the school the student seeks to visit and /or any additional curricular benefits afforded the student by the visiting school. Petitions to visit at another law school for an additional semester at the city of an externship placement will be viewed with disfavor unless permission to visit would have been granted independent of the externship.
2. If permission to visit another school is granted, the student must enroll full-time, obtain approval of her class schedule from the Assistant Dean for Students, take all courses for a letter grade, and obtain a “C” or better in order to obtain unit credit. The units thus earned will be reflected as transfer credit, with the grades posted on the UCLA Law transcript, but not included in the student’s UCLA School of Law grade point average.

## **XII. ACCOMMODATIONS AND ACADEMIC ADJUSTMENTS FOR STUDENTS WITH DISABILITIES**

- A.** UCLA School of Law has a long history of supporting equal access to education for students with disabilities, in collaboration with the UCLA Office for Students with Disabilities (OSD). Students with disabilities who intend to request academic adjustments and/or exam accommodations during law school must register with and provide relevant documentation to OSD, which will then provide recommendations to the Assistant Dean for Students regarding reasonable and appropriate adjustments and accommodations.
- B.** The School of Law policy is to give appropriate consideration to disabled students in course assignments and examinations, with the objective that the examination results shall—to the extent feasible—reflect the performance of such disabled students on a basis comparable with all other students in the course. The choice of a procedure that will fulfill these objectives shall be within the discretion of the Disability Standards Committee, in consultation with the Office for Students with Disabilities.
- C.** Any of the following procedures, individually or in combination, may be adopted in individual cases by the Assistant Dean for Students after consultation, when appropriate, with the Disability Standards Committee and the individual faculty member:
  1. Extension of time for completion of an examination or take-home examination.
  2. Provision of a private exam room.
  3. Provision of a reader-writer (who shall not be a lawyer, law student or other person with legal training) during the examination.
  4. Taping or scanning of the examination questions.

5. A revision of an examination question or format that without such a revision, would present insuperable problems as a consequence of a student's disability.
- D. The Disability Standards Committee will have jurisdiction to consider requests for more extraordinary accommodations, including those for reduced course loads, a change in the curriculum, or a waiver of any rule in this Summary of Academic Standards. A student seeking such accommodations may contact either the Assistant Dean for Students or the Chair of the Disability Standards Committee.
  - E. To the extent that any of the procedures in paragraphs (C) or (D) render application of the anonymous grading system impossible in any particular instance, the application of the system shall be waived.
  - F. A copy of these rules shall be provided to every student who has self-identified as disabled during the law school application process prior to commencement of classes in the first semester of legal studies.
  - G. Any student who wishes to appeal an accommodation (or failure to accommodate) on the part of the School of Law may contact the Office for Students with Disabilities or the Office of the Vice Chancellor, Student Affairs—ADA & 504 Compliance.

### **XIII. STANDARDS OF STUDENT CONDUCT AND STUDENT DISCIPLINE**

- A. **Applicability of UCLA Student Conduct Code**—Students enrolled in the School of Law are subject to the provisions regarding student conduct and procedures governing student discipline contained in the separate publication entitled “UCLA Student Conduct Code.” Copies of this document are available in the Office of the Dean for Students, 1206 Murphy Hall, or [online](#).
- B. **Cheating, Plagiarism and Multiple Submissions**—Students caught cheating on examinations or papers, committing plagiarism or submitting work which is a “multiple submission” [*i.e.*, the resubmission of any work which has been previously or simultaneously submitted for credit in identical or similar form in one course to fulfill any of the requirements of another course without the prior consent of the current instructor(s)] are subject to University disciplinary proceedings outlined in the above mentioned publication. Documentation of any resulting proceedings and/or disciplinary action will remain contained in the student's admissions file for the period of time the file is retained. The occurrence of such disciplinary proceedings will be communicated to the Bar Examiners to whom the law school must certify candidates for bar admission.
- C. **Report of Disciplinary Proceedings**—The School of Law will report to the University for appropriate disciplinary proceedings any misrepresentation by a student of the student's academic record. Should disciplinary proceedings result in a finding that a student has made a willful misrepresentation that finding will be reported to the governing Bar Association or Committee of Bar Examiners of any state in which the student seeks admission to the Bar.
- D. **Rule Regarding Student Reporting of GPAs**—When students report their GPA's either verbally or in writing, the GPA may not be rounded up (*i.e.*, 3.766 may not be rounded up to 3.77 or 3.8 or 3.9). As an alternative, students may state the entire GPA or drop one or more of the three numerals behind the decimal (*i.e.*, 3.766 or 3.76 or 3.7).
- E. **Disclosure of Academic Ranking Information for Limited Purposes**
  1. **Information to be Made Available.** Information about students' academic ranking will be made available solely for the purpose of aiding students who are applying for judicial clerkships and academic positions.
    - a. **Numerical Rankings.** The top 10 ranked students in each class each year, Masin Scholars following 1L year, and graduates in the Order of the Coif, will be notified of these rankings on official and unofficial transcripts
    - b. **Percentile Rankings.** In addition to the students who are ranked numerically, as described in (1)(a) above, rising 3Ls students and alumni who are interested in applying

for clerkships or academic positions can obtain from the Records Office whether they fall within the following percentile rankings “Rankings”:

- a. Top 5%
  - b. Top 10%
  - c. Top 15%
  - d. Top 20%
  - e. Top 25%
- c. In order to be eligible to be ranked, as described in (1)(a) above, a student must have completed a total of 57 or more units. Twenty-four of the 57 units must have been completed at UCLA School of Law, 22 of which must be graded units, prior to their 3L or final year of law school.
2. **Disclosure to Students.** Students who have expressed an intent to apply for judicial clerkships or academic positions can obtain information about the Rankings, described in (1)(a) above, from the Records Office:
- a. By August of each year the Records Office will determine which students fall within the Rankings described in (1)(a) following the students’ 2L and 3L year.
  - b. By April of each year the Records Office will determine which students fall within the Rankings described in (1)(a) following the fall semester of the students’ 3L year.
3. **Disclosure by Students in Resume and Correspondence.** Students may list their Rankings only on their resumes and correspondence used for applications for clerkships and academic positions. No Ranking information, except for the top 10 ranked students, Masin Scholars and graduates in the Order of the Coif, will be on official and unofficial transcripts (see (1)(a) above).
4. **Faculty Access to Information.** Students can choose to share Ranking information with faculty who are recommending them for a judicial clerkship or academic position. Additionally, faculty who are recommending a student for judicial clerkships or academic positions can seek confirmation of that student’s Rankings from the Records Office if the student has consented to the disclosure by completing the Judicial Clerkship Waiver or otherwise.
5. **Other Uses Impermissible.** The Dean, Dean of Students, faculty, Office of Career Services, students, and alumni shall not disclose information about the Rankings for any professional purpose other than aiding a student in obtaining a judicial clerkship or academic position. A student who reveals this information for any other professional purpose is in violation of the UCLA School of Law policies and is subject to disciplinary action.

**F. Disclosure of Student Records**—The School of Law, in accordance with Federal, State and campus rules concerning the privacy of student records, will not disclose information concerning a student’s record to a prospective employer unless the student first makes such disclosure. However, the School of Law will respond to requests from prospective employers of students concerning a student’s academic record provided the prospective employer first discloses to the Records Office the information given by the student to the prospective employer. For the purposes of this policy, it is immaterial whether the information given by the student to the prospective employer was written, as on a resume, or oral, as during an interview. Similarly, it is immaterial whether the prospective employer’s request for information concerning a student’s academic record is made orally or in writing, as long as the request specifies what information was given by the student to the prospective employer.

Upon receipt of a request from a prospective employer which complies with this policy, the Records Office will make a reasonable effort to contact a student whose academic record is the subject of a request in order to determine whether the student disclosed the information included in the prospective employer’s request. A “reasonable effort” is a notice placed in the law school mail slot of a student currently attending classes on campus, an email message, a letter or phone call to a student currently

on a clerkship or externship, which gives the student one calendar week to contact the Records Office. Depending on a student's response, the Records Office will take one of the following steps:

1. If the student informs the Records Office that he/she has disclosed the information to the prospective employer, the Records Office may release to the prospective employer, either orally or in writing, that portion of the student's academic record which specifically pertains to the information requested.
2. If the student informs the Records Office that the student has not disclosed the information to the prospective employer, the Records Office may not release any portion of the student's academic record which pertains to that information. Instead, the Records Office shall inform the prospective employer, either orally or in writing, that the Record's Office cannot respond to the request because, according to the student, the student did not first disclose the information to the prospective employer.
3. If, after a reasonable effort to contact a student the Records Office has been unable to do so, the Records Office shall inform the prospective employer that it cannot respond to the request because it has been unable to contact the student.

The Records Office will assist student efforts to disclose accurate information to prospective employers by releasing to students, on request, non-confidential information contained in their own academic file. Information in a student's academic record which is subject to disclosure under this policy includes, but is not limited to, a student's: Score on a Law School Aptitude Test; cumulative law school GPA; grade in one or more specific courses; staff or editorial position with a law school-sponsored publication; academic standing and class rank (if any); and honors or awards given in connection with a law school course program.

## **G. Sexual Harassment**

1. Every member of the campus community should be aware that the University is strongly opposed to sexual harassment and that such behavior is prohibited both by law and by University policy. It is the intention of the University to take whatever action may be needed to prevent, correct, and, if necessary, discipline behavior which violates this policy.
2. Definition—Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:
  - a. Submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of instruction, employment or participation in other University activity OR
  - b. Submission to or rejection of such conduct by an individual is used as a basis for evaluation in making academic or personnel decisions affecting an individual OR
  - c. Such conduct has the purpose or effect of unreasonably interfering with an individual's performance or creating an intimidating, hostile, or offensive University environment.
3. In determining whether the alleged conduct constitutes sexual harassment, consideration will be given to the record of the conduct as a whole and to the totality of the circumstances, including the context in which the conduct occurred.
4. Complaint Resolution—Experience has demonstrated that many complaints of sexual harassment can be effectively resolved through informal intervention. Individuals who experience what they consider to be sexual harassment are advised to confront the alleged offender immediately and firmly.
5. Additionally, an individual who believes that she or he has been sexually harassed may contact the alleged offender's supervisor and/or a Sexual Harassment Information Center counselor for help and information regarding sexual harassment complaint resolution or grievance procedures at one of the locations listed below as determined by the complainant's status at the University at the time of the alleged incident:

- a. Office of Ombuds Services, 501 Westwood Plaza, Room 105, Strathmore Bldg. (in front of Parking Lot 8), 825-7627, <http://www.ombuds.ucla.edu/default.htm> (for faculty, staff, students).
- b. Arthur Ashe Student Health & Wellness Center, 221 Westwood Plaza, 825-7985
- c. Office of Residential Life, Residential Life Building, 825-3401 (for students)
- d. Dashew Center for International Students and Scholars, 106 Bradley Hall, 825-1681 (for international students)
- e. Counseling and Psychological Services, John Wooden Center West, 825-0768
- f. Campus Human Resources/Employee and Labor Relations Division, UCLA Wilshire Center, Suite 200, 794-0860, [www.chr.ucla.edu](http://www.chr.ucla.edu), (for campus staff employees and students when acting in the capacity of their staff appointments)

## **H. Other Forms of Harassment**

1. The University strives to create an environment which fosters the values of mutual respect and tolerance and is free from discrimination based on race, ethnicity, sex, religion, sexual orientation, disability, age, and other personal characteristics. Certainly harassment, in its many forms, works against those values and often corrodes a person's sense of worth and interferes with one's ability to participate in University programs or activities. While the University is committed to the free exchange of ideas and the full protection of free expression, the University also recognizes that words can be used in such a way that they no longer express an idea, but rather injure and intimidate, thus undermining the ability of individuals to participate in the University community (President Gardner, September 21, 1989). The UCLA Student Conduct Code (hereafter referred to as the Code) presently prohibits a variety of conduct by students which, in certain contexts, may be regarded as harassment or intimidation. For example, harassing expression which is accompanied by physical abuse, threats of violence, or conduct that threatens the health or safety of any person on University property or in connection with official University functions may subject an offending student to University discipline under the provisions of Section 102.08 of the Code. Similarly, harassing conduct, including stalking and “fighting words” may subject a student violator to University discipline under the provisions of Sections 102.10 and 102.11 of the Code.
2. Further, under specific circumstances described in University-wide Student Conduct Harassment Policy, students may be subject to University discipline for misconduct which may consist solely of expression. Copies of this Policy are available in any of the offices listed below:
  - a. Office of Ombuds Services, Strathmore Building, Room 105, 825-7627 (for faculty, staff, students)
  - b. The Bruin Resource Center, Student Activities Center, Suite B44, 825-3945 (for students)
  - c. Office of Residential Life, Residential Life Building, 825-3401 (for students)
  - d. Dashew Center for International Students and Scholars, 106 Bradley Hall, 825-1681 (for international students)
  - e. Counseling and Psychological Services, John Wooden Center West, facing the Intramural Field, 825-0768 (for students).
  - f. Lesbian Gay Bisexual Transgender Campus Resource Center, Student Activities Center, Suite B36, 206-3628.
3. Complaint Resolution - One of the necessary measures in our efforts to assure an atmosphere of civility and mutual respect is the establishment of procedures which provide effective informal and formal mechanisms for those who believe that they have been victims of any of the above misconduct.

4. Many incidents of harassment and intimidation can be effectively resolved through informal means. For example, an individual may wish to confront the alleged offender immediately and firmly. An individual who chooses not to confront the alleged offender and who wishes help, advice, or information is urged to contact any of the Harassment Information Centers listed immediately above.
5. In addition to providing support for those who believe they have been victims of harassment, Harassment Information Centers offer persons the opportunity to learn about the phenomena of harassment and intimidation, to understand the formal and informal mechanisms by which misunderstandings may be corrected and, when appropriate, student perpetrators may be disciplined, and to consider which of the available options are the most useful for the particular circumstances.
6. With regard to the University-wide Student Conduct Harassment Policy, complainants should be aware that not all conduct which is offensive may be regarded as a violation of this Policy and may, in fact, be protected expression. Thus, the application of formal institutional discipline to such protected expression may not be legally permissible. Nevertheless, the University is committed to reviewing any complaint of harassing or intimidating conduct by a student and intervening on behalf of the complainant to the extent possible.