



UNIVERSITY OF CALIFORNIA, LOS ANGELES
SCHOOL OF LAW

**MASTER OF LAWS (LL.M.)
SUMMARY OF ACADEMIC STANDARDS
AND RELATED PROCEDURES
FOR THE 2013-14 SCHOOL YEAR**

*Students are responsible for reading & knowing these rules and
should retain this copy as a reference.*

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I. GRADUATION REQUIREMENTS*

The candidate for the degree of Master of Laws (LL.M.) must have completed two semesters of law study, and have satisfactorily completed the following:

- A. Total Units**—A minimum total of 22 units of coursework;
- B. Minimum and Maximum Units**—A minimum course load requirement of eight (8) and a maximum course load of fourteen (14) units each semester;
- C. Additional Requirements for Foreign Attorneys**—Students who do not possess a prior degree from an American law school are required to participate in an introductory course, American Law in a Global Context (Law 570), beginning 1-2 weeks prior to the start of the academic year. Students will earn two (2) units for completing this course.

Waivers of any aspect of the LL.M. degree requirements must be approved by the Director of Graduate Studies.

II. ENROLLMENT POLICIES AND PROCEDURES

- A. 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."
- B. Procedure for Dropping a Course(s)**—Any LL.M. 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 8 units, which is the minimum number of units all LL.M. 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 submission of any required interim course work that comprises a portion of the final term grade. A clinical course may not be dropped after the first class meeting unless the student obtains instructor consent and, if necessary, finds another student to take his or her place in the class.
- C. First Year and Clinical Courses**—Courses in the first year curriculum (those in the "100" series) and clinical courses (those in the "700" series) may only be taken with instructor consent, and subject to space availability. If a student has secured admission to a course in the first year curriculum, he or she may not switch to a different section of the same course taught by another professor after classes have begun.
- D. Individual Research (Law 340/341) and Project (Law 345) Unit Rules**—An LL.M. student may enroll in and receive credit for up to a total of four (4) Law 340/341 independent research units, or for a total of two (2) Law 345 independent project units and two (2) Law 340/341 units. In Law 340 (for a semester) or Law 341 (for a full academic year), students undertake legal research under the

* 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.

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. As a practical matter, even very small overlaps end up being impermissible. If a student can demonstrate compliance with the ABA requirement and the instructors both consent, the overlap will be permitted. A petition must be completed and submitted to the Records Office.

F. Credit for Courses Taken Outside UCLA School of Law

1. COURSES AT UCLA – Candidates for the LL.M. degree are permitted to take, during regular law session only, one course in a UCLA department other than the School of Law for a maximum of three (3) semester units of Law School credit. (A four unit quarter course converts to 3 semester units). A course so taken must be supplementary to the student’s legal studies and the prior written approval of the Director of Graduate Studies must be obtained. Additional outside courses may be taken, but will not be counted toward the LL.M. degree.

The outside course must be graded on an "A, B, C, D," or "F" basis, and the grade of "B-" or better is required in order to receive units and credit toward the LL.M. 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 unit and residency credit that will be awarded the outside course as well as the effect the grade will have for all 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.

G. Courses Previously Taken at American Law Schools—An LL.M. student may not enroll for credit in a course previously taken for a prior J.D. or LL.M. degree earned at an American law school. Exceptions to this rule require permission of the Graduate Studies Committee.

III. POLICIES CONCERNING EXAMINATIONS

- A. Exam Requirement**—LL.M. students take the same exam given to the J.D. students in a class. They may only be given the option to write a paper in lieu of an exam if that option is available to the J.D. students as well.
- B. Exam Procedures and Guidelines for Conduct During Exams**—Each semester, the Records Office will post and circulate 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 examination number (a separate number is issued for midterms and finals) 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. Bluebooks, scantrons for multiple choice exams, and scratch paper are provided.
 3. COMPUTERS – Students who plan to use their laptop computer to take exams are required to install special examination 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 examination, 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 examination, 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 examination.
 4. EXTENDED TIME/DICTIONARIES – Students who have not, prior to their enrollment at UCLA School of Law, studied law in English for a period of more than one year, will be granted up to an additional 20 minutes per hour in which to complete their exams, as well as the use of a spelling and translation dictionary (electronic dictionaries are not permitted). Eligible students will be notified of their accommodations prior to the start of the exam period.
 5. 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 examination. All other belongings must be placed at the front of the room.
 6. 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 examination should consult with the instructor of the course.
 7. 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.
 8. 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.
 9. 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 School of Law Records Office.

10. **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 examinations or papers, will be subject to the University disciplinary proceedings outlined in the UCLA Student Conduct Code (<http://www.deanofstudents.ucla.edu/assets/documents/StudentCC.pdf>). 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.

C. 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 examinations, 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 examinations, 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 examinations or completing assignments and then expect to gain relief after the fact.

1. Make-up or postponed examinations 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 examination or normal date for assignment submission. As a general and basic rule, students will be allowed to take a make-up examination (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 examination or assignment submission date. If an examination 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 must be done as soon as possible after a particular exam date is announced.
2. The exact nature of any make-up examination to be administered is the sole province of the particular professor, who may also decide to grade the make-up examination on a Pass/Unsatisfactory/No Credit basis. An unexcused absence from a make-up examination 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. **Problems Arising During Examination** – If a serious disabling circumstance arises with respect to an examination, the student should report same to the Assistant Dean for Students DURING OR IMMEDIATELY AFTER THE EXAMINATION.

D. Incomplete Courses

1. **EXAMS / WRITTEN ASSIGNMENTS** – When the remedy granted is the postponement of an examination(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 and must be arranged by the student in consultation with the Assistant Dean for Students before the time scheduled for the completion of the examination(s) or written assignment(s). 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, for all purposes, 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, and only if, the instructor notifies her 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 examination. 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 lesser 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, for all purposes, to the grade of "F" and will be so recorded on the student transcript.

- E. Revocation of Right to Take Examination**—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 confidential examination 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 examinations 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 examination performance 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 examination 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 examination 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)

A+	=	4.3 (extraordinary performance)
A	=	4.0
A-	=	3.7
B+	=	3.3

B	=	3.0
B-	=	2.7
C+	=	2.3
C	=	2.0
C-	=	1.7
D+	=	1.3
D	=	1.0
F	=	0

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 14 or below, the median grade shall not exceed (but may be lower than) “B+”. For seminars and clinicals with enrollments of 14 or below, there are no grading constraints. LL.M. students are not exempt from the curve.

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 website. Students are not exempted from class participation requirements due to poor skills in the English language.

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. In addition, 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

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

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 and selected advanced courses.

PASS = P Pass grades shall be disregarded in calculating academic averages. Unit credit is awarded.

UNSATISFACTORY = U Unsatisfactory grades shall be assigned a grade of "D" for the purpose of calculating academic averages. Unit credit is awarded.

NO CREDIT = NC No Credit grades shall be assigned a grade of "F" for the purpose of calculating academic averages. No unit credit is awarded.

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 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 "A+" to "C-" 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 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 340/341 (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 for some reason is not available as of the deadline for election of the option, affected students should consult the Assistant Dean for Students who may, in her discretion, 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.

V. ACADEMIC DISMISSAL

- A. Dismissal**—An LL.M. student will be dismissed if at the end of two semesters of work the student fails to maintain a cumulative average of 2.1 in all courses undertaken and completed. No rounding up of an average below 2.1 is permitted. 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 2.1 is permitted.
- B. Readmission After Academic Dismissal**—A student dismissed for scholastic deficiency may be readmitted, or may be readmitted upon conditions, or 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. ATTENDANCE REQUIREMENT

- A.** An LL.M. student who fails to attend classes for two consecutive weeks or a total of ten instructional days during the semester, without the clearance of the instructors whose classes are missed, may be subject to dismissal from the program by the Director of Graduate Studies and the Assistant Dean for Students. A student so dismissed may appeal the decision to the Graduate Studies Committee.

VII. WITHDRAWAL

- A.** Appropriate university withdrawal forms must be completed before the beginning of the examination period by all withdrawing students in order to maintain good standing. 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.

VIII. CURRICULAR SPECIALIZATIONS

- A. International and Comparative Law**—For academic and course requirements, please visit <http://www.law.ucla.edu/home/index.asp?page=1994>.

- B. Entertainment, Media, and Intellectual Property Law**—For academic and course requirements, please visit <http://www.law.ucla.edu/home/index.asp?page=2092>.
- C. Business Law**—Students who wish to specialize in Business Law may choose from the following four tracks: Bankruptcy, Business Law, Securities Regulation, or Tax. For academic and course requirements, please visit <http://www.law.ucla.edu/home/index.asp?page=802>.
- D. Public Interest Law**— For admission information and academic and course requirements, please visit <http://www.law.ucla.edu/prospective-students/admission-information/llm-program/llm-degree-requirements-and-specializations/Pages/LL.M.-Specialization-in-Public-Interest-Law.aspx>.
- E. Law and Sexuality**— For admission information and academic and course requirements, please visit <http://www.law.ucla.edu/prospective-students/admission-information/llm-program/llm-degree-requirements-and-specializations/Pages/LL.M.-Specialization-in-Law-and-Sexuality.aspx>.
- F. Individualized Specializations**—With the approval of the Graduate Studies Committee, students may develop their own specializations. Students may not, however, create an individualized specialization that is substantially similar to an existing specialization. Students interested in this option should first contact the Director of Graduate Studies.
- G. Modifications to Specialization Requirements**—Under most circumstances, modifications to specialization course requirements are not permitted. However, if a student has previously taken a required specialization course at an American law school, he or she may substitute another appropriate course in its place, subject to approval of the faculty committee overseeing that specialization.

IX. CLINICAL PROGRAM POLICIES

- A. Two Clinical Limit**—Students may receive credit for a maximum of two clinical courses. Year-long 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: Student 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].

X. 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) 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.

XI. 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 or the individual faculty member:
 - a. Extension of time for completion of an examination or take-home examination.
 - b. Provision of a private exam room.
 - c. Provision of a reader-writer (who shall not be a lawyer, law student or other person with legal training) during the examination.
 - d. Taping or scanning of the examination questions.
 - e. 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.

XII. 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 at <http://www.deanofstudents.ucla.edu/assets/documents/StudentCC.pdf>.
- 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 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.

F. 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, www.saonet.ucla.edu/ombuds/ (for faculty, staff, students).
- b. Arthur Ashe Student Health and 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, (for campus staff employees and students when acting in the capacity of their staff appointments)

G. 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.