

**GOLDEN GATE UNIVERSITY
SCHOOL OF LAW**

**STUDENT
HANDBOOK**

2005–2006



SCHOOL OF LAW
OFFICE OF STUDENT SERVICES

August 2005

Dear Entering Law Student,

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

Although certain key provisions of this *Student Handbook* will be highlighted for you at Orientation, please take the time to read it thoroughly. **You are responsible for knowing the information contained in this handbook.** It contains the answers to most questions that students have about the policies and procedures here at the School of Law. The *Student Handbook* also contains important information on topics including Standards of Student Conduct, Academic Standards, Examination Procedures, and Financial Aid.

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

The policies, rules, and procedures in this *Student Handbook* are subject to change. In the event that we make any changes, you will be alerted to them via *Law School News* and *GGU Online*, and we will be putting the *Student Handbook* on the web for your convenience. Keep this *Student Handbook* in a handy place for the duration of your law school career. By having it easily accessible, you will not need to run from office to office seeking answers.

Once again, we are happy that you have joined us at Golden Gate. The Law Student Services Office is located in suite 3312. Please stop by if you have any questions or concerns or just to introduce yourself. Best of luck!

Very truly yours,

The Law Student Services Office

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SCHOOL OF LAW OFFICES

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

Law Career Services, the Law Library Study Annex, the Environmental Law and Justice Clinic (ELJC), the Women's Employment Rights Clinic (WERC), LLM in United States Legal Studies, and some additional faculty offices are located on the second floor of 62 First Street, above the bookstore.

A. MAILING ADDRESS

The mailing address for all offices and departments within the School of Law (including offices located at 62 First Street) is **Golden Gate University School of Law, 536 Mission Street, San Francisco, CA 94105-2968.**

B. PHONE NUMBER

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

C. FACILITY HOURS

- ⇒ **536 Mission Street:** Sunday through Friday – 7:30 am to 11 pm; Saturday – 7:30 am to 8:30 pm.
- ⇒ **62 First Street:** Monday through Friday – 7 am to 7 pm; Saturday and Sunday – Closed.
- ⇒ **Law Library:** Monday through Thursday – 7:30 am to 10:30 pm; Friday – 7:30 am to 9 pm; Saturday – 10 am to 7 pm; Sunday – 10 am to 10:30 pm.
- ⇒ **Law Library Computer Labs:** Monday through Thursday – 7:45 am to 10:15 pm; Friday – 7:45 am to 8:45 pm; Saturday – 10:15 am to 6:45 pm; Sunday – 10:15 am to 10:15 pm.
- ⇒ **Bookstore:** Monday – 8:30 am to 7 pm; Tuesday through Thursday – 8:30 am to 5:30 pm; Friday - 8:30 am to 2 pm.

D. SCHOOL OF LAW OFFICES

The following is a list of School of Law offices:

⇒ ADMISSIONS AND FINANCIAL AID OFFICE

442-6630 or *lawadmit@ggu.edu*

Hours: Monday through Thursday – 10 am to 2 pm and 3 pm to 6:30 pm; Friday – 10 am to 2 pm and 3 pm to 5:30 pm (Summer hours may vary.)

The Admissions and Financial Aid Office provides prospective students with information regarding the JD program as well as providing tours and additional assistance throughout the admissions process. The Admissions and Financial Aid Office also provides prospective and current students with information pertaining to financing their law school education, including providing details about scholarships, short-term emergency loans, work-study, and financial planning.

⇒ BAR EXAM SERVICES OFFICE

442-6641

Hours: Please call for office hours.

The Bar Exam Services Office provides guidance for law students and alumni to develop a study strategy to prepare for the bar exam. Bar Exam Services helps each person create an individualized strategy to fit his or her own strengths, learning styles, and study habits. Also, Bar Exam Services conducts workshops for students on the different testing formats, the expectations of bar graders, and the importance of physical endurance and confidence to pass the bar exam.

⇒ DEAN'S OFFICE

442-6600

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

The Dean's Office is responsible for overseeing the administration of the School of Law, including offices for the School of Law dean, academic dean, associate dean for budget and administration, marketing and events, and alumni relations. The front desk in the Dean's Office serves as the School of Law's switchboard and center for general information.

⇒ FACULTY CENTER

442-6640

Hours: Monday through Thursday – 9 am to 6:30 pm; Fridays – 9 am to 5:30 pm

The Faculty Center administrative assistants are able to answer questions regarding handouts, course materials, and faculty members' office hours.

Most faculty members will announce in class where and how they can be contacted. All faculty members have regular office hours. Students also may leave notes in faculty mailboxes, located within the Faculty Center, or with the faculty administrative assistants. Faculty Center staff will not give out a faculty member's home telephone number, unless instructed to do so by the faculty member.

⇒ **LAW ALUMNI SERVICES OFFICE**

442-6602 or *lawalumni@ggu.edu*

Hours: Please call for office hours.

The Law Alumni Services Office addresses the needs of students after graduation and provides opportunities for current students and alumni to interact throughout the Bay Area and beyond. Law Alumni Services provides students with opportunities to interact and network with alumni through programs such as moot court, fundraising receptions, and career services events, among others.

After graduation, School of Law alumni are encouraged to maintain a relationship with faculty, staff, and students and to help the School of Law develop procedures and programs by participating in the Golden Gate University Alumni Association, or as part of an expansive volunteer network. Alumni of the School of Law are entitled to a wide variety of benefits and services, including invitations to special events, continuing legal education programs, membership to the Law School Consortium Project, Law Library and career services access, and discount programs.

The Law Alumni Services Office offers California Bar Exam support by hosting bar refreshers during bar study, a hospitality suite at a Bay Area test site for the last day of the exam, and on-campus swearing-in ceremonies. The swearing-in ceremonies traditionally are presided over by Golden Gate University alumni members who are state or federal judges.

⇒ **LAW CAREER SERVICES OFFICE**

442-6625 or *lawcareer@ggu.edu*

Hours: Mondays, Tuesdays, and Fridays – 9 am to 5:30 pm; Wednesdays and Thursdays – 9 am to 6:30 pm

The Law Career Services Office assists students and alumni with their career development needs. More information on services provided by Law Career Services can be found in the "Law Career Services" section of this handbook.

⇒ **LAW LIBRARY**

442-6680

Hours: Monday through Thursday – 7:30 am to 10:30 pm; Friday – 7:30 am to 9 pm; Saturday – 10 am to 7 pm; Sunday – 10 am to 10:30 pm (Hours are extended during exam study periods and restricted on holidays, semester breaks, and in the summer.)

The Law Library is both a study place and a learning laboratory for law students. To make the many hours future attorneys spend in the law library as rewarding as possible, Golden Gate provides a library collection of more than 320,000 volumes in an attractive and modern facility. The Law Library also offers computer research services, computer labs, and an extensive microforms collection. Further information on library services can be found in the “Law Library” section of this handbook or by picking up a *Law Library User Guide*, available in the Law Library.

⇒ **LAW STUDENT SERVICES OFFICE**

442-6615 or *lawstudentservices@ggu.edu*

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

The Law Student Services Office provides guidance and information to students on a variety of issues and acts as liaison between students, faculty, and other administrators. The Law Student Services Office provides the following services:

a. Academic Advising and Counseling

The assistant dean for student services and the assistant director for student services are available for academic advising and to meet with students about personal issues that may affect their law school performance. Further information is provided in the “Counseling and Advising” section of this handbook.

b. Exams

The examination coordinator, along with other Law Student Services staff, handles the administration and rescheduling of exams. Details regarding examination rules, guidelines, and procedures may be found in the “Examination Procedures” section of this handbook.

c. Student Accommodations

Accommodations are available to students with appropriately documented disabilities. All university facilities are readily accessible to disabled students. More information can be found in the “Accommodations for Students with Disabilities” section in the “Administrative Rules and Procedures” portion of this handbook.

d. Health Insurance

Health and accident insurance is available from the university's Office of Student Services. Law Student Services also maintains information about the ABA/LSD sponsored law student health insurance.

e. Locker Assignments

Each law student is entitled to the use of an individual or shared on-campus locker at no charge. To request the use of a locker, students should submit a Locker Request/Renewal Form to the law student services program coordinator.

f. Athletics and Recreation

There are many health clubs within walking distance of Golden Gate University. The SBA offers subsidized memberships to 24 Hour Fitness; passes are available at the School of Law Dean's Suite (Suite 2300). The university's Student Services Office has information on Golden Gate University sports teams and clubs such as the Griffin Soccer Team and the Hiking Club.

g. Housing

Housing listings and information are available in the university's Student Affairs Office in room 417.

⇒ **LLM IN ENVIRONMENTAL LAW OFFICES**

369-5356

Hours: Please call for office hours.

⇒ **LLM IN INTELLECTUAL PROPERTY OFFICES**

442-6604

Hours: Please call for office hours.

⇒ **LLM & SJD IN INTERNATIONAL LEGAL STUDIES OFFICES**

442-6607

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

⇒ **LLM IN TAXATION LAW OFFICES**

442-6605

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

⇒ **LLM IN UNITED STATES LEGAL STUDIES OFFICES**

369-5356

Hours: Monday through Friday – 9 am to 5:00 pm

⇒ **LAW REGISTRAR’S OFFICE**

442-6620 or *lawreg@ggu.edu*

Hours: Monday through Friday – 10 am to 2 pm and 3 pm to 6:30 pm

The Law Registrar’s Office is responsible for maintaining all records pertaining to a School of Law student's academic history, typically beginning with registration. First-semester JD students are automatically registered in their first semester courses. Entering JD students are not allowed to choose their sections or instructors. JD students who start in the fall will also be automatically enrolled in their spring courses. JD students who start in the spring will be provided with instructions prior to registering for subsequent terms.

In addition to conducting registration, the Law Registrar’s Office produces course schedules for each term, maintains student files, creates student ID cards, processes loan deferments, records grades, prepares academic progress evaluations, awards degrees, orders and mails diplomas, certifies graduates to the bar examiners, and releases graded exams to students.

The Law Registrar’s Office also maintains the classroom schedule for the School of Law. Students interested in reserving a room for a meeting or event should visit or e-mail the Law Registrar’s Office as far in advance as possible.

⇒ **STUDENT ACCOUNTING SERVICES**

442-7839 or *sas@ggu.edu*

Hours: Monday through Thursday – 11 am to 6:30 pm; Fridays – 11 am to 5:30 pm

The university’s Student Accounting Services Office accepts payments for tuition and fees.

SCHOOL OF LAW ADMINISTRATION

The deans and faculty of the School of Law are responsible for formulating the programs of the school. With the help of the staff, they administer the various programs.

A. DEANS AND DIRECTORS

⇒ **School of Law Dean**

Dean **Frederic White** is responsible for the overall administration of the School of Law.

⇒ **Associate Dean for Academic Affairs**

Associate Dean for Academic Affairs **Markita Cooper** is responsible for scheduling classes and hiring adjunct faculty members. Dean Cooper also oversees the full-time faculty.

⇒ **Associate Dean for Budget and Administration**

Associate Dean for Budget and Administration **Greg Egertson** manages the business affairs of the School of Law and oversees the operation of the Dean's Office and the Faculty Center.

⇒ **Associate Dean for Graduate Law Programs**

Associate Dean for Graduate Law Programs **Jon Sylvester** oversees the administration of the LLM and SJD programs.

⇒ **Associate Dean for Student Services**

Associate Dean for Student Services **Sue Schechter** supervises the Law Student Services Office, the Law Registrar's Office and the Law Career Services Office. Dean Schechter also oversees the administration of exams, the disability services program, academic advising, and student compliance with academic and administrative rules.

⇒ **Associate Dean for Library Services**

Associate Dean for Library Services **Margaret Arnold** oversees the Law Library.

⇒ **Assistant Dean of Admissions and Financial Aid**

The Assistant Dean of Admissions and Financial Aid oversees the School of Law Admissions and Financial Aid Office.

⇒ **Assistant Dean of Bar Exam Services**

Assistant Dean of Bar Exam Services **Rodney Fong** coordinates services and programs to prepare students for the bar exam.

⇒ **Assistant Dean for Law Career Services**

Assistant Dean for Law Career Services **Susanne Aronowitz** oversees the Law Career Services Office.

⇒ **Law Alumni Relations Coordinator**

Law Alumni Relations Coordinator **Andrew Kaufteil** develops programs for School of Law alumni, including a swear-in ceremony, continuing legal education programs, the Law School Consortium Project, and reunions.

⇒ **Director of Marketing and Events**

Director of Marketing and Events **Lorri Ungaretti** produces the School of Law's marketing publications and organizes special School of Law events. Lorri also edits *Law School News*.

⇒ **Law Registrar**

School of Law Registrar **Steven Lind** oversees the Law Registrar's Office.

B. FACULTY

Photographs and short biographies of each faculty member, including their areas of interest, are included in the JD Catalog and on the School of Law website at www.ggu.edu/law.

C. FACULTY COMMITTEES

Each year, the dean and faculty form the following standing committees:

- ⇒ Academic Standards Committee
- ⇒ Admissions Committee
- ⇒ Appointments Committee
- ⇒ Curriculum Committee
- ⇒ Evaluation Committee
- ⇒ International Studies Committee

Other committees and special committees are appointed on an as-needed basis.

STUDENT COMMUNICATION

The School of Law has two official methods of communicating information to students: *Law School News* and *GGU Online*. Students are required to read these sources on a regular basis to keep up to date on important policies, deadlines, and time-sensitive information.

The *Student Handbook* is subject to change, as policies and procedures may change at any time during the year. Students will be notified of changes through posted notices on *GGU Online* and/or in *Law School News*.

A. GGU4YOU

GGU4YOU is the university's online service system and can be found on the website, www.ggu.edu. Accounts are created automatically prior to students' intended matriculation terms. The user names and passwords are sent to students' e-mail addresses on record at the time of account creation. If a student does not receive his or her GGU4YOU account information or has any other questions, he or she can e-mail lawhelp@ggu.edu for assistance.

Students may use the GGU4YOU system to update their addresses and contact information, view course schedules, register for courses, view exam numbers, view grades, view degree program evaluations, request transcripts, view financial aid information, and make credit card payments. Many of the forms used by the Law Registrar's Office and the Admissions and Financial Aid Office also are available on GGU4YOU.

GGU4YOU is available 24 hours a day, seven days a week, but access to registration and adding/dropping courses is subject to the dates indicated in the Academic Calendar. Although traditional in-person services are still available, students are strongly encouraged (but not required) to use GGU4YOU.

B. LAW SCHOOL NEWS

Official notices are printed in *Law School News*, a weekly newsletter published by the School of Law Dean's Office. Aside from providing important administrative information about policies, courses, examinations, deadlines, review sessions, etc., *Law School News* includes announcements of social events, on-campus speakers, career services, and other important news. **Students should read *Law School News* regularly; all notices in *Law School News* are considered to have been communicated to all students.**

Law School News is published every Monday (Tuesday when Monday is a holiday) while classes are in session. It is distributed throughout the School of Law campus in designated

areas (e.g., the third-floor hallway, outside the Faculty Center, and in the Law Library), and also is available in pdf format on GGU4YOU and *GGU Online*.

Faculty, staff, and student organizations may submit announcements for publication in *Law School News*. The editors may choose not to include articles, and articles may be edited for content. The deadline for submissions is 2 pm on the Wednesday prior to publication. Anyone wishing to submit an article should e-mail it to lawschoolnews@ggu.edu. For more information, call 442-6636.

C. GGU ONLINE

During law school orientation, all incoming and transfer students receive the necessary information to log in to their *GGU Online* accounts. All law students are required to maintain an active *GGU Online* e-mail account and to check their mailboxes regularly; **accounts expire after four months of inactivity**. Students with questions about logging in or maintaining their accounts should e-mail lawhelp@ggu.edu.

D. STUDENT MESSAGES AND ANNOUNCEMENTS

Classroom assignments, changes in classroom locations or times, class meeting cancellations, and other important notices, such as reading assignments for the first class meeting are posted on glass-enclosed bulletin boards on the third floor. Classroom changes also are posted on bulletin boards outside the Faculty Center on the second floor and outside the Law Registrar's Office. Students are advised to refer to these bulletin boards before classes begin and periodically throughout the semester. Also, a student message board is located in the Law Library near the circulation desk. The Law Registrar's Office page of the School of Law website also contains a message board where schedule changes, canceled classes, room changes, and other announcements are posted.

In addition, Law Student Services maintains "mailboxes" for each student in file folders located in the Student Bar Association (SBA) Lounge in room 2313. Faculty and staff place notices in student folders, so students should check them regularly. **Mailboxes are for the exclusive use of the Golden Gate School of Law community. No commercial solicitation is allowed.**

E. SCHOOL OF LAW FLYER POSTING POLICY

All GGU Law related postings and non-GGU Law related postings must be approved by Law Student Services. These notices can be posted no earlier than 30 days prior to an advertised event or activity and must be removed within one business day after the event. Sign stands also must be returned to Business Services/Facilities within 24 hours after the event.

Please see Law Student Services staff for flyer approval and to review the School of Law Posting Policy Guidelines.

Any materials that have not been approved by Law Student Services will be removed.

Please note: Approval for posting public announcements does not mean that the School of Law, or Law Student Services Office, endorses the opinions or activities stated or promoted in the advertisement.

EMERGENCY SERVICES

In case of medical or family emergencies, the following telephone numbers can be used to reach a student in class. Someone who is trying to reach a student should have a copy of the student's schedule, including room numbers, and must explain the circumstances of the emergency situation.

⇒ **During regular hours** (Monday through Friday, 9 am – 5:30 pm)

During regular hours, contact either the law student services program coordinator at 442-6615 or the Dean's Office receptionist at 442-6600.

⇒ **During evening hours** (and on weekends when the university is open)

During evening hours, contact the evening/weekend administrator via the switchboard operator by dialing "0" from a campus telephone or 442-7000 from an outside phone. The operator and the evening/weekend administrator cannot access a student's schedule and will not be able to reach a student without a room number.

⇒ **When the switchboard is closed**

When calls are being answered by an answering machine, contact a GGU staff member by calling 442-7093.

Students who have ongoing situations that require frequent communication with others outside the School of Law should make arrangements to send and receive messages by another system, such as a private voicemail number or *GGU Online* rather than relying on School of Law staff.

A student with a potential health emergency should inform the Law Student Services Office so that appropriate action can be taken in the event of an emergency.

SECURITY

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

A. ESCORT SERVICE

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

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

B. LOST AND FOUND ITEMS

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

C. NETWORK SECURITY

Students who use laptop computers are required to have up-to-date anti-virus software installed on their computers prior to connecting to Golden Gate University’s academic network (wired and wireless). Anyone using the network also should take proper precautions against malicious software (spyware, malware, etc), Trojan Horses, back doors, etc. Any student whose improperly protected laptop computer causes damage to the university resources as a result of connecting to the academic network will be held responsible for such damage.

COUNSELING AND ADVISING

A. PERSONAL COUNSELING

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

1. Courses

Whenever possible, a student with a problem in a particular course should discuss the problem with the instructor and, if appropriate, follow up with the director of the program (if applicable). If this is not possible, or if these discussions do not resolve the problem, the student should meet with the associate dean for student services, the assistant director for student services, or the student's LLM program director.

2. Financial Aid

Students with financial aid problems should first contact their financial aid counselor. If this does not resolve the problem, students should speak with the assistant dean of admissions and financial aid.

Questions or problems with student accounts should be directed to Student Accounting Services, located on the first floor of 536 Mission Street.

3. Personal Problems

Students with personal problems that are interfering or may interfere with their ability to attend classes, to study, or to take exams should contact the associate dean for student services or the assistant director for student services to discuss how to handle the problem and to obtain referrals for services outside the university. The Law Student Services Office does not engage in long-term counseling but does direct students to outside resources to help them resolve their concerns. The associate dean for student services and the assistant director for student services are available by appointment or on a drop-in basis. An appointment can be made by calling 442-6615 or by signing up on the sign-up sheets posted in room 3312.

In addition, the university has an entirely confidential counseling center, Counseling Services, located in the Student Affairs Suite, room 417C. Counseling Services provides short-term counseling, crisis intervention, couples therapy, and group therapy. Counseling Services is staffed by graduate students in psychology (from Golden Gate and neighboring graduate schools), who are supervised by a licensed marriage and family therapist. GGU students may take advantage of an intake session and three additional sessions at no charge. Any

subsequent sessions are \$10 each. Counseling Services may be contacted by calling 442-6578.

Graduate law students may seek guidance from their program director.

B. ACADEMIC ADVISING

Students are responsible for monitoring their progress towards completing their degree requirements to ensure they will meet all program requirements by their anticipated graduation dates. To help students monitor their progress, academic program evaluations are available on GGU4YOU by clicking the “Evaluate Degree Programs” link.

Upper-division students may select their own course schedules, as long as they conform to the required course guidelines and the residency requirements set out in the “Course Descriptions” and other sections of this handbook. After the first year, just under one-half of a full-time student’s remaining units need to be in required courses. Most students take some elective and some required courses each semester. Students should carefully read the following:

- ⇒ The Student Handbook
- ⇒ Current course descriptions (available on GGU4YOU)
- ⇒ *Law School News*
- ⇒ The Course Schedule for each term (available from the Law Registrar’s Office and on GGU4YOU)

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

General questions about courses and scheduling that are not otherwise addressed in this handbook or other publications should be directed to the law registrar, the associate dean for student services, the assistant director for student services, the faculty advisor for the various certificates of specialization, or the LLM or SJD program director. Detailed questions about a particular course should be directed to the instructor.

The associate dean for student services and the assistant director for student services are available for academic advising throughout the year on an as-needed basis. Students are strongly encouraged to set up an appointment with the associate dean or assistant director to discuss course selection and other academic advising issues.

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

STUDENT ORGANIZATIONS

One of Golden Gate University School of Law's great strengths is its active and enthusiastic student body. Student organizations at the School of Law serve the interests of a diverse student body and spend a significant amount of time and effort organizing activities to enrich the law school experience for all. Student groups publicize their activities in the events calendar in *Law School News*. Each organization has a mailbox in the SBA Lounge, located in room 2313.

Currently, the School of Law hosts the following student organizations:

⇒ **STUDENT BAR ASSOCIATION (SBA)**

SBA is the official voice of School of Law students. An umbrella organization funded by student fees, the SBA coordinates various programs, activities, and events to meet the educational, recreational, and interpersonal needs of the student body. All JD students are members of the SBA and pay a fee of \$20 per semester to fund SBA activities. In turn, the SBA disburses these funds to support other student groups and activities. Students elect SBA officers and representatives each spring. The representatives come from each class of the day and evening divisions. The officers of the SBA are the president, vice president, secretary, and treasurer. Together with the representatives, these officers constitute the board of directors. The SBA board of directors designates students to serve on those School of Law committees that have student representation. The president of the SBA serves on the School of Law's hearing panel and attends meetings of the Golden Gate University Board of Trustees.

⇒ **AMERICAN BAR ASSOCIATION LAW STUDENT DIVISION (ABA/LSD)**

ABA/LSD seeks to further academic excellence by encouraging law students to participate in the efforts of the organized bar in the formation and revision of standards of legal education. In the past, the School of Law's chapter sponsored a "Surviving Law School" program, introducing both day and evening division first-year students to the reality of law school, and organized an annual Homeless Luncheon.

⇒ **ASIAN PACIFIC AMERICAN LAW STUDENT ASSOCIATION (APALSA)**

APALSA is open to all law students enrolled at Golden Gate University and is dedicated to providing academic, professional, and social support to all of its members. APALSA also encourages and fosters greater minority enrollment at the School of Law and teaches awareness of issues involving Asian Pacific American individuals, minorities, and the surrounding community.

⇒ **ASSOCIATION FOR COMMUNICATION, SPORTS & ENTERTAINMENT LAW (ACSEL)**

ACSEL consists of students interested in the legal aspects of sports, entertainment, and communications. It sponsors speakers on entertainment law and sports law issues.

⇒ **ASSOCIATION OF TRIAL LAWYERS OF AMERICA (ATLA)**

The Golden Gate University School of Law student chapter of ATLA promotes interest in litigation and trial advocacy by hosting various programs, especially in the area of plaintiffs' tort litigation. Each year, the Golden Gate chapter members compete in the ATLA National Student Trial Advocacy Competition.

⇒ **BLACK LAW STUDENTS ASSOCIATION (BLSA)**

BLSA is a national organization dedicated to the recruitment, support (including academic support), and development of African-American law students. The BLSA chapter at Golden Gate promotes academic success and achievement by sponsoring a mentoring program and conducting review sessions and workshops for first-year students. BLSA promotes career development by participating in job fairs and the School of Law's annual Law Career Focus Day and by sponsoring presentations by practicing attorneys.

⇒ **THE EMPLOYMENT LAW ASSOCIATION (ELA)**

ELA members promote employment and labor law, uncover the hot issues in these areas, and build a network together.

⇒ **THE ENVIRONMENTAL LAW SOCIETY (ELS)**

ELS discusses current developments in environmental law and works to further the goals of protecting the environment as well as securing placements in the legal field. ELS also participates in the annual Earth Day cleanup and the annual beach cleanup, hosts speakers on environmental issues, and periodically cosponsors a symposium dealing with emerging issues in environmental law. ELS participates each spring in the Environmental Conference in Eugene, Oregon, which provides a setting for interested students to meet and share information about events, school programs, jobs, and new developments in the field of environmental law.

⇒ **THE FEDERALIST SOCIETY (FS)**

The Federalist Society is a nationwide organization of conservative and libertarian law students, lawyers, and members of the judiciary. The society is founded on the principles of individual liberty, limited government, and the rule of law.

⇒ **INTELLECTUAL PROPERTY LAW ASSOCIATION (IPLA)**

IPLA seeks to forge and maintain relationships among students, the School of Law and firms, corporations, businesses, and other organizations involved in all areas of intellectual property law to educate students about intellectual property law, aid students in obtaining IP-related employment, and promote the integrity of the School of Law's IP law program to the legal community. IPLA has surveyed local firms to determine their hiring preferences regarding recent graduates and summer associate positions, sponsored presentations by local attorneys regarding issues in IP law, and cosponsored activities with professional organizations such as California Lawyers for the Arts.

⇒ **INTERNATIONAL LAW SOCIETY (ILS)**

ILS brings together students of diverse backgrounds and interests with a common goal of promoting and fostering an increased understanding and appreciation of international law at all levels, whether public, private, comparative, theoretical, or practical. ILS is an active member of the International Law Student Association (ILSA), a worldwide umbrella student organization.

⇒ **JEWISH LAW STUDENTS ASSOCIATION (JLSA)**

JLSA plans social and culturally enriching events for Jewish students and faculty as well as events designed to educate the School of Law community about Jewish concerns.

⇒ **LATINO LAW STUDENTS ASSOCIATION (LALSA)**

A main objective of LALSA is to provide academic and moral support for first-year students. LALSA provides direction and advice to first-year students through its mentor/mentee program and scheduled general meetings.

LALSA also strives to facilitate bonds among students who are interested in Latino issues and serves as an information resource group for its members. Upper-division students can benefit from the host of career and scholarship/fellowship opportunities that are available for people of color. Additionally, LALSA brings Latino community issues back to the law student through e-mail postings and announcements at its general meetings.

⇒ **LAW STUDENTS FOR CHOICE (LSC)**

LSC is committed to educating, organizing, and supporting pro-choice law students to ensure that a new generation of lawyers will be prepared to successfully defend and expand reproductive rights.

⇒ **MIDDLE EASTERN LAW ORGANIZATION (MELO)**

MELO was founded to facilitate information sharing and collaboration among law students of Middle Eastern background. The group strives to build a strong alliance with other School of Law associations and to foster a greater understanding between Middle Eastern and non-Middle Eastern law students.

⇒ **NATIONAL LAWYERS GUILD (NLG)**

NLG is a progressive group of lawyers, law students, and legal workers that provides legal support for workers and for persons who are racially, sexually, or politically oppressed.

The Bay Area chapter strives to expose law students to a variety of public interest law practices and connect students with practitioners working in areas of particularly urgent need. The Bay Area chapter of the NLG recently organized projects on SSI reapplications, affirmative action, prisoner's rights, and immigrant rights.

⇒ **PHI ALPHA DELTA (PAD)**

Phi Alpha Delta aims to unite law students, teachers, judges, and attorneys in a fraternal fellowship designed to advance the ideals of liberty and equal justice; to stimulate excellence in scholarship; to inspire compassion and courage; to foster integrity and professional competence; to promote the welfare of its members; and the encourage members' moral, intellectual, and cultural advancement.

⇒ **PHI DELTA PHI (PDP)**

The purpose of Phi Delta Phi, which is open to all students, is to form a strong bond uniting law students and professors with members of the bench and bar in a fraternal fellowship designed to advance the ideals of justice and community service.

⇒ **PUBLIC INTEREST LAW FOUNDATION (PILF)**

PILF is dedicated to advancing public interest through law by encouraging and supporting members who give back to the community. PILF assists students in finding legal employment and involvement opportunities in public interest and in government. It also provides forums to hear from faculty and practicing attorneys about their public interest experiences and to discuss issues within public interest fields. PILF helps administer the Loan Repayment Assistance Program, which provides grants to help repay a portion of educational loans to School of Law graduates who work in low-paying public interest jobs. Each spring, PILF awards summer grants to current students working in public interest positions and holds an auction and raffle to raise money for these programs.

⇒ **QUEER LAW STUDENT ASSOCIATION (QLSA)**

QLSA is concerned with individual rights and legal issues affecting lesbian, gay, bisexual, and transgender people. Members are committed to playing an active part in legal and social reform. QLSA has spearheaded dialogue within the School of Law community on the issue of gays in the military by publishing information and bringing in speakers on the subject. QLSA also engages in networking by way of a mentor program with Bay Area attorneys through BALIF (Bay Area Lawyers for Individual Freedom).

⇒ **STUDENT ANIMAL LEGAL DEFENSE FUND (SALDF)**

SALDF provides a forum for education, advocacy, and scholarship aimed at protecting the lives and advancing the interests of animals through the legal system and raising the profile of the field of animal law.

⇒ **THE WOMEN'S LAW ASSOCIATION (WLA)**

WLA is dedicated to educating and fostering dialogue on issues that impact women's rights, especially in the legal field. It sponsors social and educational activities for the entire student body as well as events primarily of interest to women. In the past, WLA has provided a mentor program for first-year students.

LAW LIBRARY

The Law Library, located on the plaza level, is both a study place and a learning laboratory for law students. To make the many hours future attorneys spend in the law library as rewarding as possible, Golden Gate provides a library collection of more than 320,000 volumes in an attractive and modern facility. The Law Library also offers computer research services, two computer labs, and an extensive microforms collection.

A service-oriented and knowledgeable staff is available to further patrons' understanding of legal research methods and to answer specific questions. Several staff members and assistants work behind the scenes to carry out the many tasks necessary to keep the Law Library operating efficiently and ensuring that all materials are up to date. The main telephone number for the Law Library is 442-6680.

The Law Library is open Monday through Thursday from 7:30 am to 10:30 pm, Fridays from 7:30 am to 9 pm, Saturdays from 10 am to 7 pm, and Sundays from 10 am to 10:30 pm. The schedule is extended during exam study periods and restricted over holidays, semester breaks, and summer. All variations are posted.

For further information on library services, Law Library User Guides are available in the Law Library.

A. ACCESS POLICY

The Law Library is dedicated to serving the law students and faculty of Golden Gate University School of Law, while acknowledging the need of others to access our collection. Because of our location in the financial district of San Francisco, many local attorneys and others have historically sought access to our collection. Thus, in 1984, a limited access policy was instituted, which allows the Law Library to ensure that our law students and faculty receive the service and space they need, while accommodating a reasonable number of those on the "outside" through a fee-based membership program. These members include alumni, individuals, and corporate members. In addition, Golden Gate undergraduate and graduate students may use the facility if they need to use legal materials. Because the Law Library is a government depository, it is required by law to admit members of the public needing to use documents received through that program.

All library users need to use their membership or student ID card to enter the Law Library to maintain its service priority. In the case of students, the access card is a student ID card. The restricted access policy works to everyone's benefit, and we ask that users support it by using their access cards upon entry.

B. CIRCULATION DESK/COURSE RESERVE

442-6680

Library staff and student workers are available at the desk to check books in and out of the library, answer directional questions, sign out course reserve materials, and accept requests for inter-library loans. A message and general announcements bulletin board is located nearby.

C. INFORMATION AND RESEARCH ASSISTANCE

442-6692

The reference librarians who staff the reference desk daily can answer legal research and other informational questions. If the desk is not staffed, patrons should ask for assistance at the circulation desk. The reference collection is shelved next to the reference desk, and four terminals to access the online catalog are located near the desk. The computer terminals in the reference area also are available for searching CD-ROM databases and the Internet, or for practice with CALI (Computer-Assisted Legal Instruction).

Reference librarians are available Monday through Thursday from 7:30 am to 7 pm, Fridays from 9 am to 5 pm, Saturdays from 10 am to 6 pm, and Sundays from 1 pm to 5 pm.

D. OPEN RESERVE AREA

Hornbooks, Nutshell books, audiotapes, court rules, and other high-use items are housed in the Open Reserve Area, which is located next to the Reference Desk. Materials are placed on reserve to give as many students as possible access to items most in demand. Most materials are available for use in the Law Library. Twenty-four hour loans are available on selected labeled items.

E. EXAMS ON FILE

Essay exams and examples of best answers are located near the reference desk in the library. They also are available on our website, www.ggu.edu/lawlibrary.

F. MICROFORMS

A growing collection of microforms is housed on the lower level of the Law Library in room B-2. All materials are listed in the online catalog and marked "MICRO." A "Microform Finder," located near the cabinets, pinpoints the cabinet drawer where the title is stored. Patrons may use reader-printers to make copies.

G. DOCUMENTS

The Law Library is a depository for State of California and selected federal documents. In exchange for receiving these materials free of charge, the library provides access to members of the public seeking their use.

H. INTERLIBRARY LOANS/ACCESS TO OTHER LIBRARIES

Golden Gate law students and faculty needing items not available on campus may use Interlibrary Loan. For more information, ask at the circulation or reference desk. The Law Library has reciprocal access arrangements for Golden Gate law students with other Law Libraries in the Bay Area. For more information, contact a reference librarian.

I. ON-LINE CATALOG

Access to the library collections is provided by an online catalog. Computer terminals are located near the reference desk and on the basement level – one by the law reviews and one near the group study rooms. Circulation or reference desk staff can provide assistance with using the online catalog as needed.

J. COMPUTER LABS

About thirty-five networked personal computers and three Macs are available to Golden Gate law students for legal research and law school-related purposes. Programs available on these machines include word processing, a spreadsheet application, Computer-Assisted Legal Instruction (CALI), LEXIS and Westlaw, other legal online services, and access to the Internet. Printing is free. See the systems librarian or computer services coordinator with any questions about the labs' operations. As only currently registered law students may use the labs, students may be asked to show their photo IDs while using the labs. Also, plug-in and wireless access is available throughout the Law Library for students who wish to use laptops.

K. COMPUTER-ASSISTED LEGAL RESEARCH (CALR)

LEXIS and Westlaw access is available to students on the two public machines in the reference area, on all of the machines in the Law Library computer labs, and via the Internet on their own PCs. All law students are given unlimited access to both systems for educational purposes after completion of training, normally scheduled in the second semester of their first year.

L. COMPUTER-ASSISTED LEGAL INSTRUCTION (CALI)

CALI interactive exercises, ranging in subject matter from administrative law to wills and trusts, are available to law students for use in the computer lab. All law students are provided with access to CALI, beginning in their first year. If a student wishes to work through any CALI exercises at home, several CALI CD-ROMs are available behind the circulation desk for forty-eight-hour check-out. (All CALI CDs are Windows and Macintosh compatible.) Alternatively, some CALI exercises can be accessed at www.cali.org. Contact a reference librarian for further details.

M. RE-SHELVING

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

N. PHOTOCOPIES

Photocopy machines are located on both floors of the Law Library. Copies cost 10 cents. Cards can be purchased only through the card dispenser, which is located on the plaza level. The card dispenser accepts \$1, \$5, \$10, or \$20 bills.

O. CIRCULATION POLICY

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

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

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

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

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

P. GROUP STUDY ROOMS

Four group study rooms also are available on the basement level of the Law Library for law student use only. Keys to the rooms may be checked out at the Circulation Desk for two hours use at a time. Renewals are possible if no other students are waiting for a room.

Q. LAW LIBRARY STUDY ANNEX

The Law Library also maintains a Study Annex on the fifth floor of 62 First Street. The Annex space includes 100 seats for law student study purposes, ten computer workstations and two group study rooms. Wireless access is available throughout the Annex. The Annex is open weekdays, and student IDs are required to enter the building.

LAW CAREER SERVICES

Law Career Services (LCS), located on the second floor of 62 First Street, assists students and alumni with their career development needs. The office is open on Mondays, Tuesdays, and Fridays from 9 am to 5:30 pm, and on Wednesdays and Thursdays from 9 am to 6:30 pm, and may be reached at 442-6625.

LCS staff provides comprehensive career services to law students and graduates. Students have access to individual career counseling, a resume and cover letter review service, recruiting and employment opportunities, and a career resource library. Job listings are available through the LCSonline system at www.ggu.edu/law/career.

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

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

A. ELIGIBILITY FOR SERVICES

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

B. USE OF LAW CAREER SERVICES

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

C. SERVICES TO FIRST-YEAR STUDENTS

Golden Gate University School of Law is a member of NALP, the National Association

of Law Placement. NALP's rules provide that "Law schools should not offer career services to first-semester first-year law students prior to November 1 except in the case of part-time students who may be given assistance in seeking positions during the school term." While first-year students are not eligible for career planning services until November 1, they are encouraged to attend LCS programs and events that are designed to expose them to a variety of legal career options.

D. EMPLOYMENT LIMITATIONS

ABA Standard 304 prohibits students from working in excess of 20 hours per week while attending school on a full-time basis. **First-year full-time students may not work at all.**

E. LCS RESOURCE LIBRARY CIRCULATION POLICY

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

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

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

F. LCSONLINE AND RECRUITING PROGRAMS

LCSONline is the official system for all information regarding recruiting programs, job listings, deadlines, presentations and other LCS activities. All students will be assigned a username and password for access to the LCSONline system. Students will be required to maintain an updated profile, including current e-mail addresses. During the on-campus interview season, a student must maintain an updated profile with current contact information and check the LCSONline system at least once a day for updates to his or her interview schedule.

G. CANCELLATION POLICIES

1. Interview Cancellations

In the event that a student needs to cancel a job interview arranged through the School of Law's recruiting programs, the student must provide at least 48 hours' notice to LCS (and to the employer for interviews located at the employer's office.) A student who does not attend a scheduled interview, or cancels an interview within 48 hours, will be required to send a letter of apology to the employer and provide the assistant dean for law career services with a copy. The student will not be permitted to

participate in the on campus interview program until the assistant dean for law career services receives a copy of the apology letter. Cancellations, especially with short notice, reflect poorly on the student and on the School of Law.

2. Mock Interview Cancellations

A student who needs to cancel an interview arranged through the School of Law's mock interview program must provide at least 48 hours' notice to Law Career Services. If a student does not attend a scheduled interview, or if the student cancels an interview within 48 hours, he or she will be required to send a letter of apology to the interviewer and to provide the assistant dean for law career services with a copy. The student will not be permitted to participate in the mock interview program until the assistant dean for law career services receives a copy of the apology letter. Cancellations, especially with short notice, reflect poorly on the student and on the School of Law.

H. EMPLOYMENT OFFERS

Considering an employment offer is an important process. Students should contact the Law Career Services Office for advice and assistance. In addition, students must review and comply with the following principles:

1. Accepting an Offer

Students should consider the acceptance of an offer to be a binding obligation. Therefore, a student must immediately contact all other employers who are evaluating his or her candidacy and withdraw from consideration. The student also must contact the Law Career Services Office to report the job acceptance.

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

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

As a member of NALP, Golden Gate University School of Law expects its students, personnel, and employer community to adhere to NALP Principles and Standards for Law Placement and Recruitment Activities.

School of Law students must review and comply with the Principles and Standards stated at NALP's website, <http://www.nalp.org/content/index.php?pid=16>. The key components are summarized below.

a. Number of Offers during Fall Recruitment Season

To ensure fair and ethical recruiting, after September 15, a student may not hold open more than five (5) offers simultaneously. After October 1, a student should not hold open more than four (4) offers simultaneously. Offers of employment include those received as a result of previous summer employment. For each offer that would put a student over the offer limit, the student should, within one week of receipt of the excess offer, release an offer.

b. Timing of Offers and Decisions During Fall Recruitment Season.

NALP member schools and employers should comply with the timing standards set forth at Part V of NALP Principles and Standards. For quick reference, consult the Summary Chart at NALP's website, <http://www.nalp.org/content/index.php?pid=28>.

I. NON-DISCRIMINATION POLICY

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

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

The use of LCS services constitutes adherence of this policy.

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

Note: During the summer of 2003, Golden Gate University's Board of Trustees instructed the School of Law to allow the military to recruit on campus. Because of the apparent conflict between the military's practice of refusing to hire persons known to them to be gay or lesbian and the School of Law's non-discrimination policy, the School of Law has developed measures to ameliorate the military's presence on campus. For more information, contact the assistant dean for law career services.

SPECIAL PROGRAMS

A number of special programs are available at Golden Gate University School of Law.

A. LAW REVIEW

Each year, students publish the *Golden Gate University Law Review*, under the supervision of faculty advisers.

Students may join the Law Review staff by being chosen from a writing competition or by finishing their first year (second year if a part-time student) in the top ten percent of their class. The writing competition, held in the spring semester, is based on a student's Memorandum of Points and Authorities for Writing and Research (or Appellate Advocacy brief for second-year night students) or an independent writing assignment. Students interested in the writing competition should look for announcements in *Law School News*. Students selected through the writing competition must achieve a cumulative GPA of 2.5 by the end of that academic year in order to accept appointments to Law Review.

Students invited to join Law Review, whether by way of the writing competition or by "grading on," must maintain a cumulative GPA of 2.5 to retain their status as a member of the Golden Gate Law Review. If a member's cumulative GPA falls below 2.5, that member will no longer be allowed to participate.

Students taking first-year Law Review must register for a total of 3 units – 2 units in the fall semester and 1 unit in the spring semester. Students taking second-year Law Review also must register for a total of 3 units – 2 units in the fall semester and 1 unit in the spring semester. Students with questions about Law Review should contact the editor-in-chief at 442-6690.

B. ACADEMIC SUPPORT PROGRAM (ASP)

The Academic Support Program is designed to enhance student performance through workshops on legal study skills, individualized academic counseling, and practice exams. During the first year of law school, ASP provides students with workshops on study skills, including:

- ⇒ Case reading and briefing
- ⇒ Synthesizing legal rules
- ⇒ Course outlining
- ⇒ Time management
- ⇒ Exam preparation and performance

The School of Law also offers several mandatory and elective classes designed to maximize our students' academic success. For first year students, enrollment in Legal Analysis in the spring semester is determined by a student's academic performance during the fall semester. Students entering the mid-year program may enroll in Legal Reasoning during the fall semester following admission.

C. CLINICS AND EXTERNSHIPS

Golden Gate offers students opportunities to participate in the following clinics:

1. On-Site Clinics

- ⇒ The Innocence Project (will not be offered after Fall 2005)
- ⇒ Environmental Law & Justice Clinic
- ⇒ Women's Employment Rights Clinic

2. Field Placement Clinics

- ⇒ Civil Practice Clinic
- ⇒ Criminal Litigation Clinic
- ⇒ Environmental Law Clinic
- ⇒ Family Law Clinic
- ⇒ Government Counsel Clinic
- ⇒ Immigration Law Clinic
- ⇒ Judicial Externship Program
- ⇒ Landlord-Tenant Law Clinic
- ⇒ Public Interest Clinic
- ⇒ Real Estate Clinic
- ⇒ Tax-Aid Clinic

Students who have completed 29 units may enroll in a clinic course as long as they meet other relevant prerequisites. Judicial externships require completion of 40 units and **a GPA of at least 2.5**. (Students need a **2.75 GPA** for federal court or appellate court externships.) Students should contact the instructor for specific information and instructions.

Students may not take more than **13 units** in externship and other clinical program courses. Courses that count toward this unit limitation include **all externships and clinics**, the Street Law Program, and any courses taken in a Golden Gate University graduate program and counted toward fulfillment of the JD as part of a combined degree program.

Students who are interested in clinics and externships should review the JD Catalog, the "Course Descriptions" section of this handbook, and the Clinical Legal Education Program Student Handbook, all available from the Law Registrar's Office.

D. HONORS LAWYERING PROGRAM (HLP)

The Honors Lawyering Program was started in 1998 under the name Integrated Professional Apprenticeship Curriculum (IPAC). It is an intense academic and practice-focused program. In the Honors Lawyering Program, students attend a regular first-year curriculum, participate in an intensive skills-focused summer session where they learn substantive law in the context of a simulated law firm, and work at a full-time fall apprenticeship. In the spring, they are back full time in classes. During their last year, students choose from a more flexible schedule, but still participate in skills-focused courses and complete a second apprenticeship.

More information is available in the “Honors Lawyering Program” section of this handbook.

E. COMBINED DEGREE PROGRAMS

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

1. JD/MBA Degree

The JD/MBA degree is offered through Golden Gate University’s Ageno School of Business. Students may elect to participate in this program after the successful completion of their first year of law school. Students’ LSAT scores will be accepted to satisfy the GMAT and writing proficiency requirement in order to gain admission to the MBA program. Interested students should complete an application, available at the Law Registrar’s Office, and can change to this combined program after the receipt of the second semester law school grades. Students register for MBA courses through the university’s Registrar’s Office and pay the same tuition as other MBA students. Students in the JD/MBA program must complete all requirements for both degrees before being eligible to sit for a bar exam.

2. JD/PhD Degree

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

Students complete one year of law school and then attend one year at PGSP. During their third and fourth years, students attend both Golden Gate University School of

Law and PGSP concurrently. For students attending concurrently, the amount of tuition and fees charged by each school is equal to one-half of the cost to attend the more expensive school on a full-time basis for the academic year. For purposes of calculating this cost, Golden Gate University School of Law assumes 30 credit hours per academic year. Students in this program are not charged tuition or fees if they attend Golden Gate University School of Law during the summer session in San Francisco. However, should they elect to attend a summer abroad program, they will be charged the regular tuition and fees. Prior to completing their JD degrees, students should request the registrar at PGSP to send an official transcript to the Golden Gate University School of Law Registrar in order for 12 units of transfer credit to be recorded at Golden Gate. Students in the JD/PhD program need only complete the requirements for the JD degree before being eligible to sit for a bar exam.

F. CERTIFICATES OF SPECIALIZATION

The School of Law offers certificates in the following areas of specialization:

- ⇒ Business Law: Domestic Track
- ⇒ Business Law: International Law Track
- ⇒ Criminal Law
- ⇒ Environmental Law
- ⇒ Intellectual Property Law
- ⇒ International Law
- ⇒ Labor/Employment Law
- ⇒ Litigation
- ⇒ Public Interest Law
- ⇒ Real Estate Law
- ⇒ Taxation Law

A list of specific courses and requirements for each area of specialization is available at the Law Registrar's Office. Students who achieve a cumulative GPA of 3.0 or better in the graded certificate courses will be awarded a certificate with distinction.

Students must submit an application for a specialization certificate to the Law Registrar's Office during their last semester: by March 1 for May and July graduation candidates, and by December 1 for December graduation candidates.

Specialization certificates are mailed shortly after graduation and separately from a student's diploma. Any specialization certificates earned will be noted on a student's transcript.

HONORS LAWYERING PROGRAM

The Honors Lawyering Program (HLP) started in 1998 under the name Integrated Professional Apprenticeship Curriculum (IPAC). It is an intense academic and practice-focused program. In the Honors Lawyering Program, students attend a regular first-year curriculum, participate in an intensive skills-focused summer session where they learn substantive law in the context of a simulated law firm, and work at a full-time fall apprenticeship. In the spring, they return to full-time classes. During their last year, students choose from a more flexible schedule, but still participate in skills-focused courses and complete a second apprenticeship.

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

A. ADMISSION

1. Entering Students

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

2. First-Year Students

First-year students may apply for spring admission into HLP after their fall semester grades have been recorded. Details regarding the spring admission process are available each January in *Law School News* and on GGU Online. Spring admission to the program is primarily based on the applicant's School of Law admissions materials, as well as fall semester grades, recommendations from School of Law professors, and a personal essay. The number of spring admission applicants admitted to the program will depend on the number of students already in the program and the quality of the applications. All eligible students will be considered, regardless of whether they applied to HLP as part of the regular admission process.

3. Mid-year Admitted Students/Part-Time Students

Mid-year admitted students and part-time students are not eligible for enrollment in HLP due to the pre-set course schedule. Part-time students wishing to join the Program may apply to do so if they are willing to change to the day program, and their course schedule does not conflict with the HLP schedule.

4. Joint Degree Programs

Students enrolled in the JD/MBA program are eligible for HLP, and should consult with the associate dean for student services regarding their schedule. Students enrolled in the JD/PhD program are not eligible for HLP.

B. WITHDRAWAL

Students who decide to withdraw from the Honors Lawyering Program must meet with the HLP administrative director and inform the director **in writing** of their intention to withdraw from the program.

Students will not be able to register for courses outside the HLP curriculum or be considered by the Admissions and Financial Aid Office as a non-HLP student until all of the above steps have been completed.

C. REGISTRATION AND REQUIRED COURSES

In March, first-year HLP students will receive a hard copy registration form, which they will sign and submit to the HLP administrative director. The administrative director will assign them to course selections. Consequently, first-year HLP students will not be allowed to register online. HLP students are subject to the same rules as regular non-HLP JD students, including those regarding tuition, tuition credit, refunds, and withdrawals. In the past, the summer course offerings have included the following:

1. Summer I

HLP students take 13 units during the first summer session, consisting of the following courses:

- ⇒ Evidence (4 units)
- ⇒ Constitutional Law II (3 units)
- ⇒ Appellate Advocacy (2 units)
- ⇒ Lawyering Skills (2 units)
- ⇒ HLP Skills Lab (Law Firm) (2 units)

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

2. Summer II

All HLP students who have completed the first HLP summer and fall apprenticeship must complete a second apprenticeship and at least one additional HLP course, which is defined as a bar course that includes a lab component. Students may not enroll in the lab separately from the course. There is some flexibility as to when these requirements can be undertaken, and at least one HLP course will be offered each spring semester and summer session.

The summer session usually begins the day after Memorial Day and ends in early August. Classes generally are held Monday through Thursday from 9:30 am to 4:30 pm Friday and weekend classes also may be scheduled. Final class schedules will be published as soon as they are determined (approximately late March or early April). Students will generally have a three to four day weekend for the July 4th holiday. Two special events

occur during the summer session — a Welcome Reception held on the first Friday of the summer session, and a Partner Party held on a weekend in July. HLP students, faculty, and staff are encouraged to attend these events.

D. APPRENTICESHIPS

It is the HLP student's responsibility to identify and secure a suitable position for her or his apprenticeship. HLP staff members provide support to help students identify and secure such a position. In the event that an HLP student is unsuccessful in finding a placement before the beginning of the apprenticeship period, HLP staff will assist the student in securing an apprenticeship at a public interest organization or government agency. This position may or may not be paid.

1. First Apprenticeship

All HLP students must complete a full-time apprenticeship during the fall semester. Full-time is defined as a minimum of 30 hours per week for 15 weeks.

2. Second Apprenticeship

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

Students may earn clinic units for the second apprenticeship. HLP students are held to the same clinic and externship prerequisites as non-HLP JD students. In rare instances, students may find themselves volunteering extra hours at their apprenticeships to meet the 280 hour minimum. The ABA prohibits students from earning both income and unit credit for the same work.

3. Apprenticeship Procedures

First-year students meet with HLP and Law Career Services staff members in November as part of the Law Career Services Orientation sessions. HLP students also are required to attend an HLP orientation session in November, where they complete a Student Interest Form and learn other information about the Program. Students will then be assigned to one of the HLP staff counselors.

Students must submit a draft resume and sample cover letter to their counselor by the end of January. Students also should prepare a list of references and a writing sample, in preparation for apprenticeship applications. Students should consult the Law Career Services handouts, attend the LCS Resume/Cover Letter workshops, and use the LCS Resume/Cover Letter Review service when preparing these materials. Once students have

submitted a resume, they are encouraged to schedule an individual appointment with their assigned counselor.

HLP apprenticeships are available in private firms, government agencies, nonprofit organizations, companies, and judicial chambers. HLP staff members work with students to develop career search strategies.

Membership in HLP authorizes the HLP staff to view copies of grade reports and transcripts for HLP apprenticeship placement purposes. HLP staff can supply students with unofficial transcripts for use in applying for apprenticeships.

ALL placements must be approved by the HLP administrative director. When students secure a placement, they must complete and submit the HLP Apprenticeship Placement Form available from HLP staff members.

The HLP staff members are responsible for conducting outreach to potential employers. While much of that outreach will be in the Bay Area, outreach also will be conducted in other areas as requested by a student or the Program.

4. Funding Options

There are four main funding options for HLP apprenticeships:

a. Wage/Salary/Stipend

The employer pays the student directly. This arrangement is between the student and the employer, although HLP staff members are available to counsel students and/or talk with supervising attorneys about salary ranges. Currently, the range is about \$15-\$25/hour.

b. Federal Work-Study

Students must be enrolled in a minimum of three units during the semester/summer for which they seek work-study funding. For further information, refer to the “Financial Aid” section of this handbook.

c. Public Interest Work-Study (PIWS)

PIWS is available to students in the non-HLP JD program only during the summer, and to HLP students only during the summer or fall. Students must be enrolled in a minimum of three units during the semester/summer for which they seek PIWS funding. For more information, refer to the Financial Aid section of this handbook.

d. HLP Stipend

An HLP Stipend may be awarded once a student has secured a placement if the employer cannot pay. The Admissions and Financial Aid Office will verify that there is unmet financial need and that the student is not eligible for work-study. This is a

funding source 'of last resort.' Details and applications are available from the HLP administrative director starting in June.

Both work-study programs and the HLP Stipend program are subject to the amount of funding available each year. Students are encouraged to find paid placements, particularly for their second apprenticeship. However, a student may volunteer his or her work for an employer.

5. Fall Semester Enrollment

Students may enroll in up to 5 units of coursework, excluding clinic units, during the fall semester while they are working at a full-time apprenticeship. Students may not enroll in clinic units while they are working at a full-time apprenticeship. With the approval of the HLP academic director and the HLP administrative director, students may seek permission to enroll in up to six units, so long as they are not enrolled in more than two classroom courses. Students engaged in a full-time apprenticeship may never enroll in more than six units. Students must enroll at least 3 units during the fall to be considered part-time for financial aid purposes.

Students who identify a 2-unit class and require a third unit to meet the 3-unit minimum for financial aid may enroll in HLP Selected Legal Problems for 1 unit. The requirements for this course are as follows:

- a. The student needs three course credits to satisfy the financial aid requirements during their apprenticeship semester.
- b. One of the Honors faculty members will serve as the student's faculty mentor on the project.
- c. The written assignment(s) normally will be related to, or flow from, the student's apprenticeship. The assignment(s) must be at least 10 pages in length per credit.
- d. Based on the agreement between the faculty member and the student, the research and writing assignment(s) can be either in the traditional seminar paper format or based more on the clinical/experiential focus of the student's apprenticeship. The latter type can include analysis of a legal or social institution related to the student's apprenticeship; an experiential paper exploring the development of lawyering skills in the apprenticeship context; a paper involving the analysis of ethical considerations observed in, or related to, the apprenticeship; or a similar paper designed by the faculty mentor and the student.
- e. While the arrangement is made between the student and the Honors faculty member, the associate dean for student services must sign off on the arrangement before the student can register for the course.

6. Monitoring

Students must participate in at least one in-person check-in session with HLP staff during their apprenticeships. The date, time, and location of the sessions will be announced at the beginning of the fall semester.

HLP staff checks in with the supervising attorneys by telephone at least once during the semester. Site visits may be made by the HLP staff and will be made at the request of a student or employer.

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

E. FIRST-YEAR EVENTS

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

F. ACADEMIC STANDARDS

HLP students are required to maintain a minimum required course GPA of 2.5 to remain in the Program. If a student's GPA falls between 2.4 and 2.49, the student may petition the HLP Committee to remain in the program. The decision to allow or not allow the student to remain in the program is at the Committee's discretion and conditions may be placed on a student's continuation in the program. Any student who does not take a prerequisite for an HLP summer course prior to the summer session will not be eligible to continue in the Program.

Students who are disqualified after the spring semester will be allowed to remain in the summer HLP classes, but will not be allowed to do an HLP apprenticeship in the fall. The HLP administrative director will assist students with this transition. Disqualified students are strongly encouraged, though not required, to take a break or attend school part-time during the fall semester.

G. GRADING

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

HLP required courses that are graded on a credit/no credit basis are not counted toward the student's credit/no credit 9 unit limitation.

H. CERTIFICATE PROGRAMS

HLP students may earn any of the certificates of specialization offered at GGU. See the “Special Programs” section of this handbook. Students should contact the certificate advisor and the associate dean for student services for assistance in planning their academic schedules.

I. TRANSCRIPTS

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

J. FINANCIAL AID

HLP students are on a different financial aid schedule than other students and should work closely with their financial aid counselor to ensure that they are packaged correctly for each semester. The HLP staff and faculty will not disclose any official financial aid information.

HLP students pay the same tuition and are entitled to the same scholarship opportunities as non-HLP JD students.

HLP students who enter law school with a Merit Scholarship will continue to receive the scholarship for their participation in the first HLP summer. Continuing HLP Merit Scholarship recipients who choose to attend school part-time during two or three of their final semesters will be given the full dollar amount as specified in the scholarship renewal letter, regardless of when they take their units. For example, if a student takes 8 units in the summer, 8 units in the fall, and 12 units in the spring and he or she has a \$10,000 award, the student is still entitled to the full \$10,000. The student will work with his or her financial aid counselor to determine the appropriate allocation method — \$5,000/\$5,000 or \$2,500/\$2,500/\$5,000. Students should meet with the associate dean for student services for help in planning their schedule and should meet with their financial aid counselor to work out the scholarship allocation.

HLP recipients of special scholarships will receive those funds divided evenly between two semesters. Students should contact their financial aid counselor regarding the timing of the allocation.

K. GRADUATION

A graduation reception is held in late spring for HLP graduates and families. Graduates will receive a Certificate of Recognition from the School of Law dean. HLP students receive a notation in the School of Law Graduation Program indicating that they are graduates of the

Honors Lawyering Program.

ADMINISTRATIVE RULES & PROCEDURES

A. OFFICIAL TRANSCRIPTS FROM UNDERGRADUATE INSTITUTION

New JD students must ensure that official transcripts from their undergraduate degree granting institutions are on file with the Law Registrar's Office at the beginning of their first term. Students will be notified if a transcript has not been received. **Any JD student who does not have a transcript showing completion of a Bachelor's degree on file will not be permitted to register for a second term until the School of Law receives the transcript.** Unofficial transcripts from LSDAS/LSAT will not suffice.

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

B. STUDENT RECORDS

1. Student Rights Regarding Educational Records

The Law Registrar's Office maintains student educational records relating to School of Law students in compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), Public Law 93-380, as amended. Under this law, students have the following rights:

- a. **The right to inspect and review the student's education records within 45 days of the day the university receives a request for access.** Students should submit a written request to the registrar identifying the record(s) they wish to inspect. The registrar will make arrangements for access and notify students of the time and place where they may inspect their records. If they cannot come to the San Francisco Campus, the Registrar's Office will make copies available at the cost of 25¢ per page. Students are not permitted to inspect and review records that contain information on more than one student, the financial records of their parents, or certain confidential letters and statements of recommendation regarding admission.
- b. **The right to request the amendment of the student's education records that the student believes is inaccurate or misleading.** If a student believes a record is inaccurate or misleading, he or she should request that the university amend the record by writing to the registrar, clearly identifying the part of the record the student wants changed, and specifying why it is inaccurate or misleading. If the registrar decides not to amend the record as requested, the university will notify the student of the decision and will advise the student of his or her right to a hearing regarding the request for amendment. Additional information about the hearing procedures will be provided when the university notifies the student of their right to a hearing. If, after the hearing, the university decides not to amend the records, the student may insert a

statement in their record stating what they believe is inaccurate or misleading about the records.

- c. **The right to refuse to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent FERPA authorizes disclosure without consent.** One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is defined as a person employed by the university in an administrative, supervisory, academic, or support staff position; a person serving on the Board of Trustees; a person or company with whom the university has contracted (such as an attorney, auditor, or collection agent); or a student serving on a committee, such as a disciplinary or grievance committee, or assisting a school official in performing his or her tasks. A school official has legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Another exception is to comply with a judicial order or a subpoena by a law enforcement agency that contains an order not to disclose the request for information to the student. Requests to the registrar to disclose personally identifiable information must be made in writing.
- d. **The right to file a complaint with the US Department of Education concerning alleged failures by the university to comply with the requirements of FERPA.** The name and address of the office that administers FERPA is: Family Policy Compliance Office, US Department of Education, 400 Maryland Avenue S.W., Washington, DC 20202-4605.

2. Directory Information

FERPA permits schools to release what is classified as “directory information,” without written authorization, provided that the student (or former student) has not specifically requested the school to refrain from releasing such information. Any student who wishes to restrict the release of directory information must file a signed request with the Law Registrar's Office. GGU classifies the following as directory information:

- a. Name;
- b. Phone number;
- c. E-mail address;
- d. Dates of attendance;
- e. Enrollment status (e.g. full-time, part-time);
- f. Major field of study, anticipated degree;
- g. Awards;
- h. Honors (including Dean's List);
- i. Degree(s) earned and date(s) conferred.

“Directory Information” **never** includes:

- a. Social Security Number;
- b. GGU Student ID number;
- c. Gender;
- d. Race, ethnicity, or nationality;
- e. Grades or grade-point average (GPA);
- f. Class schedule.

3. Copies of Student Files

Student records are the property of the School of Law, and may not be photocopied except with the registrar's permission. If necessary and by a student's written request, the registrar will photocopy the documents from that student's file at the cost of 25¢ per page. Letters of recommendation and transcripts received from other schools will not be copied except when required under FERPA in circumstances when not providing copies would constitute denying access.

C. SELECTION OF COURSES AND REGISTRATION

For current information on course selection and registration procedures (including the course schedule for the upcoming semester) students should refer to the Course Schedule. The Course Schedule is available from the Law Registrar's Office or on GGU4YOU, around the middle of the prior semester. These materials contain current information about the Academic Calendar, tuition and fees, deadlines, and late fees.

Course descriptions and course scheduling guidelines can be found on GGU4YOU and in the "Course Descriptions" section of this handbook.

Students are encouraged to visit the School of Law course schedule index page on the website at www.ggu.edu/law/schedules or GGU4YOU for the most current information. A complete list of changes and corrections, since its last publication in hard copy, is available by clicking on the applicable term, and then on "Changes & Corrections" at the bottom of the term schedule index page.

D. ENROLLMENT STATUS CLASSIFICATIONS

The Law School classifies a student's enrollment status based on his or her academic level and the number of units in which he or she is enrolled in a given term. These enrollment status classifications are used for verification of enrollment and for financial aid eligibility.

Fall & Spring terms	Overload	Full-time	Half-time	Less than half time
JD Level	17 or more units	12-16 units	6-11 units	5 units or fewer
LLM Level	13 or more units	8-12 units	4-7 units	3 units or fewer

Summer term	Overload	Full-time	Half-time	Less than half time
JD Level	9 or more units	6-8 units	3-5 units	2 units or fewer
LLM Level	7 or more units	4-6 units	2-3 units	1 unit or fewer

E. PAYMENT OF TUITION, TUITION CREDITS, AND REFUNDS

1. General Policies

a. Obligation for Payment

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

b. Prior Balances

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

c. Time of Payment

In order to complete registration, School of Law students must either pay all tuition and fees within five business days of the start of the term (or at the time of registration if registering after the start of the term), or make other financial arrangements with Golden Gate University. The university accepts payment in cash, personal check, travelers' cheques, credit cards (MasterCard/Visa/American Express), and wire transfers. In addition, the university offers the payment plans listed below. Some payment plans will require verification of eligibility prior to registration.

d. Returned Checks

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

2. Financial Aid Recipients

Students who receive financial aid (i.e., scholarships or loans) and whose aid has been approved will have their tuition and fees deducted from their approved aid upon registration. To be eligible for financial aid, a student must have completed the following steps prior to registration:

- a. Submit a Free Application for Federal Student Aid (FAFSA);
- b. Submit an Institutional Financial Aid Application;
- c. Supply additional documents requested by the Admissions and Financial Aid Office;
- d. Sign and return award letter;
- e. Apply for federal and private loans.

A student who is not receiving financial aid, whose aid is insufficient to pay all charges, or who applied for aid too late to be approved prior to registration, must pay his or her balance in full or pay in accordance with one of the payment plans described below.

A student whose financial aid is denied or canceled for any reason will have their account balance due and payable immediately according to the “Time of Payment” policies (item c.) above.

Students who have a scholarship, such as a merit scholarship awarded by the graduate law programs or graduation units scholarship, that they want to have applied to the current term charges, must contact the Financial Aid Office to have the scholarship processed. Students should take any relevant scholarship documentation to the Financial Aid Office. If the award is not used completely in one term, this process must be repeated in each term in which any portion would be applied. If the Financial Aid Office has a copy of the scholarship letter on file, the student can e-mail lawfao@ggu.edu, notifying their counselor of their intent to use the scholarship that term.

3. Installment Payment Plan

The university offers an installment payment plan through Tuition Management Systems (a payment plan management provider) to students in good financial standing. Students may elect to have funds automatically debited from their checking accounts or credit cards. In order to participate in this plan, students must enroll with Tuition Management Systems (TMS) and pay TMS a \$50 non-refundable processing fee each term. Students may enroll with TMS via its website www.afford.com, by calling 1-800-722-4867, or by visiting the Office of Student Accounting Services. International students are not eligible for the installment payment plan in their first term at the university.

a. Installments

All applicable non-tuition charges must be paid directly to the university. The remaining tuition balance is due in two to five equal installments over the course of the term, depending upon the length of the term. Students may select the number of payments and when the first payment is due, within certain parameters. Installment payments are due to TMS on the first of each month. In all cases, the final payment is due on December 1 for the fall term, May 1 for the spring term, and August 1 for the summer term.

b. Payments

TMS mails statements to students enrolled in payment plans. Payments can be made by mailing a check to Tuition Management Systems, Payment Processing Center, P.O. Box 0169, Cincinnati, OH 45274-0169, via the TMS website www.afford.com, or by calling TMS at 1-800-722-4867. All checks and money orders must have students' account numbers written on them. TMS will assess a late payment fee of \$30 per occurrence to students who submit payments late. The university will assess delinquent accounts a 1.5% finance charge per month beginning 30 days after the final due date for the term.

4. Corporate Reimbursement Plan

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

a. Payments and Payment Due Dates

The payment due dates are: February 5 for the fall term, July 5 for the spring term, and October 5 for the summer term. TMS will mail an invoice 30 days following the end of the term, with payment due within 15 days. Payments can be made by mailing a check to Tuition Management Systems, Payment Processing Center, P.O. Box 0169, Cincinnati, OH 45274-0169, via the TMS website www.afford.com, or by calling TMS at 1-800-722-4867. All checks and money orders must have students' account numbers written on them.

b. Students' Responsibilities

The university is not responsible for billing students' employers. If, for any reason, a

student's employer fails to reimburse the student, that student remains responsible for payment of the full amount of the tuition and fees. TMS will assess a late payment fee of \$30 per occurrence to students who submit payments late. The university will assess delinquent accounts a 1.5% finance charge per month beginning 30 days after the due date for the term.

5. Corporate/Agency Direct Billing Plan

The university offers a corporate/agency direct billing plan through the Office of Student Accounting Services to students whose employers agree to pay their tuition and/or fees up front, without grade or course completion limitations. The university will bill students' employers directly for all authorized costs, and payments will be due 30 days after billing.

a. Eligibility

To be eligible for this plan, students must be in good financial standing with the university and submit a completed Corporate/Agency Direct Billing Form to the Office of Student Accounting Services. Forms must be submitted and approved prior to registration. Students whose employers/agencies authorize less than 100% payment of registration charges will be required to utilize one of the university's other payment plans for the portion of the total charges that are not covered.

b. Students' Responsibilities

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

Questions about Corporate/Agency Direct Billing should be directed to Student Accounting Services at 415-442-7839 or sas@ggu.edu.

6. Withdrawal Tuition Credit Policy

Registration constitutes a financial contract between a student and the university. Students are responsible for paying all registration charges by the due dates for the payment options they select, or their registration may be canceled. Failure to attend class meetings, participate in a course, or oral notification of intent to withdraw is not considered official withdrawal from a course. The following policies apply when a student wishes to officially withdraw from a course.

Withdrawal from a course (commonly known as "dropping a course" if done prior to the end of instruction for the course) is official once the School of Law registrar has been notified. Notification may be made electronically by dropping a course online via GGU4YOU or in writing by submitting a Schedule Change Request form. Written notifications may be delivered in person, by standard mail, by fax, or by electronic

mail. Electronic mail must originate from the student's e-mail address on record with the Law Registrar's Office. The date the written notice is received will be the official date of withdrawal. Oral notification of intent to withdraw is not sufficient.

Students should refer to the Academic Calendar to determine the last day to drop courses without tuition charge. Fees are not refundable except in the case of a course being canceled by the School of Law. Tuition credits remain in a student's account. Refunds are issued by Student Accounting Services upon written request from the student. If a student receives financial aid and withdraws from all courses, that aid is subject to the Return of Title IV Calculation, which may result in a balance due on the student's account.

In addition to financial policies regarding withdrawing from courses, academic policies also are applicable. See the "Course Withdrawal Policies" for more information.

a. Regular Courses

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

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

b. Intensive Courses

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

<u>Withdrawal Date</u>	<u>Credit Amount</u>
Official withdrawal prior to the first class meeting	100%
Official withdrawal after the first or second class meeting	100%
Official withdrawal after the third class meeting.....	None

c. Tuition Credits for First-Year JD Students

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

d. Financial Petitions

Students who are confronted with unexpected circumstance that require them to withdraw from some or all courses after the second week of the term may petition the School of Law to reverse a portion of their tuition charges. To do so, they must submit petitions in writing to the School of Law Financial Petitions Committee no later than 90 days after the last day of the term in which the course(s) were dropped.

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

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

e. Account Disputes

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

F. ENROLLMENT VERIFICATION

The Law Registrar's Office reports enrollment status information electronically for all students enrolled in School of Law courses to the National Student Clearinghouse. Consequently, most lenders will be notified of student enrollment status and will update their records accordingly. Students whose lenders do not participate in the clearinghouse, or those who need enrollment verifications for other purposes, such as rental agreements, may obtain them free of charge. Enrollment verification letters may be requested with the Verification/Certification Request form. Loan deferment forms will also be processed free of charge.

Students who are visiting away at another law school should ensure their enrollment statuses are reported correctly to their lenders. Students who enter into a financial aid consortium agreement will have their enrollment verified with the host institution and will be reported with the appropriate status. Students who do not enter into a financial aid consortium agreement can only be reported with a status of "approved leave of absence." Students' host schools may report the enrollment statuses of visiting students to the National Student Clearinghouse, but not all will do so. Consequently, some students may need to request that their host schools complete manual enrollment verifications for their lenders.

Students who are participating in a recognized exchange program (with an institution with which GGU has a formal exchange agreement) are eligible to be reported as if they are enrolled at GGU during the time they are enrolled in law courses at the host institution. However, the dates of enrollment reported will be the actual dates of enrollment at the host institution, even if those dates do not coincide with regular enrollment periods (academic terms) at GGU. In order to be reported as enrolled at GGU, the student must obtain documentation from the host institution (in English) verifying the student's enrollment and provide it to the Law Registrar's Office.

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

G. CHANGE OF JD ACADEMIC PROGRAMS

JD students are enrolled in one of the following academic programs: the full-time day program, the part-time evening (night) program, the part-time day program, the Honors Lawyering Program, or one of the combined degree programs. Generally, students who matriculate in August may request a change of program after the end of their first academic year. Students who matriculate in January may request a change of program at the end of their first semester. Normally, students may change programs only once during their law school careers.

Students who wish to request a change of enrollment or program should meet with the associate dean for student services. The associate dean may impose reasonable conditions on the change. Students who wish to change to, or from, the Honors Lawyering Program must also consult the HLP administrative director.

H. ENROLLMENT IN SUMMER SCHOOL

Optional summer school courses are offered primarily at night to permit students to work during the summer. With the exception of students in the Honors Lawyering Program, students are limited to a maximum of 8 units for each summer session. Students who enroll for summer school at another ABA law school (see the section below) are limited to 6 units.

I. ENROLLMENT IN COURSES AT OTHER ABA-APPROVED LAW SCHOOLS

1. Transfer of Units from Consortium Schools

Under a cooperative arrangement entered into by Golden Gate University, University of San Francisco, Santa Clara University, University of California at Berkeley (Boalt Hall), and University of California at Davis, Golden Gate University students who obtain advance approval for transfer of units may enroll in one course per semester at another consortium school. A maximum number of 6 units may be taken through the consortium. The following policies also apply:

- a. Students taking consortium courses pay tuition at their home schools. Golden Gate University students pay for consortium courses at Golden Gate University. Special registration forms are available from the Law Registrar's Office.
- b. Generally, host schools will accept cross-registration from consortium students shortly before the start of the term. Students should contact host schools to inquire about registration periods for visiting students and any other limitations or special requirements.

2. Transfer of Units from Non-Consortium Schools

A JD student may transfer a maximum of 6 units for courses taken at other non-consortium ABA-approved law schools into Golden Gate University. **These 6 units are in addition to the 6 units a student may take at another Bay Area law school through the consortium.** An LLM student may transfer a maximum of 6 units for courses taken at other ABA-approved law schools into Golden Gate University. The units include units a student may take at another Bay Area law school through the consortium. For information about specific courses from other law schools, students should contact the law school in which they are interested.

3. Procedures for Transferring Units

- a. Prior to registering for courses at another law school, a student must submit the appropriate form for their degree program to transfer units into Golden Gate University, along with a course description, to the associate dean for student services or LLM program director, as appropriate. A request to take a course at another law

school will be denied if:

1. The course is required for that student's degree program at Golden Gate University (except in rare cases), or;
 2. The course is an elective course offered at Golden Gate University that same semester, or;
 3. The course is not a law school course.
- b. All courses taken at other schools must be taken for a letter grade. Transferable courses will be recorded with grades of "CR" (Credit) at the School of Law. These grades are not included in students' School of Law GPA calculations.
- c. For courses to be transferable, students must receive a grade equivalent to a "C" or better, as determined by the law registrar. Transferable courses will be recorded with grades of "CR" (Credit), and the units will be counted toward the total number of units required for graduation. Non-transferable courses will **not** be recorded at the School of Law. Grades equivalent to a "C-" or lower are not transferable and the units will not count toward graduation.
- d. Students who receive grades equivalent to a "C-" or "D" may petition the associate dean for student services or their program director, as appropriate, to be allowed to receive credit for these courses.
- e. Students must ensure the host institution sends official transcripts of all courses taken for transfer credit directly to the Law Registrar's Office. The transcripts must include or be accompanied by the other law school's grading policy or system. Failure to provide an official transcript may delay graduation and/or certification for a bar exam.

4. Students Transferring to Golden Gate University

When a JD student from another law school is admitted to Golden Gate University School of Law as a transfer student, the associate dean for student services will determine the courses and number of units for which the transferring student will be given credit, up to a maximum of 29 units.

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

J. VISITING AWAY AT AN ABA LAW SCHOOL

In those rare instances where personal exigencies require a student to relocate during his or her law school career, the student should discuss with the associate dean for student services the possibility of visiting away at another law school as early as possible to allow for appropriate planning. The associate dean has the discretion to grant or deny all requests to visit away and to impose conditions. Students who visit away must follow all procedures described in the section above to transfer units from another ABA-approved law school.

Students who choose to visit away for non-emergency personal or professional reasons must make arrangements to complete all required courses at Golden Gate University. If a student's time away from Golden Gate University necessitates that they take required courses in other than their normal sequence or semester, a waiver must be obtained from the associate dean for student services.

In rare cases where a student is required to visit away due to circumstances beyond his or her control, and with insufficient time to complete all Golden Gate University required courses, the associate dean for student services may grant permission to take required courses while visiting away. Only students in good academic standing will be given such permission. Students still must complete all courses required for a JD degree. Required courses will not be waived simply because a student does not plan to take the California Bar Exam.

With approval, students may qualify for financial aid from Golden Gate University to help pay the costs of courses taken at another law school. This requires a Financial Aid Consortium Agreement approved by both institutions. Students should contact the Financial Aid Office well in advance to arrange such financial aid. The procedures that students must follow are summarized below:

1. Students must bring a copy of the appropriate transfer of units form signed by the associate dean for student services or LLM program director to the Admissions and Financial Aid Office, along with a copy of the acceptance letter from the law school the student plans to attend. The office will prepare a Financial Aid Consortium Agreement reflecting the courses for which the student has obtained advance permission. The number of units taken must be listed. A financial aid counselor then signs the agreement.
2. The agreement, fully executed by Golden Gate University, is forwarded to the Financial Aid Office of the host law school. The host school's Financial Aid Office must sign the agreement and return it to the Golden Gate University School of Law Admissions and Financial Aid Office.
3. A copy of the fully executed Financial Aid Consortium Agreement must be provided to the Law Registrar's Office. Upon receipt of the copy, students are coded as being enrolled full-time for enrollment verification and loan deferment purposes.

4. Financial aid checks initially will be disbursed to the Golden Gate University Admissions and Financial Aid Office. If a signed Financial Aid Consortium Agreement is in the student's file, the office will forward the checks to the host school for disbursement. Host schools may have additional procedures and requirements. Students who are visiting away should contact the host school's financial aid office to discuss their procedure for disbursing financial aid checks and the approximate timeline. **It is the student's responsibility to know and follow the procedures for both Golden Gate University School of Law and the visiting school when obtaining aid under a Financial Aid Consortium Agreement.**

K. POLICY ON CONTINUOUS STUDY

A student admitted to the School of Law is expected to pursue, without interruption, the complete course of study leading to the degree of Doctor of Jurisprudence. If a student, for good reason, is unable to complete a semester's work or is unable to return for the next regular semester, he or she must submit a request for a leave of absence to the associate dean for student services. Except in extraordinary circumstances, only one leave of absence is permitted during a student's career at Golden Gate University School of Law. JD students who fail to comply with these requirements may be administratively withdrawn from the School of Law.

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

L. LEAVES OF ABSENCE

The following rules apply to all leaves of absence for JD students. LLM students are not required to be continuously enrolled.

1. Students must complete a Request for Change of Enrollment Status available at the Law Student Services Office and submit it to the associate dean for student services for approval. (Completion of the form requires consulting with the Admissions and Financial Aid Office and Student Accounting Services.) Students must meet with the associate dean for student services to discuss the reasons for their leave and any conditions or limitations imposed by the associate dean. The student must file the request in a timely manner.
2. Students who wish to be considered for a leave of absence must be in good academic

standing and be making satisfactory academic progress.

3. A leave of absence will not be granted for a period longer than one academic year, except in extraordinary circumstances.
4. A student who receives permission to take a leave of absence in the middle of a term must complete the appropriate paperwork concerning the courses in which he or she is enrolled, in addition to completing the Request for Change of Enrollment Status Form. For each course, the student must do one of the following: (1) complete the course requirements and earn credit or a grade; (2) drop the course; or (3) request an incomplete grade. The associate dean for student services determines what options are available for which courses depending on the student's individual circumstances and the nature of each course and its place in the JD curriculum. Students must follow the procedures described in the sections below to drop the course or to request an incomplete grade.
5. Students who wish to return to the School of Law before the expiration of a leave of absence must comply with the appropriate notice deadlines listed in the subsection below.
6. In order to extend a leave of absence, a student must submit a written petition for an extension to the associate dean for student services **before** the expiration of the original leave. A leave of absence will be extended only in extraordinary circumstances, and in no case will a leave be extended for more than one additional academic year.
7. When a student returns from a leave of absence, he or she must submit the Notice of Intent to Return from Leave of Absence form to the associate dean for student services by the following deadlines:

<u>Term student intends to return from leave</u>	<u>Deadline to submit notification form</u>
Fall Semester	June 1
Spring Semester	October 1
Summer Session.....	March 1

Students who fail to provide timely written notice or to request an extension of a leave before the original leave expires may be denied permission to return to Golden Gate University and be administratively withdrawn.

8. When a student returns from a leave of absence, he or she must meet with the associate dean for student services prior to registration for schedule approval in order to set the student's schedule on track. The associate dean for student services also may require documentation to show that the conditions requiring the leave (medical or otherwise) have been resolved.

9. A student who takes a leave of absence and decides not to return to Golden Gate University must complete another Request for Change of Enrollment Status form to officially withdraw from the School of Law.

M. WITHDRAWAL

1. Students Who Voluntarily Withdraw

A student who decides not to return to Golden Gate University for any reason must:

- a. Acquire a Request for Change of Enrollment Status form;
- b. Conduct an exit interview with the School of Law Admissions and Financial Aid Office; and
- c. Submit the completed Request for Change of Enrollment Status form to the Law Registrar's Office.

2. JD Students Deemed to have Withdrawn

A JD student who does not obtain an approved leave of absence will be deemed to have withdrawn from the School of Law if he or she does any of the following:

- a. Withdraws from all courses during any semester;
- b. Fails to enroll in the next succeeding fall or spring semester; or
- c. Fails to return within the time specified in his or her leave of absence.

Students who are deemed to have withdrawn will be administratively withdrawn from the School of Law.

3. Effect of Withdrawal from the School of Law

A student who voluntarily withdraws or is deemed to have withdrawn from the School of Law may not enroll in law school courses without being readmitted under the normal application procedure. Students who withdraw are not guaranteed readmission. If a student who has withdrawn applies again later and is readmitted, no credit is given for coursework completed before the student was readmitted.

N. FULFILLING COURSE REQUIREMENTS

It is the policy of the School of Law that students shall complete all course requirements in a timely fashion. Except as provided below, each student enrolled in a course for which there is a final examination is required to take the examination at the time it is scheduled. If the course requirements include a paper, a series of papers, or reports, each student is required to submit the paper(s) or report(s) at the time(s) specified by the instructor.

1. Course Withdrawal Policies

Withdrawal from a course (commonly known as "dropping" if done prior to the end of instruction for the course) is official once the Law Registrar's Office has been notified. Notification may be made electronically by dropping a course online via GGU4YOU or in writing. Oral notification is insufficient. Written notifications may be delivered in person, by standard mail, by fax, or by electronic mail. Electronic mail must originate from students' e-mail addresses on record with the Law Registrar's Office. The date the written notice is received will be the official date of withdrawal. Students should refer to the School of Law's Withdrawal Tuition Credit Policy and the Academic Calendar to determine the effect of withdrawals on their accounts.

a. Permission to Withdraw

First-year JD students may withdraw from first-year courses only with the permission of the associate dean for student services. Upper division JD students may withdraw from upper division courses without permission for any reason until the end of instruction. Students wishing to withdraw from courses after the end of instruction must obtain the approval of the associate dean for student services or their LLM program director, depending on the academic programs.

b. End of Instruction

The "End of Instruction" is deemed to be the day of the last class meeting of the term for courses that meet for instruction. For courses that end prior to the last week of the term, the end of instruction is deemed to be the date of the last class meeting. For courses that do not meet for instruction (such as independent study courses), the end of instruction is the last day of instruction per the Academic Calendar.

c. Withdrawal Grades

Courses from which students withdraw after the end of instruction will be marked with a "W" for withdrawal and will appear on students' transcripts. Students cannot drop courses online via GGU4YOU after instruction ends for the term as indicated in the Academic Calendar. In order to withdraw from courses after the end of instruction, students must submit a Schedule Change Request form and obtain any necessary approvals.

Students may withdraw from an exam-graded course until the day before the exam, and from a non-exam-graded course until the last day of the examination period for the term. Courses from which students do not withdraw by these deadlines and which are not completed (or approved for an incomplete grade) will be marked with a "WF" for (Withdrew Failing) or "NC" (No Credit) if the course is not letter-graded. "WF" grades count as "F" grades in GPA calculations. "NC" grades do not affect the GPA calculations.

d. International Students

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

2. Adding Courses after Registration

Upper-division and LLM students may add courses up until the published last day to add courses without instructor's approval. After this date, upper-division and LLM students may add a course only with the written permission of the instructor.

3. Incomplete Course Attempts

Where unusual circumstances arise that prevent a student from fulfilling the requirements of a course in a timely fashion, the student may submit a Petition for Incomplete Course Attempt. To receive approval for an incomplete course, JD students must obtain the approval of the associate dean for student services, and LLM and SJD students must obtain the approval of their program director. The instructor's approval also is required for courses NOT graded by a final exam. First-year JD students generally are not granted approval for incomplete courses, but should consult with the associate dean for student services immediately if they feel the need to petition for an incomplete.

If a student's petition is denied, the student may consider dropping or withdrawing from the course. If a student's petition is successful, the student should not drop the course. Students enrolled in a classroom course (a course that meets for instruction, as opposed to a non-classroom course such as independent study or a clinic course) will be allowed to re-enroll in the course in a subsequent term and will take the exam or submit the research paper for the section in which they are re-enrolled. When the student attempts to complete the classroom course, the grade for the original attempt will be changed to a "W" for "Withdrawn" and, provided there is room, the student will be enrolled at no charge into the student's preferred course section to complete the course. When the instructor reports a final grade, it will be recorded for the term and section in which the course was completed.

Students attempting to complete a classroom course in which they have received an incomplete should not register for the course again. The following policies apply to incomplete course attempts:

- a. Approval for incomplete course attempts is granted only under compelling circumstances, which must be documented and attached to the petition if additional space is needed. JD students must obtain the written consent of the associate dean for student services. LLM students must obtain the written consent of their LLM program directors. For courses not graded by an examination, the instructor's consent is also required. The associate dean for student services or LLM program director may consult with the instructor of the course and will inform the student if a decision

is made to deny the petition.

- b. The petition for an incomplete must be made by the date of the last class meeting of the course for courses that have class meetings, or by the last day of instruction for the term for courses that do not have class meetings, such as independent study courses. Failure to request an incomplete by the appropriate date results in an automatic waiver of the right to request an incomplete.
- c. For classroom* courses, if the petition for an incomplete is approved, the student will be allowed to attend the class meetings for another section of the course within the next academic year at no additional charge on a space-available basis. The School of Law does not guarantee that every course will be offered every academic year, so attending the class meetings again may not be an option. If the course is offered in the next academic year, the student may not be allowed to attend the section of his/her choice if it is already full. A student who intends to complete an incomplete course attempt should not re-register for the course, but should submit a Notice of Intent to Complete Course form to the Law Registrar's Office.
- d. For classroom courses, when the Notice of Intent to Complete Course form is received by the Registrar's Office, the incomplete grade for the original attempt will be changed to a "W" for "Withdrawn," and the student will be added to the replacement course section he/she is attending. When the instructor reports a final grade, it will be recorded for the term the student completed the course. Students will be enrolled in their preferred course section (provided there is room) at no tuition charge. Consequently, units for courses students are completing under this policy will not be included in calculations determining eligibility for financial aid. Students who are enrolling only in courses they are attempting to complete and who are not enrolling in any new courses will be charged the fees for the term, but no tuition.
- e. If a petition for an incomplete course is denied, the student has the right to withdraw from the course up until the last business day before the exam or up until the last business day of the exam period if the course has no final exam. The withdrawal will be subject to normal tuition forfeiture policies.

4. Incomplete Course Attempt Completion Deadline

The following deadlines apply to incomplete course attempts:

- a. **Courses with Final Exams**

An incomplete course with a final examination must be completed within one academic year of the end of the course. For example, an incomplete course originally attempted in the fall term must be completed by the last day of the exam period of the following fall term.

- b. **Courses with Final Papers**

For an incomplete course requiring a paper or papers, the instructor may set an earlier deadline if the student does not want to attend another section of the course or if the course will not be offered in the next academic year. At the very latest, the work must be completed within one academic year of the end of the original course.

c. **Conversion to “W” Grade**

All incomplete courses must be completed by the deadlines set out above. If a student fails to complete an incomplete course by these deadlines, the incomplete automatically converts to a grade of “W” for “Withdrawn.” The deadline to complete an incomplete course may be extended if the student is unable to complete it because the School of Law does not offer the course or there is not space available in a course section prior to its expiration.

d. **Effect of Incomplete Course Attempts on Graduation**

If a student has an outstanding incomplete course attempt at the end of the term directly preceding the student’s intended graduation, the student must complete the course by the deadline indicated below or the student’s graduation will be postponed until the term in which the course is completed. If a student does not need the credit from the incomplete course to complete the student’s program requirements, the student may seek permission to withdraw from the course instead of completing it. The deadline for completing an incomplete course before the grade is automatically converted to “W” for “Withdrawn” is not altered by these deadlines.

<u>Term</u>	<u>Deadline for completing an incomplete course attempt in order to graduate</u>
Fall	January 31
Spring.....	June 30
Summer	September 15

5. **Permission to Submit Papers Late**

All papers, series of papers, or assignments must be completed and submitted at the time specified by the instructor (no later than the first day of the examination period in the semester in which the student is to receive credit). A student physically incapable of completing an assignment on time by reason of serious illness or other compelling cause beyond the student’s control must, **before the assignment is due**, contact the instructor and the associate dean for student services or LLM program director for approval of an extension or an incomplete grade.

6. **Failure to Withdraw, Petition for an Incomplete Grade, or Reschedule an Exam or Paper in Advance**

A student who does not sit for an exam or who fails to turn in a paper on time without first having officially dropped the course, petitioned for an incomplete, or rescheduled the exam or obtained permission to submit the paper late, may receive a “WF” (or “NC” for Credit/No Credit graded courses) on the exam or paper and for the course. For more

information, see the “Examination Procedures” section of this handbook.

O. EXAMINATION PROCEDURES

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

1. Standards of Conduct

Every student is required to act with honesty and integrity in regard to all academic matters in the School of Law. At a minimum, this means that a student shall not give, accept, or utilize any assistance in examinations or written work that has not been specifically authorized by the instructor for the particular course. **Students must not attempt to contact a professor or in any other way influence grading between the time an exam is given and the final grades are posted.** For more information, see the “Standards of Student Conduct” section of this handbook.

2. Failure to Take Exams

A student who fails to take an exam without contacting the associate dean for student services or their LLM program director in advance may receive a “WF” in that course. A student who decides not to take some or all exams and chooses to withdraw from the School of Law should contact the associate dean for student services or their LLM program director immediately. Completion of the appropriate paperwork in a timely manner will keep a “WF” grade from appearing on a student’s law school transcript. For more information regarding dropping courses, see the “Administrative Rules & Procedures” section of this handbook.

3. Exam Accommodations

Students with physical or learning disabilities who need accommodations for exams should contact the ADA coordinator in a timely manner at 442-7867. A student who has special exam accommodations (ADA, ExamSoft, language accommodations, rescheduled exam) should notify the exam coordinator by submitting the appropriate forms to the Law Registrar’s Office.

4. Completing Incomplete “Exam” Courses

Students who are completing an incomplete “exam” course do not pay for or register for the course again. Instead, they should submit a Notification of Intent to Complete Course Form to the Law Registrar’s Office by the “last day to add courses without instructor’s approval” per the Academic Calendar. For more information regarding incomplete courses, see the “Administrative Rules & Procedures” section in this handbook.

5. Examination Numbers

In order to provide anonymous grading of final examinations and papers, every student attending the School of Law is assigned **a different examination number each term.** One number is provided per term. Consequently, first-year students must remove their

exam numbers from their mid-term exams prior to reviewing them with their instructors to ensure their numbers remain confidential. **Faculty members do not have access to the list of student names and examination numbers at any time.** Exam numbers are not used in writing courses, seminars, and clinics; work is to be submitted to the instructor by name.

Exam numbers are available on GGU4YOU within 24 hours following a student's registration for a given term. Students should log in to GGU4YOU at the beginning of the term and print the web page displaying their exam number for use on their midterm, final and SLP exams. Students also will need their exam numbers to claim blue books and/or final papers after the end of the term.

Only exam numbers should be used as identification on exams. Names, social security numbers, or any other means of identification should not be written on exams or blue books, under any circumstances. Any student who attempts to identify themselves by means of personal information, notes in a blue book, or telephone calls to the instructor before grades are recorded will be considered in violation of the Standards of Conduct. For more information, see Section A, above.

6. ExamSoft Procedures

Students must register for the following pseudo course (LAW-EXAMSOFT § LS1) by completing the appropriate form and submitting it to the Law Registrar's Office. Upon registration in this pseudo course, students' accounts will be charged the \$35* ExamSoft fee for the academic year. The university's fee payment policies apply to this fee just as any other fee. Consequently, it can be paid with financial aid, but cannot be included in an installment payment plan budget. Students may register for ExamSoft up until the deadline listed below.

*Subject to change

Upon completing registration for the pseudo course, students will be registered with the School of Law to use ExamSoft for the entire academic year (i.e., for fall 2005, spring 2006, and summer 2006).

The Exam Coordinator will review the registrations once a week and send a confirmation e-mail with students' login and passwords. Students must use this information to log in to www.ExamSoft.com/ggulaw and download the software.

Students using ExamSoft must register, download, and install the ExamSoft software prior to arrival in the examination room. No installation assistance will be given on the day of an examination. Each student using ExamSoft is responsible for ensuring that ExamSoft functions properly on his or her computer.

If for any reason, ExamSoft or a student's computer malfunctions during an exam, the student will be required to finish the exam using bluebooks. No extra time will be given for computer and/or software related problems.

The ExamSoft exam may be administered in a different room from the room where students are handwriting their exams. Before each exam, students should view the exam room schedule posted in the hallway on the third floor.

Certain computers may not be compatible with ExamSoft. Please review the Minimum System Requirements at www.ExamSoft.com/ggulaw. In addition to these minimum requirements, a student's laptop **MUST** also have either a floppy disk drive or a (wired, wireless) network interface card that can connect to the Golden Gate University's network. All ExamSoft technical questions must be directed to ExamSoft Technical Support: 1-866-429-8889.

Student use of ExamSoft for law school exams is a privilege and not a right. The School of Law cannot guarantee that students will be able to use ExamSoft on any given exam. If ExamSoft experiences a catastrophic error that results in the loss of the exam file, the student must retake an exam for the course at the discretion of the instructor and/or the associate dean for student services.

Students must not delete the exam file from their laptops until grades have been posted.

7. Exam Dates and Rooms

The exam schedule is first published together with the Course Schedule for the next term. **Exam dates can change between the priority registration edition of the schedule and any subsequent edition.** The final edition of the exam schedule for each semester will be available for pick up from the Law Registrar's Office, Law Student Services Office and the Law Library at the end of the semester. Students should double-check their exam dates and times just before the exam period begins.

Generally, exams during the final exam period begin at 9 am, 2 pm, or 6:30 pm including Saturday and Sunday (as needed). Exams usually are three hours long, but may be shorter. If an exam is shorter than three hours, **it will still start at the same time and end earlier.**

Exam rooms will not be listed on the exam schedule. Room locations will be posted in the third and second floor hallways, and on *GGU Online*. Exams may not be in the same room where the class was held.

8. Exam Dates and Times for Accommodated and Rescheduled Exams

The School of Law reserves the right to set rescheduled exams at the same time as a regularly scheduled exam, or at any time during the exam period between 9 am and 6:30 pm, Mondays through Sundays. A makeup exam originally scheduled for the evening

(6:30-9:30 pm) may be rescheduled during the day.

An accommodated exam usually is scheduled on the **same day** as the regular exam, but may be begin at any time between 9 am and 3 pm. An accommodated exam may begin earlier or later than the normally scheduled exam depending on the nature of the accommodations and the availability of School of Law rooms and staff. Accommodated exams are **not** scheduled in the evening.

9. Exam Rescheduling

a. Rescheduling Exams in Advance

Students desiring an advance rescheduling of examinations must submit an Exam Rescheduling Form to the Law Registrar's Office by the stated deadline, and then only under the following circumstances:

- i. A student has two School of Law examinations that are scheduled to start within a 23-hour period (not including take home exams);
- ii. A student has three School of Law examinations on three consecutive days (not including take home exams);
- iii. A student's religious beliefs prohibit the taking of an examination at the scheduled time.

The examination coordinator will determine which exam to move in the case of situation 1 or 2, above. If more than one exam is rescheduled, the exams normally are kept in the same order.

Exams will **not** be rescheduled for vacations, airplane tickets, family events, business conflicts, or conferences. In addition, School of Law exams will not be rescheduled due to conflicts with exams at other law schools or other programs in the university.

b. Rescheduling Exams Due to Emergencies

A student who becomes ill, injured, or is otherwise unable to take an exam on the scheduled date must notify the examination coordinator in person or by phone at 369-5201 **before the start of the exam**. If an emergency arises before an evening or weekend exam, students must leave a detailed voicemail message.

A student with a rescheduled exam due to an emergency must meet with the examination coordinator to obtain a new exam date. All rescheduled exams must be completed by the end of the exam period, at a time determined by the examination coordinator.

A student whose exam is rescheduled due to an emergency must submit appropriate,

contemporaneous supporting documentation. If an exam is rescheduled due to a medical emergency, a doctor's note, indicating a doctor's visit on or near the original exam date, must be submitted. A student who fails to provide documentation or whose documentation proves unsatisfactory will be considered to have failed to take an exam without a proper excuse.

Failure to sit for an exam without advance notice to the associate dean for student services may result in a "WF" grade for the course.

If a student decides to take an exam despite feeling ill or indisposed, and earns a poor grade, no adjustments will be made to the grade. In addition, the student will not be allowed to re-take either the class or the exam. The student will either need to reschedule the exam before it begins or notify the proctor or the exam coordinator after becoming ill during an exam. A student who begins, but cannot complete an exam, will not be allowed to complete the exam at a later time nor will they be given a different exam in that course for that exam period. If there is a true emergency, a student may be allowed to take a late incomplete grade in the course by getting the approval of the associate dean for student services. Appropriate documentation is required whenever exams are rescheduled or late incomplete grades are granted.

A student who has a rescheduled exam will be required to sign a statement that he or she will not discuss the exam, **or the course itself**, with any other student in the course from the time the exam is first given to the end of the exam period. Once an exam has been rescheduled, the new exam date will not be changed except in extraordinary circumstances.

At the discretion of the instructor, a rescheduled examination may be graded on a Credit/No Credit basis in both required and non-required courses.

10. Procedures During Exams

a. Examination Sign-In

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

b. Seating, Food, and Excess Noise During Exams

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

Between arrival and the actual start of the exam, students are free to leave the exam room. Students are permitted to review notes and books outside the exam room. Before a “closed book” exam starts, students will be instructed to bring personal belongings, books, notes, *etc.* to the check-in room. The location will be posted in the third and second floor hallways. When the exam is “open book,” students can keep materials to refer to at their desks; however, backpacks, *etc.*, must be taken to the check-in room.

All cellular phones, pagers, and any other electronic devices must be stored in the check-in room. Students may eat snacks and may drink beverages before entering the exam room. Only un-carbonated, un-flavored bottled water is allowed in the exam room.

c. Commencement of Exams

Students will be given an “exam packet” containing exam questions, scratch paper, blue books, and a multiple choice answer sheet (when necessary). In general, exam instructions are printed on pink paper, multiple choice questions on green paper, short answer questions on purple paper, and essay questions on blue paper. This may be subject to change.

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

Students should write their exam numbers on the exam envelope label as soon as the exam begins. Exam number, course, instructor, and semester should be written on all blue books and multiple choice answer sheets, if applicable. A student should write his or her exam number on each page of the test question sheet. Under no circumstances should a student write his or her name on an exam or blue books. No extra time will be given at the end of the exam to write the exam number on any of the exam materials.

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

d. Questions During an Exam

If a question arises during an exam, a student should give the exam proctor a note with the exact question written down. The associate dean for student services and, if necessary, the instructor will be contacted. The response will either be communicated to the student with the question or, if the information affects all students, an announcement will be made.

e. Breaks During Exams

Students may take a brief break during the exam, but must turn over their exams before leaving the room.

f. Official Time Keeping for Exam Rooms

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

g. Late Arrivals to Exams

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

A student who arrives more than fifteen minutes after the start of an exam (as determined by the proctor) will not be seated for the exam. If this occurs, the student must contact the associate dean for student services to determine when, and if, the exam is to be rescheduled. The associate dean for student services may decide to reschedule the exam later the same day, move the exam to another day during the exam period, or may decide to not allow the student to take the exam.

A student taking a rescheduled exam, who contacted the associate dean for student services **before** the start of an exam, and provided adequate documentation of the circumstances causing his or her tardiness, will be given the full exam time to complete the exam.

A student taking a rescheduled exam, who arrives more than fifteen minutes after the start of a rescheduled exam without having contacted the associate dean for student services or without an appropriate reason for being late or are unable to supply documentation, must contact the associate dean of student services. The associate dean for student services may decide to reschedule the exam later the same day, move the exam to another day during the exam period, or may decide to not allow the student to take the exam.

A student who arrives on campus after the conclusion of an exam must meet with the associate dean for student services or the exam coordinator in person before leaving campus that day.

h. Conclusion of Exams

Students must write their exam number, course name, and instructor on all blue book covers **before** the end of the exam is announced. When the exam proctor calls “time,” students must stop writing or typing, close their blue books or shut down computer, and put all exam material (questions, scratch paper, blue books, and any other exam materials) back in the exam envelope.

When all students have placed their exam materials back into the envelopes, the proctor will approach each student and check the contents of his or her packet for the number of blue books (or disk) used and make sure all exam materials have been returned. The proctor will record this information and will initial the sign-out sheet. Students should review the information recorded by the proctor to ensure it is correct before signing the sign-out sheet. In a large class, this process can take up to 15 minutes. Please be patient during the sign-out process and remain seated; the proctors know the students are anxious to leave the exam room and will work as quickly as possible.

Students who complete the exam earlier than the ten minute warning may walk up to the proctor to check out. Students who complete the exam after the 10 minute warning must remain seated and wait for the proctor to check them out. Students who wish to discuss the exam with a classmate after leaving the room must do so quietly and away from the exam rooms. Before discussing an exam in the hallway, students must make sure that anyone with whom they are discussing the exam has completed the exam and is not on a break.

11. Post Exam

a. Discussion of Exams

Since exams are rescheduled for a variety of reasons, and may be administered throughout the exam period, **students must not discuss an exam with another student until they confirm that the other student already has taken the exam.**

A student who is taking a rescheduled exam is required to sign a statement providing that the student will not discuss the exam **or the course itself** with any other student in the course from the time the exam is first given to the end of the exam period.

b. Claiming Exam Blue Books, Take-Home Exams, and Final Papers

Blue books, take-home exams, and final papers may be picked up after the end of the term by submitting a Blue Book/Paper Claim form to the Law Registrar’s Office.

Blue books, papers, etc. for a term will not be available until all of the grades have been recorded for that term. They will be available for pick-up from the Law Registrar’s Office one week after the form is submitted. Students will be asked to present their School of Law photo ID card before the blue books or papers will be released. Incomplete or illegible request forms may take longer to process.

Blue books must be claimed in person by the student to whom they belong. They will not be mailed to students except under extraordinary circumstances and with the approval of the associate dean for student services. Blue books not claimed within one year of the completion of the term will be destroyed.

c. Past Essay Questions and Sample Essays on Reserve

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

P. NOTIFICATION OF GRADES

After all exams have been administered for a term, the Law Registrar's Office will begin recording grades in the student information system. Once grades are recorded, students may view them on GGU4YOU. Grades will **not** be released to students over the telephone. Grade reports will not be automatically mailed to students, but are available upon request by e-mailing *lawreg@ggu.edu*. Grade reports also may be held for students to pick up at the Law Registrar's Office. Reports will be mailed or be available for pick up one business day following receipt of the request.

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

Students will receive one of the following grades for each course in which they are enrolled: (1) a letter grade; (2) "CR" (Credit) or "NC" (No Credit); (3) "I" (Incomplete); or (4) "NR" (No Record). A "NR" indicates that the professor has turned in grades for that course but did not record a grade for the student. Students who receive a "NR" should contact the Law Registrar's Office immediately to help resolve the problem. Students with a "NR" should **not** contact their professor. Students must resolve the "NR" within 30 days or it will be changed to a "WF" (Withdrew Failing) or "NC" (No Credit) for Credit/No Credit graded courses.

Q. GRADE CHANGES

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

The determination of the grade assigned to each student will be made by the instructor for each course, and his or her determination is final. However, if the Academic Standards Committee determines that the exam on which the grade is based or its administration was unfair or improper, it may direct the registrar to change a grade.

R. DEAN'S LIST

The Dean's List is intended to recognize law students who perform at a superior level. Students are eligible to be named to the Dean's List for the fall or spring semester or the summer session.

To be named to the Dean's List, students must achieve a 3.0 or higher grade point average for the term, based on completion of at least 10 units (8 of them letter graded) for students enrolled full-time or on completion of at least 8 units (6 of them letter graded) for students enrolled part-time. Students must also have no Incomplete, "NC," or "NR" grades for the term. Only law school units are included in the Dean's List determination for JD/MBA students. A notation will appear on the official transcripts of students named to the Dean's List.

Students who have requested non-disclosure of directory information (see the FERPA section of this handbook) will not appear on the published Dean's List, but a notation will be made on their transcript.

S. WITKIN & CALI AWARDS

The Witkin Award may be given in any letter-graded JD course with an enrollment of ten or more students. Nominations for this award are to be given at the discretion of the instructor and are based on either the highest letter grade in the course or other factors that the instructor feels warrants special recognition, such as extraordinary class participation or special contribution made to the class by a student, etc.

The CALI (The Center for Computer-Assisted Legal Instruction) Award may be given, at the discretion of the instructor, to one student in each JD course. This generally, but not always, is given to the student with the second highest grade in the class.

Students who are nominated for either a Witkin or CALI award will receive a certificate in the mail within three to four months. In addition, a notation will appear on that student's transcript. After the end of the term, award winners will be posted in *Law School News* and on notices outside of the Law Registrar's Office.

Students who have requested non-disclosure of directory information (see the FERPA section of this handbook) will not receive a certificate, nor will their names be posted on any award lists. A notation will, however, be made on their transcripts.

T. JD CLASS RANK

In order to provide a ranking that closely approximates the graduating class rank, students are ranked by their GPA according to the total number of units (for both required and elective courses) they have completed toward their JD degrees. For purposes of ranking after the spring semester, those who have completed 48 or fewer units are considered second-year students, and those who have completed 49 or more units are third-year students. For purposes of ranking at the end of the fall semester, those who have completed 40 or fewer units are considered first-year students, those who have completed 41 or more units (and are not members of the next spring's graduating class) are considered second-year students, and all expected members of the next spring's graduating class are ranked as third-year students. Graduating third-year students should continue to use their final fall semester rank until their graduating class rank is provided. Since the graduating class rank includes the students who graduate after the summer session, the ranking usually is not determined until late September.

Students are not officially ranked until after the completion of their second semester. To be ranked, students must have completed a cumulative minimum of 16 units and at least one course during the semester on which the ranking is based. Students who withdraw from the semester or take a leave of absence before the semester's examination period are not ranked.

The registrar sends continuing students notice of their class rank to their e-mail addresses of record at the time the rank is prepared. Class rank will not be released to students in person or over the telephone, but can be obtained by sending an e-mail message to lawreg@ggu.edu. Class rank is calculated once at the end of each semester. Class rank is not recalculated based on students not returning to Golden Gate.

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

U. RETAKING COURSES

Generally, students are not permitted to retake courses unless they receive an "F" in a required course, in which case they are placed on academic probation and are required to repeat the course. Students who are on academic probation **are required** to retake courses as determined by the Academic Standards Committee or LLM program director; students on

academic supervision **may** be required to retake courses as determined by the Academic Standards Committee. Students who retake courses based on these criteria are required to register for the courses and pay tuition and fees for them again. The original grades for courses that are retaken remain on students' transcripts but are not calculated into their GPAs after the replacement grades are recorded. For further information, refer to the "JD Program Academic Probation" section in this handbook.

V. COMMENCEMENT

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

1. Application Submission Deadline

Applications for graduation and commencement, available from the Law Registrar's Office, are due at the Law Registrar's Office by December 1 of the year prior to the commencement ceremony for their graduating class. Only students who are in good academic standing and good financial standing will be eligible to participate in the commencement ceremony. Students visiting away at another law school during their last academic year are still required to apply for graduation and commencement by the deadline. **Filing the application form prompts the Law Registrar's Office to order a student's diploma and ensures that the student will receive mailings and e-mail updates regarding commencement throughout the spring semester.**

2. Graduation Walk-Through

Graduates are required to wear a cap and gown if they wish to participate in the commencement ceremony.

3. December Graduates

Students who graduate in December are considered members of the class of the next calendar year, and they attend commencement in May of the following calendar year. However, individuals who will graduate in December and who are moving away from the Bay Area or for whom participation in the following May commencement would be a hardship, may apply to "walk early" and participate in the commencement ceremony held the year prior to the one scheduled for their class. Students should submit a graduation and commencement application to the Law Registrar's Office by the deadline for the year they wish to participate indicated on the form. Before processing the form, the registrar will confirm that a student who has submitted an application is likely to graduate in December, without being in overload status in the summer or fall terms, and is in good academic and financial standing.

Students choosing to "walk early" forfeit their eligibility to receive academic

achievement awards and other graduation-related awards. These students will not be eligible to be selected as the class speaker and cannot return the following year to walk with their own class. However, eligibility for honors, high honors, and class rank will not be affected.

4. Graduation Newsletters

Members of the graduating class receive information about graduation (*i.e.*, cap and gown ordering information, ticket information, name confirmation, etc.) through US mail and e-mail. The registrar must have each student's correct mailing address, telephone number, and e-mail address at all times during this final academic year and until the student receives his or her diploma by mail the following year. Only students who have submitted a graduation application will receive these materials and messages. Failure to submit an application by the deadline will result in the student missing important and time sensitive information. Students should submit any address or telephone number changes to the registrar **in writing** as early as possible. This will help ensure that all graduation material is received in a timely manner. In addition, the latest graduation information is posted on *GGU Online*, on the School of Law's website under "News and Events," and on the graduation bulletin board in the SBA Lounge.

W. DIPLOMAS

Participants in the graduation ceremony do not receive their diplomas the day of commencement. Instead, the registrar mails (or holds for pick up) diplomas to graduates after certifying that all degree requirements have been completed and all tuition and fees owed the university have been paid. Due to the fact that diplomas are printed by an outside company to provide a professional appearance, graduates usually do not receive them for several months after they graduate. In addition, because honors and high honors rankings cannot be determined until all members of the JD class, including August graduates, have been awarded their degrees, honors diplomas may be delayed by as much as six months after the graduation ceremony.

X. GRADUATING CLASS RANK: HONORS AND HIGHEST HONORS

At the time of the commencement ceremony, students graduating at the end of the spring and summer semesters will not have received their final grades. Therefore, the graduation program will list Honors (top 10%) and Highest Honors (top 5%) based on GPAs at the end of the fall semester. Following the release of final grades for summer graduates in September, the law registrar will complete a graduating class ranking of all graduates in the class. Honors and Highest Honors will be re-computed based on this final ranking and will be reflected on transcripts and diplomas thereafter. Consequently, it is possible for a graduate to be listed as having earned Honors in the commencement program but to end up not having earned Honors once the final ranking is completed. In that case, the graduate's transcript and diploma **would not** list him or her as an Honors graduate. It also is possible for the opposite to occur.

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

Y. CALIFORNIA BAR APPLICATION PROCEDURES

1. First-Year Students

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

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

Students who plan to take the California Bar Exam are encouraged to file an Application for Determination of Moral Character form six to eight months prior to the time they intend to practice law in California and at least 180 days prior to being admitted to the bar. The form may be obtained from the State Bar's website at www.calbar.ca.gov/admissions. A student may file this form any time after completion of his or her first year, and it is valid for up to 24 months after the date of a positive moral character determination.

3. Third-year Full-time & Fourth-year Part-time Students

Students who plan to take the California Bar Exam must apply to take the exam prior to the deadline specified on the State Bar's website for that exam. Students may apply online at by completing the Application to Take the California Bar Examination form. This form and other related forms may be downloaded from the State Bar of California website (<http://calbar.xap.com/>). All applicable fees and deadlines are listed on the State Bar website. Students should carefully review the instructions for applying for an exam and retain copies of all forms, documents, and correspondence sent to or received from the State Bar of California. The Application must be received by the State Bar of California prior to the deadline specified in the application packets for that exam. Students also may apply online at <http://calbar.xap.com/>.

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

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

If required by a state other than California, official copies of transcripts can be ordered through the university's Records Office on the first floor, either in person or by calling (415) 442-7200. More information is available online at http://www.ggu.edu/alumni/contact/request_transcript. Graduate transcripts will be sent to the California State Bar Office of Admissions along with the Examination Certification Form. Transcripts will not be sent for students whose accounts are delinquent or who are required to complete a financial aid exit interview but have failed to do so.

3. Students Intending to Petition for Testing Accommodations

Students who desire to take the California Bar Exam and receive testing accommodations must complete the Petition for Testing Accommodations form. This form and other related forms may be downloaded from the State Bar of California website (<http://www.calbar.ca.gov>). Students are encouraged to submit this petition and supporting documentation as soon as they become aware of the need for accommodations or at the beginning of their final year of studies.

Z. ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES

A student with disabilities or a student with a temporary physical impairment who wishes to request academic adjustments (including exam accommodations) or auxiliary aids must submit a Request for Accommodations form to the ADA program coordinator **each semester**. The request must be supported by documentation from a professional qualified to assess the student's disability and its impact on learning in a law school setting. Supporting documentation is only required to be submitted once (with the first accommodations request) unless the student's condition changes or the School of Law requests additional documentation.

The School of Law reserves the right to ask for additional documentation when necessary to assess the appropriateness of the requested accommodation. Furthermore, the School of Law reserves the right to refer the student to another qualified professional for a second opinion, at the School of Law's expense. The School of Law reserves the right to hire a qualified professional to review requests for academic adjustments or auxiliary aids and all supporting documentation.

The School of Law shall deny requests for academic adjustments or auxiliary aids that are not supported by appropriate documentation, or where the accommodation would alter academic requirements that are essential to the program of instruction or to a directly related licensing requirement, or where the accommodation would result in a substantial modification of School of Law or university requirements or programs.

Students who receive academic adjustments (including exam accommodations) or auxiliary aids must:

1. Submit to the ADA program coordinator each semester a Request for Accommodations form, including their semester course schedule. The form should be submitted by the deadline date specified on the form (generally one month before classes are scheduled to begin).
2. Inform the ADA program coordinator immediately of any subsequent changes in their course schedule;
3. Notify the ADA program coordinator of plans to make up an Incomplete grade;
4. Inform the ADA program coordinator of any changes in a condition that affects their need for academic adjustments or auxiliary aids;
5. Request additional or different academic adjustments or auxiliary aids by submitting a timely written request to the ADA program coordinator with supporting documentation, if requested;
6. Sign a form acknowledging receipt of accommodations for each exam; and
7. Notify the associate dean for student services in writing if a problem is experienced with academic adjustments or auxiliary aids provided by the School of Law.

AA. NOTICE OF NONDISCRIMINATION

It is the intent and policy of the university to actively promote the objectives and policies of nondiscrimination set forth in Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, the Vietnam Era and Veterans Readjustment Assistance Act of 1974, the Age Discrimination Act of 1975, Executive Order 11246, the Americans with Disabilities Act of 1990, the Civil Rights Act of 1991, and all other applicable federal, state and local antidiscrimination laws. Golden Gate University welcomes applicants and students regardless of race, sex, creed, religion, age, color, disability, sexual orientation, gender identification, ancestry, national/ethnic origin, nationality/citizenship, political affiliation, marital status, medical condition, or any other status protected from discrimination by federal, state or local law.

Golden Gate University will provide accessible programs and facilities and make reasonable academic adjustments and provide auxiliary aids to a qualified applicant or student with a disability unless such accommodation would cause undue hardship on the operation of its business.

Students with questions concerning the university's policy of nondiscrimination (including questions concerning nondiscrimination on the basis of disability, academic adjustments and accessibility) should contact the associate dean for student services of the School of Law at 442-6615.

Students who feel they may have been subject to unlawful discrimination in connection with any School of Law program, including discrimination on the basis of disability, may file a complaint with the associate dean for student services. Students are encouraged to follow the grievance procedure outlined in the ***Procedure for Processing Unlawful Discrimination Complaints***. A copy of that document may be obtained from the associate dean for student services. The following is a description of the procedure for processing unlawful discrimination complaints:

1. A student should first discuss the complaint with the director of the program involved. If this discussion does not resolve the problem, the complaint may be discussed with the School of Law administrator responsible for the aforementioned program.
2. If the circumstances of the complaint prevent discussions with the School of Law program director or School of Law administrator, or if the complaint is not resolved within five (5) working days, a written complaint may be filed.
3. A written complaint must be filed within 120 days of the alleged unlawful discriminatory action and submitted it to the School of Law's associate dean for student services. Investigation of the complaint will begin within fourteen (14) working days of receipt of the written complaint.
4. Upon receipt of the written complaint, the School of Law's associate dean for student services will attempt to resolve the matter informally.
5. If the complaint is not resolved informally, an appropriate committee will hear the complaint and receive testimony and information from witnesses. Within five working days of the close of the hearing, the panel will forward its findings and recommendations to the president of the university and to both parties of the complaint.
6. The president will issue a decision within thirteen days of receipt of the panel's findings and recommendations. Both parties to the complaint will be notified of the resolution of the complaint within ninety days of the beginning of the investigation.

The decision of the president will be final.

ACADEMIC STANDARDS

The Academic Standards of the School of Law reflect:

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

A. STANDARDS OF CONDUCT

Every student is required to act with honesty and integrity in regard to all academic matters in the School of Law. At a minimum, this means that a student shall not give, accept, or utilize any assistance in examinations or written work that has not specifically been authorized by the instructor for the particular course and shall not attempt to contact a professor or in any other way influence grading between the time an exam is given and the final grades are mailed.

Each student should thoroughly read the “Standards of Conduct” section in this handbook, which covers a great deal of conduct outside the classroom setting.

B. DEFINITIONS

1. “Academic year” means the two-semester period between August and May.
2. “Associate dean” means the associate dean for student services or the person appointed by the dean to perform or administer a designated academic task or program.
3. “LLM program director” means the LLM program director for a particular LLM program.
4. “Student” without other qualification includes both full-time and part-time students.
5. “JD first-year courses” means those required courses taken by full-time JD students in the first academic year.
6. “Required courses” means those courses listed in the “JD Required Courses and

Recommended Electives” section below.

7. “Upper-division courses” means all courses other than first-year courses.
8. “Grade point average (GPA)” means the figure derived by dividing the total number of grade points a student has earned by the total number of units the student has attempted in courses completed for letter grades.

C. JD DEGREE REQUIREMENTS

The requirements for the degree of Doctor of Jurisprudence are:

1. Successful completion of 88 or more units, including 55 units of the required courses listed below and 33 units of electives;
2. A GPA of 2.15 or better in all required courses;
3. A GPA of 2.0 or better in all courses in which a letter grade is earned;
4. Academic good standing at the completion of the student’s final semester;
5. Satisfaction of ABA Time to Completion limits (see section E, *infra*); and
6. Timely filing of an Application for Graduation and Commencement form with the registrar.

D. JD REQUIRED COURSES AND RECOMMENDED ELECTIVES

1. **First-year full-time students admitted in August** must enroll in the following 30 units of required courses in the first year:

Civil Procedure I* (3 units)
Civil Procedure II* (3 units)
Contracts I* (3 units)
Contracts II* (3 units)
Criminal Law (3 units)
Property I (3 units)
Property II (3 units)
Torts I* (3 units)
Torts II* (3 units)
Writing and Research I* (2 units)
Writing and Research II* (1 unit)

First-year night students must enroll in the 21 units of required courses marked with an asterisk (*). They take Constitutional Law I (3 units), Property I (3 units), and Criminal Law (3 units) the first semester of their second year.

2. **Students** must also complete the following required courses before graduation:

Appellate Advocacy (2 units)
Constitutional Law I (3 units)
Constitutional Law II (3 units)
Corporations (4 units)
Criminal Procedure I (3 units)
Evidence (4 units)
Professional Responsibility (2 units)
Solving Legal Problems (2 units)
Wills and Trusts (4 units)

Limitations on when students may take these courses are described in the “Course Descriptions” section of this handbook or in the *Course Schedule* each semester. These courses are often prerequisites for related electives, so students should plan accordingly.

3. All **day students** admitted in August must complete:

⇒ **Appellate Advocacy (2 units)**; and

⇒ **Constitutional Law I and II (3 units each)** by the end of their second year during the semester assigned.

All **evening students** admitted in August must complete:

⇒ **Constitutional Law I and II (3 units each)**;

⇒ **Criminal Law (3 units)**; and

⇒ **Property I and II (3 units each)** by the end of their second year.

4. **Solving Legal Problems (2 units)** is required but may not be taken until a student’s third year (or fourth year for part-time students) of law school.
5. **Community Property (2 units); Criminal Procedure II (3 units); Privacy, Defamation and Other Relational Torts (3 units); Remedies (3 units); and Sales (2 units)** are recommended but not required courses. Students should be aware that these subjects are tested on the California Bar Exam. It is suggested that students wishing to take Remedies wait until their final year to do so.

6. Day students admitted in August who have placed in the lowest quintile at the end of the first semester and/or the lowest quartile at the end of the second semester will be required to take Legal Analysis, as prescribed by the faculty. Night students in the lowest quintile will be strongly encouraged to take this course. Currently, mid-year admission students are strongly encouraged to take Legal Reasoning.

E. ABA JD DEGREE TIME TO COMPLETION & ENROLLMENT LIMITS

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

According to ABA Standard 304 (e), students may not be enrolled in more than 17 units at any time.

According to ABA Standard 304 (f), students may not be enrolled in more than twelve units (i.e. thirteen or more) during any week in which they are employed more than 20 hours per week (not counting hours worked for clinic credit).

F. GRADUATE LAW DEGREE REQUIREMENTS

The requirements for the degree of LLM (Master of Laws) are:

1. Successful completion of 24 or more units (26 for Taxation and US Legal Studies);
2. Successful completion of the courses required for the degree program;
3. Completion of the program requirements within the number of years specified below:

Environmental Law.....	4 years
Intellectual Property Law.....	3 years
International Legal Studies.....	4 years
Taxation.....	5 years
US Legal Studies.....	3 years

4. A cumulative GPA of 2.50 on a scale of 4.0 (2.0 for US Legal Studies); and
5. Timely filing of an Application for Graduation and Commencement form with the registrar.

G. LLM IN ENVIRONMENTAL LAW PROGRAM REQUIREMENTS

1. Required Courses

Students in this program are required to take one semester of the LLM Environmental Law Seminar (3 units) and at least two of the four courses listed below:

- a. Environmental Law and Policy (3 units)
- b. International Environmental Law Seminar (3 units)
- c. Public Natural Resources and Land Law (3 units)
- d. Toxics Law and Policy (3 units)

2. Elective Courses

Students in this program must complete the remaining 15 units from the courses listed in the program catalog.

3. Writing Requirement

Students in this program must complete a satisfactory thesis or analytical paper as part of the LLM Environmental Seminar.

H. LLM IN INTERNATIONAL LEGAL STUDIES PROGRAM REQUIREMENTS

1. Required Courses

Students in this program must earn at least 6 course credits by taking courses from at least two of the following five core areas. Students may take other basic courses as electives.

a. International Law

- International Law (3 units)
- International Organizations (3 units)
- Law of International Armed Conflicts (3 units)

b. Private International Law/Conflict of Laws

- Private International Law/Conflict of Law (3 units)

c. Comparative Legal Systems

- Comparative Legal Systems (3 units)

d. International Economic Law

- International Business Transactions (3 units)
- International Investment Law (3 units)
- International Trade Regulation (3 units)

e. Dispute Resolution

- International Dispute Resolution (3 units)

Pacific Settlement of Disputes Between States (3 units)

Alternative Dispute Resolution (3 units)

International Commercial Dispute Resolution (3 units)

2. Elective Courses

Students in this program must complete the remaining 18 units from the courses listed in the program catalog.

3. Writing Requirement

Students in this program must complete a satisfactory thesis or analytical paper as part of a seminar.

I. LLM IN INTELLECTUAL PROPERTY LAW PROGRAM REQUIREMENTS

1. Required Courses

Students in this program must complete the following courses:

- a. Intellectual Property Law Survey (3 units);
- b. Internet and Software Law (3 units); and
- c. One of the following:
 - 1. Copyright Law of the US (3 units);
 - 2. Patent Law of the US (3 units); or
 - 3. Trademark Law of the US (3 units).

2. Elective Courses

Students in this program must complete the remaining 18 units from the courses listed in the program catalog.

J. LLM IN TAXATION PROGRAM REQUIREMENTS

1. Required Courses

Students in this program must complete the following courses:

- a. Characterization of Income & Expenditure (3 units);
- b. Federal Income Taxation of Corporations & Shareholders (3 units);
- c. Federal Tax Procedure (3 units);
- d. Professional Responsibility for Tax Practitioners (2 units); and
- e. Timing of Income & Expenditure (3 units).

2. Elective Courses

Students in this program must complete the remaining 12 units from the courses listed in the program catalog.

K. LLM IN UNITED STATES LEGAL STUDIES PROGRAM REQUIREMENTS

1. Required Courses

Lawyers and law graduates from other nations are required to take the following:

- a. Introduction to the US Legal System (4 units);
- b. Graduate Legal Research (2 units) or Writing and Research I (2 units); and
- c. Directed Study, Thesis, Curricular Practical Training, or Clinic (3 units).

There are no required courses for JD graduates of ABA or California-accredited law schools.

2. Elective Courses

Students in this program must complete the remaining 17 units from the courses listed in the program catalog.

3. Concentrations

Students may elect to earn one or more concentrations in addition to the LLM degree. Application forms and detailed requirements for each concentration are available at the Law Registrar's Office. Students electing to earn a concentration must complete the concentration requirements in order to earn the LLM degree. Each concentration requires completion of 16 units of required and recommended courses, with the approval of the concentration advisor. Concentrations are available in the following areas:

- a. Corporate and Commercial Law;
- b. Immigration Law;
- c. Labor and Employment Law;
- d. Litigation and Lawyering Skills;
- e. Property Development and Real Estate Law; and
- f. US Legal Practice.

L. SJD IN INTERNATIONAL LEGAL STUDIES PROGRAM REQUIREMENTS

1. Residency and Required Units

SJD students must earn a minimum of 8 units and spend at least two semesters in residency. Each student's program of study must be approved by the committee on advanced international legal studies in consultation with the dissertation supervisor and must include a course or seminar in jurisprudence.

2. Dissertation and Candidacy

Each SJD student works closely with the dissertation supervisor during the residency period. At the end of the second semester in residence, the student must present a detailed outline and draft chapter of the dissertation, as well as pass a qualifying oral examination. Students who successfully complete these tasks will be advanced to candidacy. The SJD

candidate is expected to work closely with the members of the dissertation committee during the candidacy period and must present a final dissertation in publishable form no later than four years after advancing to candidacy.

M. CLASSROOM ATTENDANCE, PREPARATION, AND PARTICIPATION

According to ABA Standard 304, students are required to regularly and punctually attend class. Golden Gate University School of Law requires every student to prepare class assignments, attend class regularly, and participate knowledgeably in class discussions.

At the beginning of each course, each faculty member will announce standards for attendance, submission of assignments and papers, and other objective criteria as well as the sanctions for their violation.

Faculty members may impose sanctions such as reducing a student's grade (by an amount that may exceed the one-half step discretionary grade adjustment described in Section N), refusing to allow a student to sit for the final exam in the course, or recommending that the student be administratively withdrawn from the course. **These sanctions may be imposed by the School of Law in compliance with the standards of ABA and the School of Law.**

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

N. GRADING POLICIES

1. Grade Designations

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

A	=	4.0	C	=	2.0
A-	=	3.5	C-	=	1.5
B	=	3.0	D	=	1.0
B-	=	2.5	F	=	0.0

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

A	=	outstanding scholarship and intellectual initiative
A-/B	=	above average work
B-	=	work demonstrating acceptable competence
C	=	work demonstrating minimal competence
C-/D	=	unsatisfactory work
F	=	failing work, insufficient for either residence or scholastic credit

- c. In no course shall a grade of “C” or better be given to an examination or paper completed by a JD student that fails to demonstrate the ability of that student to achieve a passing grade on a question of comparable complexity on the California Bar exam; i.e., the exam paper must demonstrate:
1. The ability to analyze the facts of a question and to distinguish between material and immaterial facts;
 2. The ability to discern the point of law or fact upon which the question turns; and
 3. The ability to apply the relevant principles of law to the given facts and to reason in a logical, lawyer-like manner from the premises adopted to a sound conclusion.

2. JD Grading Standards

a. First-Year Required Courses

All courses required as part of the first-year full-time curriculum, whether taken in the first year of a full-time program or in the second year of a part-time program, will be graded on the curve below:

	<u>Maximum</u>	<u>Minimum</u>
A- and above.....	20%.....	5%
B- and above.....	60%.....	45%
C- and below.....	20%.....	13%
D and below.....	5%.....	0%

b. Other Required Courses

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

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

c. Other Courses

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

1. Curve for Elective Courses with 20 Students or More

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

2. Curve for Elective Courses with Fewer Than 20 Students

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

d. Honors Lawyering Program (HLP)

For Honors Lawyering Program courses in which HLP students comprise 60% or more of the enrollment, adherence to the curve is not required.

e. Summer Abroad Programs

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

3. Discretionary Grade Adjustments

In courses in which the grading is anonymous, each instructor has discretion to adjust grades on the basis of his or her subjective evaluation of the students' class participation, subject to the following conditions:

- a. A grade may be raised or lowered only one-half step (*e.g.*, from "C" to either "B-" or "C-").
- b. At the beginning of the semester, each instructor must give, by posting or written notice, notice of his or her intention to adjust grades on the basis of subjective evaluation.
- c. The instructor must maintain reasonable documentation to support such grade adjustments. The registrar will adjust individual students' grades at the direction of the instructor, only after the instructor has assigned and submitted to the registrar unadjusted grades for the entire class, prepared on an anonymous basis.

- d. If the adjustment is made because of non-attendance, then the provisions of the section on “Classroom Attendance, Preparation, and Participation” shall apply.

4. Credit/No Credit Policy

- a. All courses that are required for a student’s academic program must be taken for a letter grade. In all non-required courses, a student may elect to receive, in lieu of a letter grade, a grade of “Credit” or “No Credit.” In the event of such election, any grade of “C” or better shall be recorded as “Credit,” and any grade of “C-” or lower shall be recorded as “No Credit.” “Credit/No Credit” grades are not included in the calculation of a student’s grade point averages.
- b. The deadline for submitting this form to the Law Registrar’s Office is the day of the last class meeting for the course, or the last day of instruction for the term for courses with no class meetings. Once a student has made the election by submitting this form, the student may not revoke it.
- c. The “Credit/No Credit” election must be kept confidential. After making the election, students should not indicate on their exams or notify their instructors that they are electing to take a course on a “Credit/No Credit” basis.
- d. **The election is not revocable for students who receive a grade of “Credit.”** A student who receives a grade of “No Credit” may request to have that grade converted to the actual letter grade received. The request must be made in writing by the deadlines below:

Fall Semester..... January 31
Spring Semester June 30
Summer Session..... September 15

- e. For a JD student, the option to take a course on a “Credit/No Credit” basis is limited to **one course per term**, except in a student’s final term. JD students may elect to take up to nine units on a “Credit/No Credit” basis to fulfill JD degree requirements. LLM students may elect to take up to six units on a “Credit/No Credit” basis for each LLM degree, with the approval of the program director. Excluded from these limitations are units earned in clinical and externship programs and any other courses only offered on a “Credit/No Credit” basis. Also excluded from these limitations are units transferred from another law school.
- f. Because “Credit/No Credit” grades are not included in GPA calculations, taking courses on a “Credit/No Credit” basis may make JD students ineligible for the JD student Dean’s List. In addition to the overall minimum, full-time JD students must complete a minimum of 8 letter-graded units, and part-time JD students must complete a minimum of 6 letter-graded units to be eligible for the Dean’s List. There is no Dean’s List for LLM students.

5. Transfer Credit on Transcripts

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

O. GOOD STANDING

1. JD Requirements for Good Standing

Each JD student must have an actual (as opposed to a "rounded up") GPA of 2.15 or better in all required courses, as set forth in section C of the Academic Standards of the *Student Handbook*, and an actual GPA of 2.0 or better in all courses at the end of each academic year and at the end of any semester in which the student completes all required courses or would otherwise graduate.

2. JD Student Evaluation for Good Standing

All entering JD students are considered in good academic standing until evaluated for good standing as described above. Students who matriculate in August are first evaluated after the spring semester of their first year; students who matriculate in January may be first evaluated after their second semester during the academic year, or after their second spring semester at the latest. Students who take a leave of absence after their first semester will be evaluated for good standing after their first semester back in school. After evaluation, students will be determined to be in good standing or academically disqualified.

Students who are disqualified may have the right to petition for reinstatement on academic probation. See section R for more information.

3. LLM Requirements for Good Standing

LLM students must maintain a cumulative GPA of 2.50 (2.00 for LLM US Legal Studies) or better. LLM students will be evaluated for academic standing at the end of each semester following completion of a cumulative total of eight (8) or more units. LLM students who have completed a cumulative total of fewer than eight (8) units are considered to be in good standing.

P. JD PROGRAM ACADEMIC SUPERVISION

Any JD student whose required course GPA falls between 2.15 and 2.3 will be placed on academic supervision status under the supervision of the Academic Standards Committee. These students are still considered in good academic standing. The Academic Standards Committee will review the records of these students. The Academic Standards Committee has the authority to, among other things, require these students to do any or all of the following:

1. Repeat any courses in which a grade of “C-” or below was earned, or take a Special Problems course in the substantive area in which a grade of “C-” or below was earned.
2. Complete a course in Legal Methods.
3. Complete all of the recommended bar courses: Community Property; Criminal Procedure II; Privacy, Defamation and Other Relational Torts; Remedies; and Sales.
4. Consult with the director of the academic support program.
5. Meet with the associate dean for student services prior to registration each term for schedule approval. The associate dean for student services will report the status of all students on academic supervision to the Academic Standards Committee each term.

Students will remain on academic supervision until after the following spring semester’s official evaluation. Students who are removed from academic supervision still are required to satisfy the conditions of academic supervision, including repeating the bar courses before they graduate. Once students have been removed from academic supervision, their academic counseling hold is removed, and they may register for courses on GGU4YOU.

Q. JD PROGRAM ACADEMIC DISQUALIFICATION

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

Any JD student who does not meet the requirements for good standing shall be academically disqualified. Disqualification is effective when all of a student’s grades for the spring or fall semester are recorded by the Law Registrar’s Office. Disqualified students who are enrolled in summer school at Golden Gate University School of Law will be withdrawn from their summer courses and will have all summer charges reversed. Disqualified students who are enrolled in foreign summer school programs (whether with the School of Law or with another ABA-approved law school) will not be withdrawn from those courses; however, such

students will not receive credit for any courses completed after disqualification unless they are reinstated to the School of Law on academic probation.

R. JD PROGRAM ACADEMIC PROBATION

1. Description

In some instances (as described in subsection 2, below), a JD student who has been academically disqualified may petition the Academic Standards Committee to be allowed to continue his or her law studies at Golden Gate University School of Law on academic probation.

Furthermore, any JD student who receives a grade of “F” in a required course but maintains a required course GPA of at least 2.15 and a cumulative GPA of at least 2.0 shall automatically be placed on academic probation. In order to return to good standing, that student must retake the course and earn a grade of at least “D” in that course and maintain a required course GPA of at least 2.15 and a cumulative GPA of at least 2.0 at the end of the next academic year.

Should a student receive a grade of “F” in a required course, in their final semester of law school, the student will be placed on academic probation and not be allowed to graduate until they have retaken that course and received a grade of at least a “D.”

2. Eligibility to Petition for Reinstatement on Probation

Students who are academically disqualified may petition the Academic Standards Committee for reinstatement on academic probation under the following circumstances:

- a. A student who is disqualified upon first being evaluated for good standing may submit a petition to the Academic Standards Committee if that student has a required course GPA **below 2.15, but at or above 1.90. A first-year student with a required course GPA below 1.90 is disqualified and may not petition for reinstatement on academic probation.** Such a student may petition for reinstatement as described in the “Reinstatement to the JD Program after Academic Disqualification” section, *infra*.

When used in this Handbook, “1.90” means a minimum grade of 1.90 and does not mean any number of 1.85 and above “rounded up” to 1.90.

- b. A student who is disqualified after completing more than one academic year may petition the Academic Standards Committee no matter what his or her required course GPA and cumulative GPA are.

3. Successful and Unsuccessful Petitions

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

- a. The student not resume his/her law school studies for an academic year, or any part thereof.
- b. The student receive at least a specified passing score on the First Year Law School Student Examination.
- c. The student repeat any course in which he or she earned a grade lower than a C.
- d. The student successfully complete a course in Legal Methods.
- e. The student take any combination of Community Property; Criminal Procedure II; Remedies; Sales; and a Special Problems course.

If a student's petition for probation is denied, he or she may **not** subsequently petition for reinstatement **unless the second petition alleges facts that could not have been discovered with reasonable diligence at the time the first petition was prepared.** Students must wait at least one year from disqualification before submitting any subsequent petitions. Students interested in pursuing this option should contact the law student services coordinator to request a Petition for Reinstatement, by March 1st preceding the academic year he or she wishes to return to the School of Law.

Answers to common questions about the petition process can be found in the "Reinstatement to the JD Program after Academic Disqualification" and "Procedures for Petitioning for Probation or Reinstatement to the JD Program" sections of this handbook.

4. Return to Good Standing

Students remain on academic probation until after the following spring when the next official evaluation process is completed. If students achieved a required course GPA of 2.15 or better and a cumulative GPA of 2.0 or better, and are in compliance with all other conditions imposed by the Academic Standards Committee, then they are returned to good standing. Students on academic probation will have their grades reviewed after the fall semester for purposes of determining whether they may continue their studies with the School of Law. Students with a required course GPA below 2.15 will not be allowed to continue in the School of Law in the spring semester.

S. REINSTATEMENT TO THE JD PROGRAM

1. Eligibility to Petition for Reinstatement

JD students who are academically disqualified and who ended their first year with a GPA lower than 1.90 must wait at least one year from the time of initial disqualification to be eligible to petition for reinstatement.

2. Successful and Unsuccessful Petitions

If a student's petition is granted, the student will be reinstated to Golden Gate University School of Law, subject to all conditions imposed by the Committee. Normally, a reinstated student will be required to repeat the entire first year. At a minimum, a reinstated student will be required to repeat all courses in which he or she earned a grade of C- or lower. The specific conditions for reinstated students are set by the Academic Standards Committee. See the "Financial Aid Satisfactory Academic Progress" section of this handbook for financial aid implications.

If a student's petition for reinstatement is denied, the student may not submit another petition for reinstatement unless the second petition alleges facts that could not have been discovered with reasonable diligence at the time the first petition was prepared.

3. Time Limits within which to Petition the Academic Standards Committee for Probation in the JD Program

If a student wishes to petition the Committee, he or she must do so within one year of his or her disqualification.

T. PROCEDURES FOR PETITIONING FOR REINSTATEMENT ON PROBATION

1. A JD student petitioning the Committee for reinstatement on probation has the burden of showing that his or her disqualification was not the result of a lack of capacity to satisfactorily complete the degree requirements of the School of Law and that he or she will be able to perform in an academically satisfactory manner in the future. **In general, the student must show: (1) that the deficient GPA was the product of exigent factors of a non-recurring nature; (2) that those factors, which must be identified with specificity, are no longer present; and (3) that the student has otherwise demonstrated a capacity to perform in an academically satisfactory manner.**

A presumption against probationary or other relief will apply to any student who has previously obtained relief from the Academic Standards Committee. Thus, if a student is disqualified, returns on academic probation, and is subsequently disqualified for a second time, the student's chances of succeeding on his or her petition are greatly diminished.

2. A student's petition must contain the Petition to Academic Standards Committee form as a cover sheet and an essay that clearly and completely sets out the basis for the student's petition.

3. A student's petition should clearly state any and all evidence the student wants the Academic Standards Committee to consider. Where a student's medical condition has been a contributing factor, a report from the student's attending physician must be provided. Where other external factors, such as death of a family member, are alleged, reasonable documentation should be provided.
4. Deadlines
 - a. **Petitions for Probation**

The petition for probation should be submitted by the deadline specified in writing by the associate dean for student services.
 - b. **Petitions for Reinstatement**

Students are required to wait at least one year before petitioning for reinstatement and must submit petitions by spring for reinstatement the subsequent fall semester or such later date as is specified in writing by the associate dean for student services. (The specific deadline for such petitions is set by the Law Student Services Office.)
5. The student must submit the original petition packet plus the number of copies requested to the Law Student Services Office by the stated deadline. The Law Student Services Office will distribute the student's petition to the Academic Standards Committee.
6. The student does not have the right to appear personally before the Committee.
7. The Committee shall review and decide each petition as soon as possible. Notice of the Academic Standards Committee's decision will be sent to the student by US mail and e-mail. Notification of the decision will not be given over the phone.

U. ACADEMIC STANDARDS COMMITTEE

1. Membership

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

2. Jurisdiction of the Committee

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

- a. The requirement that a student successfully complete a minimum of 88 units to receive the Doctor of Jurisprudence degree;
- b. The requirement that a student achieve a required course GPA of 2.15 or better

and a cumulative GPA of 2.0 or better at the end of any semester in which the student completes all required courses as stated in the Academic Standards section of the *Student Handbook* or would otherwise graduate;

- c. The denial by an instructor of a request for a grade change for reasons other than mathematical or clerical error, unless the Committee determines that the exam on which the grade is based, or its administration, was so improper or unfair as to have caused a clearly unfair result;
- d. The requirement that a student placed on academic probation must achieve a required course GPA of 2.15 or better and a cumulative GPA of 2.0 or better by the end of the student's next academic year.
- e. The requirement that students who have first been evaluated for academic standing must have a required course GPA of at least 1.90 to have the right to petition.

3. Authority of the Committee

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

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

4. Appeal

There is no appeal of a decision by the Academic Standards Committee. The Committee will not reconsider an earlier decision unless the student petition alleges facts that could not have been discovered with reasonable diligence at the time the first petition was prepared.

5. Deadline to Submit Petitions other than Petitions for Reinstatement on Probation

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

V. DECISIONS OF THE ASSOCIATE DEAN FOR STUDENT SERVICES

In those instances in which an application is made to the associate dean for student services for approval of a variance from an established policy or rule (other than those

decided by the Academic Standards Committee), the associate dean shall exercise informed discretion that takes into account one or more of the following factors: **the number of previous applications of a similar nature filed by the student, whether the need for relief is caused by a situation beyond the control of the student, and whether the variance or relief is necessary to avoid serious detriment to the student.**

The associate dean for student services has no discretion to allow students with a required course GPA below 1.9 the right to petition for reinstatement on probation or to allow students who do not meet the required course and overall GPA requirements to graduate.

A student aggrieved by a decision of the associate dean for student services on a matter based on the academic standards may have the decision reviewed by a petition to the Academic Standards Committee. This petition should be in writing and should be submitted to the associate dean for student services. The Law Student Services Office will forward it to the Academic Standards Committee.

There is no appeal of decisions by the associate dean for student services on matters not based on the academic standards.

STANDARDS OF STUDENT CONDUCT

All students at Golden Gate University School of Law have an obligation to conduct themselves in a manner compatible with the School of Law's function as an educational institution.

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

A. JURISDICTIONAL STATEMENT

These Standards of Student Conduct apply to all School of Law students and set forth the procedures by which all complaints involving a student of the School of Law shall be handled.

B. DEFINITION OF TERMS

1. **"School of Law"** means Golden Gate University School of Law.
2. **"University"** means Golden Gate University, including all of its campuses.
3. **"Student"** includes all people taking courses at the School of Law (full-time, part-time, JD, LLM, SJD, and non-degree). This term also includes all people who have matriculated and not yet graduated or withdrawn but who are visiting away, on break (mid-semester or between semesters), or on a leave of absence from the School of Law.
4. **"Member of the university community"** includes any person who is a student, faculty member, administrator, or any person employed by the university.
5. **"University premises"** includes all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the university.
6. **"Cheating"** is the act of obtaining, attempting to obtain, or helping in obtaining, credit for academic work through any dishonest, deceptive, or fraudulent means. It includes, but is not limited to the following:
 - a. Copying, in part or in whole, from another student's test or other evaluation instrument (including papers or other written assignments); or using any unauthorized assistance in taking quizzes, tests, or examinations or in preparing papers or other written assignments.

- b. Submitting work previously presented in another course, unless specifically authorized by the instructor of the subsequent course.
 - c. Using or consulting, during an examination, sources or materials not authorized by the instructor.
 - d. Altering or interfering with grading or grading instructions.
 - e. Obtaining or giving aid on an examination, in writing or orally, unless specifically authorized by the instructor.
 - f. Obtaining unauthorized prior knowledge of an examination or, if such knowledge was obtained inadvertently, failing to make timely disclosure to the professor of such knowledge.
 - g. Doing work for another student or having one's work done by another person.
 - h. Committing any other act committed in the course of academic work which defrauds or misrepresents, including aiding or abetting in any of the actions defined above.
7. **"Plagiarism"** is the intentional presentation of another person's idea or product as one's own. It includes, but is not limited to the following:
- a. Copying verbatim all or part of another person's written work without proper citation or attribution.
 - b. Paraphrasing ideas, theories, cases, conclusions, or research without proper attribution.
 - c. Using equations, charts, figures, illustrations, or mathematical or scientific solutions without citing the source.
 - d. Representing as one's own the original ideas (theories, models, principles, etc.), phrases, sentences, paragraphs, or any parts thereof, or the specific substance of another person's work without giving appropriate credit.
 - e. Representing another person's scholarly works, computer programs, case studies, or artistic works as one's own.

C. DEFINITIONS OF MISCONDUCT

Misconduct includes:

1. Dishonesty, such as cheating, plagiarism, or knowingly furnishing false information to the School of Law. This includes furnishing false information in one's application to the School of Law and/or as part of any application for financial aid.
2. Forgery, alteration, or misuse of School of Law documents, records, or identification.
3. Obstruction of, disruption of, or tampering with any School of Law or university activity, including teaching, research, administration, disciplinary, or public service functions, or of any authorized activities on university premises, including elections for any School of Law student organization.
4. Physical abuse, verbal abuse, threats, intimidation, harassment, and/or any other conduct that threatens or endangers the health or safety of any member of the university community, wherever it occurs.
5. Theft or attempted theft of or damage to property belonging to the School of Law, the university, a member of the university community, or a visitor on university property.
6. Hazing, defined as an act that endangers the mental or physical health or safety of a student, or that destroys or removes public or private property, for initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization.
7. Unauthorized possession, duplication, or use of keys to any university premises or vehicles or unauthorized entry to or use of university facilities or vehicles.
8. Use, possession, or distribution of illegal narcotic or dangerous drugs, wherever it occurs.
9. Public intoxication at School of Law/university-sponsored or supervised activities, or use, possession, or distribution of alcoholic beverages except as expressly permitted by law and School of Law/university policies.
10. Possession of firearms, explosives, other weapons, or dangerous chemicals on university premises without the prior authorization of the associate dean for student services.
11. Obstruction of the free flow of pedestrian or vehicular traffic on university premises or at university-sponsored or supervised functions.

12. Disorderly conduct or lewd, indecent, or obscene conduct or expression or breach of the peace or aiding, abetting, or procuring another person to breach the peace on university premises or at School of Law/university-sponsored or supervised functions.
13. Failure to comply with directions of School of Law/university officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.
14. Theft or other abuse of university technology/computer time, including, but not limited to the following:
 - a. Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose;
 - b. Unauthorized transfer of a file;
 - c. Unauthorized use of another individual's identification and password;
 - d. Use of computing facilities to interfere with the work of another student, faculty member, or other member of the university community;
 - e. Use of computing facilities to send obscene or abusive messages;
 - f. Use of computing facilities to interfere with normal operation of the university computing system;
 - g. Unauthorized use of facsimile machines, media equipment, or phone equipment (including voicemail).
15. Violations of federal, state, or local laws proscribing conduct that involves violence, dishonesty, and/or moral turpitude, wherever such conduct occurs.

D. VIOLATION OF LAW AND UNIVERSITY DISCIPLINE

1. Disciplinary proceedings may be instituted against a student charged with violation of a law that also is a violation of these Standards of Student Conduct without regard to criminal arrest and prosecution or whether civil litigation is pending. Proceedings under these Standards of Student Conduct may be carried out before, simultaneously with, or following civil or criminal proceedings.
2. If the alleged offense is both a violation of law and subject to these Standards of Student Conduct, the School of Law may advise off-campus authorities of the existence of these Standards of Student Conduct and of how such matters will be

handled within the School of Law community.

E. PROCEDURES

1. Informal Complaints

- a. Any member of the university community may bring an informal complaint against any law student for misconduct. Any informal complaint should be submitted as soon as possible after the event takes place and must be submitted within one year of the date of the conduct forming the basis of the complaint.
- b. An informal complaint shall be initiated with the associate dean for student services. In the event that the matter involves conduct as to which the associate dean is or may be a witness or in which he or she has any interest or other involvement, the associate dean for student services shall recuse himself or herself and shall refer the matter to the associate dean for academic affairs.
- c. The name of the complainant, the accused student, and all details with respect to the complaint and its disposition shall be maintained in a sealed record. Except under exceptional circumstances, such as legal compulsion or a complaint that is of such a serious nature that the School of Law believes it is obligated to take independent formal action, all such information shall be kept confidential and will not be disclosed to any person.
- d. The associate dean for student services shall inform the accused student of the complaint against him or her and may investigate to determine if the charges have merit and/or if they can be disposed of administratively by mutual consent of the parties involved on a basis acceptable to the associate dean. If the associate dean concludes that no violation has occurred, the matter will be closed. If the associate dean determines that there was a violation of the Standards of Student Conduct, but the parties come to a mutual resolution acceptable to the associate dean, such disposition shall be final, and there shall be no subsequent proceedings.
- e. If the matter cannot be resolved to the satisfaction of the parties and the associate dean for student services, the associate dean may initiate formal charges.

2. Formal Charges and Institution of Proceedings

- a. A request to file formal charges against any law student for misconduct may be acted upon only after a determination by the associate dean for student services that such charges are justified. The associate dean may make such a

determination: (1) upon being informed of the nature of the charges; (2) after the resolution referred to in Section E.1.e above; or, (3) upon further investigation into the substance of the informal charges. Formal charges shall be prepared in writing by the associate dean for student services and should be submitted to the dean as soon as possible after the event takes place or after the informal resolution referred to in Section E.1.e above. In every instance, formal charges must be submitted within one year of the date of the conduct forming the basis of the complaint.

- b. The associate dean for student services shall promptly inform the accused student in writing of the charges against him or her.
- c. Written notification of the charges shall set forth:
 - i. The specific act or acts alleged to have constituted a violation of the Standards of Student Conduct;
 - ii. The time and place of hearing thereon; and,
 - iii. The members of the hearing panel before whom the matter will be heard.
- d. A copy of the Standards of Student Conduct and procedures shall be attached to the written notification of the charges.
- e. Notice shall be given by hand delivery to the student or by mailing by certified or registered mail to the address appearing on the student's current registration.

3. Interim Suspension

Pending action on charges, a student's status as a member of the university community will not be altered or his or her right to attend classes or perform his or her prescribed duties suspended, except under any of the following circumstances (as determined by the associate dean for student services):

- a. To ensure the safety and well-being of members of the university community or preservation of university property;
- b. To ensure the student's own physical or emotional safety and well-being;
- c. If the student poses a definite threat of disruption of or interference with the normal operations of the university; and/or

- d. If the student fails to attend the scheduled hearing on the disciplinary charges.

During the interim suspension, students shall be denied access to university facilities (including classes) and/or all other university activities or privileges for which the student might otherwise be eligible, as the associate dean for student services may determine to be appropriate.

4. Hearing Panels

- a. Assignment to Panel**

A disciplinary matter relating to a law student shall be heard by the School of Law's hearing panel. In the event the student also is registered for courses in another school within the university, the matter shall be assigned to the hearing panel of the school in which the student is currently doing a major portion of his or her work.

- b. Composition of Hearing Panel**

A hearing panel shall consist of the president of the Student Bar Association and members of the full-time faculty appointed by the dean. The dean shall appoint faculty as needed and, if possible, within two weeks after the start of the fall semester of each academic year. Generally, the senior faculty member on the hearing panel shall serve as its chairperson.

- c. Disqualification and Challenge**

No person shall sit on any hearing panel in a matter that involves conduct to which he or she is or may be a witness or in which he or she has any interest or other involvement.

The student charged with a violation of the Standards of Student Conduct may peremptorily challenge one member of a hearing panel.

5. Conduct of Hearing

Hearings shall be conducted by a hearing panel according to the following guidelines:

- a. Hearings normally shall be conducted in private. Unless an accused student requests an "open hearing" and this request can be granted without interfering with the orderly conduct of the hearing, all hearings shall be closed to all people other than the hearing panel, the complainant, and the accused student, the accused student's advisors, witnesses for both sides, and one representative of the School of Law.
- b. Admission of any person to the hearing shall be at the discretion of the hearing panel and/or the associate dean for student services.

- c. In hearings involving more than one accused student, the chairperson of the hearing panel, at his or her discretion, may permit the hearings concerning each student to be conducted separately.
- d. The complainant and the accused student have the right to be assisted by any advisor they choose, at their own expense. The advisor may be an attorney.
- e. In cases where a disability or other factor is involved (the associate dean for student services will make all such decisions and determinations based on School of Law ADA guidelines), a designated person/assistant may be assigned and/or approved by the School of Law.
- f. The complainant and the accused student will be given an opportunity to testify and present evidence and witnesses and to hear and question adverse witnesses. The accused student will be advised of the content of all statements made against him or her and the names of those who made them and be given an opportunity to rebut unfavorable inferences, which might otherwise be drawn.
- g. A hearing panel shall not consider any evidence unless it was introduced at the hearing or stipulated to in writing or by entry in the record of the hearing by both parties.
- h. There shall be a single verbatim record, such as a tape recording, of all hearings before a hearing panel. The record shall be the property of the School of Law and will be contained within the Law Student Services Office.
- i. All procedural questions are subject to the final decision of the associate dean for student services (or designee).
- j. After the hearing, the hearing panel shall determine (by majority vote) whether the student has violated each section of the Standards of Student Conduct that the student is charged with violating.
- k. The hearing panel shall base its determination about whether the accused student has violated the Standards of Student Conduct on clear and convincing evidence.

6. Recommendation

The hearing panel shall submit a written report, consisting of findings of fact and a conclusion as to violation or non-violation. In the event a violation is found, the report shall also include a recommendation concerning the sanction to be imposed.

Copies of the report shall be delivered to the student charged and to the associate dean for student services within 48 hours of rendition.

7. Sanctions

The following sanctions may be imposed by the associate dean for student services upon any student found to have violated these Standards of Student Conduct. **Depending upon the jurisdiction in which the student plans to take the bar examination, the School of Law may be required to inform the bar examining agency of any disciplinary hearing and/or sanction.**

- a. **Warning:** a notice in writing to the student that the student is violating or has violated institutional regulations.
- b. **Probation:** a written reprimand for violation of specified regulations. Probation is for a designated time and includes the probability of more severe disciplinary sanctions if the student is found to be violating any institutional regulation(s) during the probationary period.
- c. **Loss of privileges:** denial of specified privileges for a designated period.
- d. **Fines:** previously established and published fines may be imposed.
- e. **Restitution:** compensation for loss, damage or injury. This may take the form of appropriate community service (either within the university or outside the university) and/or monetary or material replacement.
- f. **Discretionary sanctions:** work assignments, service to the School of Law or the university, or other related discretionary assignments (such assignments must have the prior approval of the associate dean for student services).
- g. **Suspension:** separation of the student from the School of Law for a definite period, after which the student is eligible to return. The hearing panel and/or the associate dean for student services may specify conditions for reinstatement.
- h. **Expulsion:** permanent separation of the student from the School of Law.

More than one of the sanctions listed above may be imposed for any single violation. In no event shall the sanction imposed by the associate dean for student services be more severe than the sanction recommended by the hearing panel.

8. Appeals

If the sanction recommended is suspension or expulsion, an accused student may appeal the sanction and/or underlying decision to the dean of the School of Law within five (5) school days of the student receiving written notification of the hearing panel's decision. Such appeals shall be in writing and shall be delivered to the associate dean for student services. Appeals shall set forth:

- a. The specific determination or sanction being appealed;
- b. The basis for contesting the determination or sanction; and
- c. The relief requested.

Except as required to explain the basis of new evidence, an appeal shall be limited to review of the verbatim record of the initial hearing and supporting documents for one or more of the following purposes:

- a. To determine whether the original hearing was conducted fairly in light of the charges and evidence presented and in conformity with prescribed procedures giving the complaining party a reasonable opportunity to prepare and present evidence that the Standards of Student Conduct were violated, and giving the accused student a reasonable opportunity to prepare and to present a rebuttal of those allegations.
- b. To determine whether the decision reached regarding the accused student was based on clear and convincing evidence; that is, whether the facts in the case were sufficient to establish that a violation of the Standards of Student Conduct occurred.
- c. To determine whether the sanction(s) imposed were appropriate for the violation of the Standards of Student Conduct that the student was found to have committed.
- d. To consider new evidence sufficient to alter a decision or other relevant facts not brought out in the original hearing, because the person appealing did not know such evidence and/or facts at the time of the original hearing.

The dean of the School of Law shall respond to an appeal within ten school days after the student files a notice of appeal with the associate dean for student services. If the dean upholds an appeal as to a sanction, the dean may reduce the sanction on his or her own. If the dean upholds an appeal as to a determination of violation, the matter shall be remanded to the hearing panel for reopening of the hearing to allow reconsideration of the original determination and sanction(s).

Review of the sanction by the dean may not result in more severe sanction(s) for the accused student.

F. INTERPRETATION AND REVISION

1. Any question of interpretation of these Standards of Student Code shall be referred to the associate dean for student services or designee for final determination.
2. The Standards of Student Conduct shall be reviewed every five years under the direction of the associate dean for student services.

FINANCIAL AID

The following is a summary of the financial aid programs offered at Golden Gate University School of Law. More detailed information is available from the School of Law Admissions and Financial Aid Office.

Most law students at Golden Gate University require some type of financial assistance to pay for their education. While Golden Gate University makes every effort to assist students, financial aid funding is limited, and not all financial needs can be met. Therefore, students should make every attempt to supplement their financial aid with savings and summer employment.

A. GENERAL ELIGIBILITY

Most of the federal financial assistance for law students is available through Federal Title IV programs: Federal Perkins Loans, Federal Work-Study, and Federal Stafford Loans.

To be eligible for federal assistance for any given semester, a law student must:

1. Be a US citizen or national, or a permanent resident;
2. Be enrolled at least half-time. (This status is distinct from the minimum enrollment in the part-time day or evening JD programs needed to earn ABA residency credit. The minimum number of units to earn residency credit in the fall or spring semesters is 8 units, and the minimum number of units to be eligible for financial aid is 6 units);
3. Continue to make satisfactory academic progress, which includes, among other criteria, maintaining the minimum GPA required for a degree program. (See the “Satisfactory Academic Progress Policy” section in this handbook for more information.);
4. Not be in default or have borrowed in excess of loan limits on any Title IV loan, or owe a refund on any Title IV grant at any institution without having made satisfactory repayment arrangements;
5. Demonstrate need for federal assistance; and
6. Attend a mandatory loan counseling entrance session and, upon graduating or dropping below half-time, complete a mandatory loan counseling exit session.

Visa-holding LLM students should consult the “International Students” section of this handbook.

B. STUDENT RESPONSIBILITIES

A student who wishes to receive financial aid must complete the following items each academic year:

1. Submit a Free Application for Federal Student Aid (FAFSA), available from the School of Law beginning in January or on the web at *www.fafsa.ed.gov*. **Students must submit their FAFSA by the March 1 priority deadline each year to be eligible for certain sources of aid** (e.g., Perkins Loans).
2. Submit a Golden Gate University School of Law Institutional Financial Aid Application. Applications are available during the spring term for the following year. Students who wish to receive financial aid for the summer term must submit a separate application.
3. Students may be required to submit a signed copy of their tax returns, W-2 forms, and the federal verification worksheet.
4. Students who receive financial aid award letters should carefully review the types of aid being offered. The Financial Aid Office will assume that all awards have been accepted if the “decline box” on the award letter has not been checked. Additionally, students must sign and return the award letter to the School of Law Admissions and Financial Aid Office. The financial aid award letter for the fall and spring term is based on a nine-month budget. Students who attend summer school may be eligible for additional financial aid to cover tuition and living expenses for the summer months. Students who believe they have a unique situation (e.g., are married, have children, or have unexpected medical expenses) should meet with their financial aid counselors to discuss their funding options.
5. Submit additional documents as requested by a financial aid counselor (i.e. Master Promissory Note (MPN), verification documents, etc.).
6. Students sign a Master Promissory Note the first time they apply for the Stafford Loan, which will stay on file with their lenders. Students are not required to complete a Stafford Master Promissory (MPN) each year. A financial aid counselor will contact a student’s lender each year to request additional loan funds upon receipt of the signed financial aid award letter. The amount requested is the amount the student accepts on their financial aid award letter.
7. Students who receive a Federal Perkins Award or Work-Study Award must complete the required documents requested by their financial aid counselor in a timely manner, or the funds may be awarded to other students.
8. Students applying for alternative loans must contact their lenders directly and go

through the loan approval process. Once a student is approved, he or she will receive a promissory note that must be signed and submitted to the lender. In most cases, the Admissions and Financial Aid Office certifies alternative loan applications electronically, unless otherwise requested by the lender.

Failure to complete the above items can result in delays or complete loss of all financial aid.

Further information about financial aid may be answered by a financial aid counselor, or by e-mailing lawfao@ggu.edu.

C. CAMPUS-BASED FINANCIAL AID

To be eligible to receive Federal Perkins Loans or Federal Work-Study assistance, a student must submit the Golden Gate University School of Law Financial Aid Application and the Free Application for Federal Student Aid (FAFSA) by the priority deadline. All additional documents, including tax returns (if requested), must be provided in a timely manner.

Students who meet filing deadlines will be given priority consideration for funding. Submitting applications in a timely fashion is essential. Due to limited funding, late applicants may be precluded from receiving certain forms of financial assistance.

1. Perkins Loan

To receive a Perkins Loan, a student must request an award on the School of Law Financial Aid Application. Priority is given to returning students with high need. If awarded a Perkins Loan, a student must complete additional loan documents in the School of Law Admissions and Financial Aid Office. Available funds are limited, and it is possible that in certain years, no funds are available. The maximum annual award is \$6,000.

2. Federal Work-Study

The Federal Work-Study Program was designed by the federal government to expand part-time employment opportunities for students with demonstrated financial need. Through this program, federal funds are used to pay a portion of the student's salary; the job provider is responsible for the remainder. The amount of work-study is based on a student's demonstrated financial need as well as on the availability of funds. The maximum award is \$6,000 per academic year.

In addition, the jobs developed under this program are intended to serve the public interest and thus meet the needs of the community and the university. Off-campus job providers are private employers, not-for-profit agencies, or organizations in the public or private sectors. Private sector employment must be educationally relevant. No work-study student employee may displace previous employees, nor may the work-study job involve political or religious activities.

Work-study funds may be made available in periods of non-enrollment (e.g.,

summer). However, if you choose to accept federal work-study funds and you are not enrolled on at least a half-time basis, the net amount you earn will be considered a monetary resource for the next term in which you are enrolled at least half-time. Students should meet with their financial aid counselor for more information.

3. Public Interest Work-Study (Funded by the School of Law)

The School of Law established the Public Interest Work-Study (PIWS) Program to assist selected students in gaining summer (or fall, if HLP) work experience at government agencies and public interest organizations. Through PIWS, the School of Law pays the job provider's portion of a student's salary to supplement federal work-study funds. In this way, students may work for job providers who are unable to pay the salary under the Federal Work-Study Program (described earlier). Private, for-profit employers are not eligible for public interest work-study.

Students must apply for, be awarded, and accept federal work-study funds in order to be eligible to apply for School of Law PIWS funds. All of the limitations on the use of federal work-study apply to PIWS. However, students enrolling as a visiting student at another law school are not eligible to receive PIWS funding. Two separate applications are required: one to the School of Law Admissions and Financial Aid Office for federal work-study funds and one to public interest advisor for PIWS funds. Students are responsible for reading and following the procedures for both applications and meeting both sets of deadlines. Information is listed in *Law School News*.

School of Law PIWS funds are limited and may not be given out on an annual basis. Historically, the number of students that apply exceed the number of PIWS placements that are available. Preference is given to students who have excellent academic records and are seeking to work for a job provider with whom they have not previously worked in any capacity. Students will not be given School of Law PIWS funds to continue working for a job provider during the same semester they have worked for that job provider for academic credit.

Students are ineligible for School of Law PIWS funds if they are not in good academic standing, are likely to be disqualified, or if they will not be enrolled at the School of Law the following semester. Preference is given to students who have not been previously awarded PIWS. Approval of PIWS funds for a particular job provider is subject to the discretion of the public interest advisor and the School of Law Admissions and Financial Aid Office. The job provider must be a government agency or a non-profit organization. A job provider who employs any students under the regular Federal Work-Study Program is not eligible for placements under the School of Law PIWS Program.

All work-study recipients are employees of record of Golden Gate University, even if they are working for an off-campus job provider. Employment is governed by the personnel policies and practices of Golden Gate University. During periods of

enrollment, students may work up to 19.5 hours per week, providing there are no conflicts with class schedules. During periods of non-enrollment, or during an HLP apprenticeship, students may work up to 37.5 hours per week. Overtime is not allowed. Anything over 7.5 hours per day is considered overtime. Additionally, if you work more than 6.0 hours, a 30-minute break is required. The maximum allowable award is \$6,000 per academic year. Regardless of their award, students cannot work more than 999 hours per academic year.

D. PETITIONS

A student who experiences a change in circumstances (medical expenses, childcare expenses, emergencies, or extreme hardship) may apply for additional funds. Consumer debt (i.e., credit card debt or car loans) will not be considered for cost of attendance increases. To apply, students must submit a petition form, available only after meeting with a financial aid counselor, along with the requisite explanation of their circumstances and receipts/documentation to support the petition. Petitions may take two to three weeks to be reviewed. A student must agree to submit any additional documentation that is requested. All submitted documentation is confidential and considered property of the university once it has been submitted and, therefore, will not be returned under any circumstances. All petitions are subject to the approval of the assistant director and assistant dean of the School of Law Admissions and Financial Aid Office. Any misrepresentation or falsifications will result in the denial of the petition and possible withdrawal of future loan funds.

E. EMERGENCY LOANS

The School of Law administers interest-free emergency loan funds, no more than one time per semester, for up to \$1,000. To apply for such a loan, the student must complete a loan application and promissory note, available from the School of Law Admissions and Financial Aid Office and submit the completed forms to that office for emergency loan committee approval. Late submission of financial aid paperwork/loan application does not constitute an emergency. Emergency loans will only be approved if the student has loan funds pending disbursement. If funds are to be disbursed to the school within one week of an emergency loan application being submitted, it will not be approved.

Emergency loans cannot be used to pay tuition or fees. Only one emergency loan can be approved per semester.

All emergency loans are to be repaid within 30 days. Failure to repay an emergency loan on time will adversely affect future loan approvals, future registration, etc.

F. EXTERNAL SOURCES OF FINANCIAL AID

In order to obtain adequate funding for a law school education, students are encouraged to explore additional avenues of funding. Reference guides to external scholarships are

available in the university library. Information about such programs is published in *Law School News* and kept on file in the School of Law Admissions and Financial Aid Office.

G. SCHOLARSHIP AND GRANT INFORMATION FOR CONTINUING STUDENTS

All School of Law scholarships and Perkins Loans are applied against tuition at Golden Gate University School of Law. Students cannot use these awards to pay tuition at another School of Law. Normally, half of the award is applied against fall tuition and half against spring tuition. Generally, merit scholarships, special scholarships, and School of Law loans cannot be applied toward summer school tuition, except in the case of students enrolled in the Honors Lawyering Program.

Returning students receiving merit or special scholarships are notified of all School of Law scholarships and loans by a letter mailed during the summer from the Law Student Services Office or the School of Law Admissions and Financial Aid Office. No information concerning scholarships can be given out until award letters are mailed.

A student who graduates early or who visits away may lose some of his or her award or may be able to apply the entire award to one semester, depending on the size of the award and the student's circumstances. A student in this situation must contact the associate dean for student services immediately upon receiving the award letter.

H. JD STUDENT MERIT SCHOLARSHIPS

The School of Law adopted a new merit scholarship policy effective with all JD students starting January 2002.

1. Entering JD Student Merit Scholarships

The Admissions and Financial Aid Office awards Entering Merit Scholarships to eligible students. Entering Merit Scholarships for fall admit students are for one academic year only. Entering Merit Scholarships for mid-year admission students are for one semester only. Full-tuition Entering Merit Scholarships may be used during the student's first summer even if he or she is not awarded a full-tuition Continuing Merit Scholarship. Partial-tuition Entering Merit Scholarships may only be used during the fall and spring semesters (except for HLP students). Entering Merit Scholarships are not renewable.

2. Continuing JD Student Merit Scholarships

Students in the top 20% receive a Continuing Merit Scholarship based on academic achievement. After each spring semester, the registrar prepares this scholarship ranking based on GPA in required courses. The students who are ranked include all non-transfer JD students who started law school the prior fall and spring semesters. . The amount of the scholarship awarded is dependent on where the student falls in the scholarship ranking. This scholarship does not require an application. For students who received an Entering Merit Scholarship, the amount of the Continuing Merit Scholarship will generally not be the same as the amount of their Entering Merit

Scholarship. Students who did not receive an Entering Merit Scholarship may qualify for a Continuing Merit Scholarship.

Students who receive a Continuing Merit Scholarship for their second year of law school must maintain a minimum GPA of 3.0 at the end of each spring semester in order to renew their scholarship for their third or fourth years. With the exception of full-tuition scholarships (and HLP students), Continuing Merit Scholarships may not be used during the summer session.

3. Mid-year Admission JD Students' Eligibility for Scholarships

The School of Law Admissions and Financial Aid Office awards Entering Merit Scholarships to eligible mid-year admission (MYA) students. Entering Merit Scholarships for mid-year admission students are for one semester only. Entering Merit Scholarships are not renewable.

After their first semester of School of Law, the registrar prepares an unofficial scholarship ranking of the entire midyear admission cohort for purposes of awarding Continuing Merit Scholarships. Continuing Merit Scholarships are awarded to the top 20% of the cohort whose GPAs are 3.0 or above. There is no need to apply for a Continuing Merit Scholarship. For students who received an Entering Merit Scholarship, the amount of the Continuing Merit Scholarship will generally not be the same as the amount of their Entering Merit Scholarship. This MYA Continuing Merit Scholarship is good for one academic year only and is not renewable. With the exception of Full-tuition scholarships, MYA Continuing Merit Scholarships may not be used during the summer session immediately following their first semester.

After their second spring semester, mid-year admission students will be unofficially ranked with fall admission students and will have a second opportunity to be awarded a Continuing Merit Scholarship depending on their scholarship ranking. Mid-year admission students who have completed three semesters are eligible for any of the special scholarships listed in this handbook. MYA students who receive a Continuing Merit Scholarship following their second spring semester must maintain a minimum required course GPA of 3.0 at the end of each spring semester in order to renew their scholarship for the subsequent academic year. With the exception of full-tuition scholarships, Continuing Merit Scholarships may not be used during the summer session.

I. FINANCIAL AID SATISFACTORY ACADEMIC PROGRESS

1. Measures of progress

All students who receive Title IV Federal Financial Aid must maintain financial aid satisfactory academic progress. Golden Gate University is required to periodically evaluate your progress toward your degree. Golden Gate University's Satisfactory

Academic Progress policy evaluates your qualitative progress (GPA) as well as your quantitative progress (courses completed) as follows:

a. Qualitative (GPA) Measure of Progress

All financial aid recipients must demonstrate a certain level of academic achievement, as measured by the cumulative grade point average (GPA). The following GPAs represent the minimum cumulative GPA required to maintain a student's financial aid eligibility:

All JD degrees:

Overall	2.00
Required courses.....	2.15
All LLM degrees except US Legal Studies	2.50
LLM US Legal Studies degrees.....	2.00
All graduate (non-law) degrees/certificates	3.00

b. Quantitative Measure of Progress

All students receiving financial aid must successfully complete at least 80% of the units attempted. Attempted units include all graded and transcribed units, all incomplete units, units from prior terms that were dropped after the first week of classes or that were not completed, and all transfer units. Completed units are those units for which the student has received grades and degree credit, including all transfer units.

In addition, students must complete at least 70% of the units for which they receive financial aid. Repeated courses will not be eligible for Title IV Federal Financial Aid and will be counted in attempted units. **However, a student will not receive degree credit twice for the same course, so a repeated course will not be counted as completed units.** Courses taken in audit or non-credit status are not included in either the number of units attempted or units completed. Likewise, courses taken in Open Enrollment status are not included, unless those course(s) are subsequently applied toward a degree or certification program. Satisfactory progress always measures what has happened in prior terms, so all registration and enrollment activity for the current term is excluded from the evaluations.

All students receiving financial aid must complete their degree programs within 150% of the timeframe required for the degree (rounded up to the nearest whole number of units) as measured by the number of units required for the degree. For example, the JD degree program requires 88 units for graduation. Students may attempt 110 units toward this degree before becoming ineligible for financial aid. Students should monitor their total loan debt to ensure they do not reach the maximum before completing their degrees. The federal governmental maximum aggregate amounts are as follows:

subsidized Stafford loans of \$65,500, if eligible, and unsubsidized Stafford loans of \$73,000 for a total lifetime aggregate of \$138,500.

2. Probation

A student who falls below either measure will be placed automatically on financial aid probation for one semester. A student who has not met the minimum GPA requirements will have **one** probationary semester to raise his or her GPA up to the minimum required level. A student who did not achieve the 80% completion rate will have one probationary semester to raise his or her completion rate back up to 80%. If, at the end of the probationary semester, the student fails to gain satisfactory standing, the student's financial aid will be subject to cancellation. If a student does regain satisfactory standing at the end of this period, he or she will be removed from financial aid probation. Students are allowed only one probationary period. A student who drops below the minimum progress requirements a second time will not be given a second probationary period; their financial aid will be subject to cancellation immediately.

3. Appeals

Students who are unable to regain satisfactory academic standing at the end of a probationary period or whose financial aid is otherwise subject to cancellation have the right to petition for an additional probationary period. Students who feel there were truly exceptional and/or unavoidable circumstances that prevented them from meeting the eligibility requirements should submit a letter of appeal to their financial aid counselor, stating in detail the basis of their appeal, along with any supporting documentation. Supporting documentation must be detailed and specific as to its relevance to a student's request for an exception to this policy, and must provide information about the student's ability to continue in their program. The student's financial aid counselor will then make a recommendation to the university financial aid review committee for a final decision. A student will be notified in writing of the outcome of their petition.

4. Reinstatement

A student whose financial aid is canceled after they fail to maintain satisfactory academic progress must regain satisfactory standing in order for their eligibility for financial aid to be reinstated. This can be done two ways: a student can raise his or her cumulative GPA to the minimum required for their degree program, or the student can increase his or her completed-to-attempted units percentage by transferring additional units from another institution.

In certain circumstances, the university financial aid review committee will consider requests for reinstatement of eligibility from students who have not been able to regain satisfactory standing. In such cases, a student must submit a letter and documentation to their financial aid counselor, explaining their circumstances and documenting why the committee should approve their request. Some situations for which the committee would consider such a request are the serious illness of the

student or the serious illness or death of an immediate family member. In all such cases, a student must be able to provide detailed documentation that is specific to their situation and to their ability to return successfully to classes.

Students who are returning to Golden Gate University after being academically disqualified will be evaluated on a term-by-term basis at the end of every term. In these cases, the minimum required GPA will be the term GPA, not a cumulative GPA.

J. SPECIAL SCHOLARSHIPS

The School of Law receives and distributes funds from the sources listed below. Students must submit a special application for some of these scholarships. Please look in *Law School News* during the spring semester for details and deadlines. Students are sent notification of special scholarship awards by the end of the summer term.

1. All eligible FIRST-YEAR STUDENTS are considered for the following scholarships, which are awarded at the end of the first year:

- ⇒ The **Anne Marie Bourgeois Memorial Endowed Law Scholarship** was established in memory of a 1989 graduate. It is awarded to women students with prior experience in the legal field.
- ⇒ The **Louis Garcia Memorial Endowed Scholarship Fund** was established in memory of a 1952 graduate and the first Latino judge to serve in San Francisco. The primary objective of this fund is to assist minority students.
- ⇒ The **Diana Richmond Endowed Scholarship Fund** for African-Americans was funded with a major gift by Diana Richmond, a 1973 graduate and an established family practice lawyer in San Francisco. This award is given to African-American law students.

2. An application (including resume) must be submitted for the following scholarships, awarded by the School of Law Special Scholarship Committee, unless otherwise noted. (Please be sure to carefully review the criteria for the following scholarships before completing your applications.):

- ⇒ The **Alumni Association Endowed Scholarship** is awarded to law students in the top 15% of their class who have demonstrated leadership. The selection committee may consider financial need. (This scholarship is awarded by the University Alumni Association.)
- ⇒ The **Leon A. and Esther F. Blum Foundation Loan and Scholarship Program** provides financial aid to worthy students attending accredited law schools in San Francisco. (Not awarded by the Special Scholarship

Committee.)

- ⇒ The **Frederick W. Bradley Endowed Scholarship**, named for a 1966 graduate of the School of Law, is awarded solely on the basis of financial need.
- ⇒ The **Phillip Burton Endowed Law Scholarship**, named in memory of the former US congressman and 1953 School of Law graduate, is awarded on the basis of academic achievement, commitment to community service, and financial need.
- ⇒ The **Linda Caputo Memorial Scholarship** was established by the friends, family, School of Law faculty, and classmates of Linda Caputo, who graduated from the School of Law in 1987 and struggled all her life with spina bifida. This scholarship is awarded to students who have overcome significant obstacles to obtain a legal education.
- ⇒ The **Martin S. Cohen Endowed Memorial Scholarship**, named for a former student, is awarded to Jewish students with demonstrated financial need and good academic standing.
- ⇒ The **Kevin J. Connell JD Memorial Endowed Scholarship Fund** was established in memory of a third-year student who died in spring 1995. The scholarship is awarded to students in good academic standing with demonstrated financial need, with preference given to veterans of the US Armed Forces.
- ⇒ The **Lawrence A. Cowen Scholarship Fund**, created by a bequest from one of the School of Law's earliest graduates, provides scholarships to students based on financial need and other factors. (Not awarded by the Special Scholarship Committee.)
- ⇒ The **Environmental Law Scholarship** is awarded to a second- or third-year evening student with the most outstanding record in environmental law. An essay is required with the application.
- ⇒ The **Helen A. and John A. Gorfinkel Endowed Scholarship**, was established in memory of John Gorfinkel, a former professor and dean, and is awarded on the basis of need and academic achievement.
- ⇒ The **Richard W. Johnson Memorial Endowed Scholarship** was created and funded by classmates and friends of a 1965 graduate of the School of Law. This scholarship, given to a student who has shown great academic

improvement since starting law school, is awarded at the start of a student's third year.

- ⇒ The **Paul S. Jordan Endowed Law Scholarship** is named for a School of Law faculty member, dean, and university trustee. Preference is given to students who demonstrate scholastic excellence and financial need.
- ⇒ The **Hugh Geoffrey Major Endowed Women's Law Scholarship** was established by Patricia Carson (a 1952 graduate) and named for her son. The scholarship is awarded to women law students with financial need and good academic standing.
- ⇒ The **Barbara M. Mathews Educational Scholarship** provides annual support for two women students who majored in humanities as undergraduates and who demonstrate financial need.
- ⇒ The **Masud Mehran Endowed Fellowship** is named for a member of the university Board of Trustees since 1986. The fellowship is awarded to students in good academic standing with demonstrated financial need. Preference is given to individuals displaying entrepreneurial spirit and initiative.
- ⇒ The **Anthony J. Pagano Dean's Merit Scholarship**, named for the dean of the School of Law 1988–1998, is awarded at the discretion of the current dean to any law student with financial need who demonstrates outstanding achievement during law school.
- ⇒ The **Roderick S. Polentz Memorial Endowed Scholarship**, established in 2005 by a generous gift from the Polentz family, is named in memory of a 1984 alumnus and is awarded to an evening law student.
- ⇒ The **Joseph R. and June B. Rensch Endowed Scholarship** is awarded to upper-division students on the basis of need, academic achievement, and potential for business leadership.
- ⇒ The **Kathryn E. Ringgold Endowed Scholarship** is awarded to students with demonstrated financial need and solid academic standing, with preference given to women or African-Americans.
- ⇒ The **San Francisco Legal Auxiliary** awards a scholarship based on academic achievement and financial need to students who graduated from Bay Area high schools and plan to practice in the Bay Area.
- ⇒ The **Louie Sbarbaro Endowed Scholarship Fund** is named for a longtime bon vivant and raconteur who resided in Siskiyou County, California. This is a

need-based scholarship, with preference given to students who resided in the northern part of California before entering law school.

- ⇒ The **Catherine Sherburne-Thompson Endowed Scholarship Fund** is named in memory of a 1956 law graduate and its first female faculty member. This fund provides assistance to part-time women students in their third or fourth year.
- ⇒ The **Professor James B. Smith Memorial Endowed Scholarship** is given to part-time women students with significant financial need or to older students of either gender.
- ⇒ The **Union Bank of California Scholarship** provides financial assistance to a low-income or minority student.
- ⇒ The **Michael A. Zamperini/W. Clay Burchell Endowed Scholarship** is awarded to a gay or lesbian student who is beginning his or her final fall semester at the School of Law. This scholarship is awarded based on overall academic achievement and academic performance in the Writing and Research courses. An essay is required with the application.
- ⇒ The **Joseph and Ruth Zukor Memorial Scholarship** was endowed by Ruth Zukor in memory of her husband, who graduated from the School of Law in 1956. This scholarship is awarded to students who have demonstrated financial need and are in good academic standing.

GRADUATE LAW STUDENTS

Welcome to the graduate law programs at Golden Gate. We look forward to working with you and helping you achieve your goals as you study in one of our graduate law programs.

All law students in all programs are governed by the School of Law Standards of Student Conduct, the Examination Procedures, the policies and procedures for the Provision of Services to Students with Disabilities, and the Policy on Sexual Harassment.

The Academic Calendar and published deadlines apply to all law students in all programs.

All LLM and SJD students have access to all student services, including the law library, online research, computer support, GGUOnline, student mail folder, counseling and advising, student organizations, career services, bar examination loans, and many of the special programs and clinics.

In general, unless otherwise indicated in the main text, the administrative policies and procedures described in the main section of the Student Handbook apply to all students in the School of Law. **Where the main section has a note referring you to differing LLM and SJD policies, you will find them stated in this section.**

The policies and procedures that follow apply to all students in all graduate programs, whether they are graduates of US School of Laws or foreign School of Laws, and whether they are US citizens or permanent residents, or attending school on a visa.

Additional rules governing SEVIS registration and tracking of foreign law graduates on F-1 or J-1 student visas may be found in the **International Student** section of the Student Handbook.

Each LLM and SJD program has special requirements in addition to those spelled out in the Handbook. Every student should seek advising from the program director or program coordinator of the program to ensure that he/she is complying with the program rules.

The following are administrative rules and procedures that apply to all students in all graduate programs.

A. REGISTRATION AND ADVISING

The GGU4YOU online registration system is embedded with JD prerequisites and thus may block graduate students' online registration if they are registering for an upper division course where they have not fulfilled the prerequisites at Golden Gate. Graduate students will need to register by submitting hard copy registration forms if such blocking occurs. To register for such a course in hard copy, students will need to obtain the signature of their

program director or of the course instructor. LLM US Legal Studies students should seek academic advising every semester before registering for classes and obtain the signature of the program director for all courses.

B. OVERLOADS AND FULL COURSE LOADS

The LLM and SJD programs have flexible enrollment policies that permit continuous enrollment when a student is enrolled in one course, thesis, practical training, externship, or directed study. The programs also allow for leaves of absence in increments of up to one year, and for course overloads when authorized by the program director. However, all students should be aware that financial aid regulations and visa requirements may limit their options. When in doubt, students should seek specific advising to avoid problems.

C. AUDITING

Students who are enrolled in a degree program cannot audit courses. Only students who are not pursuing a degree may audit, such as an LLM or JD graduate who wants to take a course after the completion of the degree. Attorneys may enroll in a course as auditors on a space available basis. Courses taken in an audit status may not be applied to an LLM program. Auditing students do not take the final examination or receive a grade for the course. Auditors may be required to participate in class discussions, but they may not take the final exam and receive no grade or academic credit for the course. SJD and non-matriculated students may change to audit status by submission of a Schedule Change Request form until the last day of instruction for the term. Once the status of a course has been changed to audit, it may not be revoked.

D. OPEN LLM – VISITING SCHOLARS

Visiting scholars are lawyers, law graduates, or law professors from other countries who spend one or two semesters at Golden Gate pursuing research. These scholars may not have a degree objective but may enroll in one or more classes according to the terms of their invitation or study grant. Visiting scholars may take the final examination and receive a grade for the course. Open LLM visiting scholars may have to pay registration fees, international student fees, and insurance premiums. Visiting scholars who later decide to pursue an LLM or SJD program may, upon advisement by the program director, apply courses taken while in visiting scholar status to the degree program.

E. ADDING AND DROPPING COURSES

All graduate law students are governed by the same add-drop policies as JD students. They must meet all add and drop deadlines to avoid penalties. However, where students experience unavoidable visa problems that delay their arrival and registration, the situation will be taken into account. F and J visa holding students planning to enroll in Curricular Practical Training should see that section below for special registration procedures.

F. CREDIT/NO CREDIT ELECTION

With the approval of the program director, LLM students may take up to six units of non-required courses on a “Credit/No Credit” basis. The deadlines for applying for CR/NC are the same as those in the JD program: the date of the last class meeting of the term, or for courses that do not have class meetings, (e.g. Independent Study) the last day of instruction for the term as listed in the Academic Calendar.

G. LANGUAGE ACCOMMODATION

LLM students whose first language is not English may request a language accommodation. LLM US Legal Studies students may request language accommodation after the first semester only in extraordinary circumstances. If approved, the language accommodation allows an extra 20 minutes per hour of scheduled examination time and permits accommodated students to bring a bilingual dictionary to the exam. The dictionary must be English-your language/your language-English only. English language dictionaries with definitions, electronic translators with definitions, and law dictionaries are NOT permitted. The deadline for language accommodation requests is around the fifth week of the semester. The LLM program director or program coordinator must approve and sign the request. Late requests will not be granted without the approval of the exam coordinator.

H. ACADEMIC STANDARDS

Degree requirements are listed in the Graduate Law Programs Bulletin; students should seek advising from their program director. Generally, to earn the LLM degree, the student must maintain a cumulative GPA of 2.5 (2.0 for US Legal Studies). Generally, SJD students must maintain a cumulative GPA of 3.0. Graduation honors are awarded to students earning a GPA of 3.5 or above.

I. GRADING POLICIES (LLM USLS)

Many LLM US Legal Studies students plan to take a US bar exam and to work in US law offices as law clerks or lawyers. Therefore, they need to have a realistic picture of their ability to understand and practice US law. For all JD courses they take, LLM US Legal Studies students will be graded according to the JD grading standards found in the *Student Handbook*.

J. ACADEMIC PROBATION AND DISQUALIFICATION

Each LLM and SJD program sets its own academic standards; students with questions should seek advising from the program director or request the specific LLM program policy on academic standards. Generally, LLM students must maintain a 2.5 GPA (2.0 for US Legal Studies) to remain in good standing. Generally, SJD students must maintain a cumulative

GPA of 3.0 to remain in good standing. If a student falls below this GPA he/she will receive notice and may be placed on academic probation. If the student does not achieve the required cumulative GPA in the probation semester, he or she may be academically disqualified. Students on academic probation will not be permitted to register for courses without the signature of the program director.

K. RETAKING A COURSE

LLM students who have received a C- or lower in a specific course, or who are on academic probation, may retake a course with permission of the LLM program director. The grade from the second taking is the grade that will be calculated in the student's GPA, whether or not it is higher than the first grade earned. The first grade will not be calculated in the student's GPA, but the course and grades will appear on the student's transcript as having been repeated.

L. APPLICATION FOR GRADUATION

LLM and SJD students should enter the anticipated date of graduation on the registration form each semester, and this date may be changed by advisement. However, every student must also file an Application for Graduation and Commencement during (or shortly prior to) the semester he or she plans to graduate. The deadlines for filing the graduation application are August 31 for December graduation; December 1 for May graduation, and December 1 for August graduation.

M. TRANSCRIPTS

LLM and SJD students must provide official transcripts of their prior law study with their application. These transcripts remain in the student file of the law registrar while the student is in attendance. Students who have graduated from law school in non-English speaking nations must provide certified translations as well.

N. TRANSCRIPTS FOR BAR EXAMINATIONS

All students who plan to take a bar examination should review the state bar requirements on the web before requesting documentation for the bar. Students from other countries should bring with them to the US an official transcript and a certified translation in sealed envelopes or with official seals for submission to the bar when applying to take the bar exam. Upon completing the LLM degree, the student should obtain an official Golden Gate transcript. The Law Registrar's Office will certify to the bar that the student has completed the LLM program, and will send the sealed transcripts and translations directly to the bar with the Golden Gate certification. Students from nations where it may take considerable time to obtain official records should plan ahead. Where, because of circumstances beyond the student's control, it is impossible for a student to obtain additional official transcripts from the home country, the Law Registrar's Office may be able to certify a copy of the original

transcript on file at Golden Gate. Forms for requesting official transcripts, certification to the bar, and other bar-related documents are online, or the Law Registrar's Office can assist you.

O. LLM STUDENT REQUEST FOR TRANSFER OR APPLICATION OF UNITS

Permission of the program director is required to transfer or apply units taken in another program into the current graduate law program. Generally, up to 6 units from an ABA-approved LLM program may be applied to a LLM program at Golden Gate if the student has earned grades of at least B- (2.5). Students who have taken LLM program courses while attending the Golden Gate JD program may apply up to 6 units to a LLM program (up to 9 units for the LLM tax program). Students earning a LLM from Golden Gate may apply to that program up to 6 units of coursework in another GGU LLM program. However, consent of the program director is required for any transfer of units.

P. APPLICATION FOR CONCENTRATION FORM

While the LLM programs in Environmental Law, Intellectual Property, International Law, and Taxation have specific course requirements that provide the student with a specialization in a particular area of US or international law, the LLM in US Legal Studies is a general program offering a basic curriculum in US law. Nevertheless, some law graduates in the LLM US program elect to specialize in a particular area of US law. LLM US students may complete a concentration by completing the 8 units of required courses for the LLM US and completing a minimum of 16 units of courses selected from the concentration course lists. Concentrations are available in the LLM US Legal Studies program in Corporate and Commercial Law, Immigration Law, Labor and Employment Law, Litigation and Lawyering Skills, Real Estate and Development Law and US Legal Practice. To apply for a concentration, students should obtain the concentration application form and list of courses, and make an advising appointment with the LLM US Legal Studies program director.

INTERNATIONAL STUDENTS

The following policies apply to all students on F-1 or J-1 visas attending Golden Gate University School of Law in the JD, LLM, or SJD programs. For SEVIS registration at the beginning of each semester and summer session, information updates, travel, academic advising, change of status, and all employment-related matters, including curricular practical training and optional practical training, F-1 and J-1 students must report to the SEVIS designated school official (DSO) in the International Student Services Office (536 Mission Street, Room 3315).

Students who are not US citizens or permanent residents and who hold a visa status other than F-1 or J-1 are not covered by the SEVIS system. They are subject to rules different from those mentioned in this section. Students with questions may contact the School of Law DSO for general information or referrals to legal assistance.

The university's International Admissions and Advising (IAA) office is located in the university admissions office on the first floor of 536 Mission Street. The IAA office offers general orientation and information programs for all foreign students throughout the academic year.

A. ARRIVAL, REGISTRATION, AND ORIENTATION

All F-1 and J-1 students must report to their assigned School of Law program DSO upon arrival. At the beginning of each semester the DSO will register the current semester start and end dates. The DSO will enter into the SEVIS system the date of the student's arrival at Golden Gate, thus enabling the student to register for courses. During the orientation period, the DSO will copy the student's passport, I-20, I-94 and other immigration forms for the student file. The DSO will maintain a document file for every SEVIS student while he/she attends Golden Gate University and during the (optional) post-completion practical training period.

B. PASSPORTS

All F-1 and J-1 students should have at least six months until passport expiration.

C. REPORTABLE EVENTS

While enrolled at Golden Gate University, students must report within ten days all "reportable events" to the DSO for entry into SEVIS within the time period required by law. Failure to do so can cause a student to fall out of status and the student could be deported. SEVIS reportable events are: a change of name or address; a change of program or enrollment status, including changes between programs at Golden Gate; failure to maintain status or complete the program; early graduation or program completion prior to the end date on the SEVIS I-20; disciplinary action taken by the school or as a result of the student being convicted of a crime; any change involving dependents, such as adding dependents, name or address change of dependents. At the beginning of each semester the DSO is required to report registration information for all SEVIS students.

D. RECORD-KEEPING REQUIREMENTS

In addition to SEVIS reportable events, DSOs are required to keep records of the following:

1. Travel

An F-1 or J-1 student planning to travel out of the country must report to the DSO before traveling. Unfortunately, some foreign students have encountered difficulties entering the country on student visas. To minimize delays, a student should be certain that the DSO has his travel information. Students should be sure to get a DSO travel signature on page 3 of their I-20 before traveling outside the US. Students should carry their passports, immigration documents, and proof of enrollment at Golden Gate when traveling.

2. Full Course of Study and Continuous Enrollment Requirements

A full course of study for JD students is 12 units per semester. A full course study for LLM and SJD students is 8 units per semester. Students must seek academic advising to be certain they maintain a full course of study while attending Golden Gate. The SEVIS regulations permit medical leave and certain other exceptions to the full course of study requirement, but every student must have the approval of the program director and the DSO before departing from the full course of study requirement. In addition, every student should have advising to understand the consequences of such departure.

3. Program Extension

Students who need more time to complete the program than has been entered in the initial I-20 must see the DSO and file for a program extension **30 days before the end date on the I-20.**

4. Employment

In general, F-1 and J-1 students are not eligible to work while attending school. However, four exceptions apply:

a. On campus Employment

F-1 and J-1 students may work up to 20 hours per week on campus, in libraries, school offices, and the like.

b. Curricular Practical Training

F-1 students in LLM and SJD programs may work in law-related employment to satisfy the practical training requirements of the LLM or SJD program. To become eligible for CPT, students must meet the language requirement, complete the required first semester courses, and work with the Career Services Office to present an appropriate resume to help locate a placement. For CPT forms and instructions, students should see their DSO or the Career Services LLM advisor.

c. Optional Practical Training

F-1 students may spend up to one year after graduation working in the USUS in a law-related placement. To qualify for OPT, the student must apply before the last day of the semester of graduation. Because of the wait for the OPT Employment Authorization Document, we recommend that students apply for OPT at the beginning of their final semester. For assistance, students should contact their DSO or the Career Services LLM advisor.

d. Academic Training

J-1 students have work opportunities similar to those permitted F-1 students. The rules and deadlines differ slightly, but in general J-1 students may work during and after their studies in law related practical training positions. For assistance, students should contact their ARO or the Career Services LLM advisor.

e. Economic Hardship

Though it is extremely difficult to qualify for economic hardship, there is an application process for this employment authorization. For more information, students may contact their DSO.

E. DEPENDENTS

Dependents entering the US while their parents or guardians are studying at Golden Gate University will need F-2 or J-2 visas, additional financial certification, and special registration. For more information, students should contact the DSO/ARO for their program.

F. SOCIAL SECURITY NUMBERS

The current relationship between the Social Security administration and the DHS (formerly INS) is in flux. The local Social Security office (939 Market Street) has specific policies regarding issuing social security numbers to visa holding students. F-1 Students who get on-campus employment must obtain a letter from the appropriate GGU hiring department. Students who get a job under a School of Law practical training program will be able to get a social security number. Details and application forms can be obtained from the DSO in room 3315.

G. FINANCIAL AID

Generally, financial aid, including loans supported by the US government, is not available to visa holding students. However, some international agencies provide loans grants and scholarships for US study. Further information can be found on the School of Law website at http://www.ggu.edu/school_of_law/international_non_us_students/financial_aid.

H. STUDENTS FROM CERTAIN COUNTRIES

New regulations promulgated by the Department of Homeland Security (DHS) require that students from certain African, Asian, and Middle Eastern nations register directly with DHS while they are studying at Golden Gate. An updated list of the affected countries can be found on the US Immigration and Customs Enforcement website:

<http://www.ice.gov/graphics/specialregistration/>.

I. DEPARTMENT OF HOMELAND SECURITY (DHS)

On March 1, 2003, the immigration functions of the Immigration and Naturalization Service were transferred to three new bureaus within the Department of Homeland Security (DHS). The US CIS Citizenship and Immigration Services is responsible for most applications and adjudications that were, in the past, handled by INS. The US ICE Immigration and Customs Enforcement is responsible for immigration investigation, detention, removal, intelligence, and SEVIS. The US CBP Customs and Border Protection is responsible for immigration inspections at US ports of entry, for the Border Patrol, and for Customs Service.

J. FORMS

The most common forms a student will encounter while studying at Golden Gate University are:

- ⇒ AR-11 Change of address form
- ⇒ I-94 Arrival-Departure Record
- ⇒ I-539 Application to Change/Extend Nonimmigrant Status
- ⇒ I-765 Application for Employment Authorization

These forms are available on the web at *<http://uscis.gov/graphics/formsfee/index.htm>* or from a SEVIS DSO at 536 Mission Street, room 3315.

POLICY AND PROCEDURES FOR THE PROVISION OF SERVICES TO STUDENTS WITH DISABILITIES

The Policy and Procedures for the Provision of Services to Students with Disabilities are available on the School of Law website at http://www.ggu.edu/school_of_law/law_student_life. Students may obtain a hard copy from the Law Student Services Office.

SEXUAL HARASSMENT POLICY

The Sexual Harassment Policy is available on the School of Law website at http://www.ggu.edu/school_of_law/law_student_life. Students may obtain a hard copy from the Law Student Services Office.

JD STUDENT SUGGESTED SCHEDULES

The following are suggested schedules for JD students based on when they start law school and whether they are attending on a full or part-time basis. All JD students are encouraged to seek academic advising from the Law Student Services Office to ensure their course selections work to meet the School of Law's degree requirements and the students' individual needs. LLM and SJD students should see their program directors for suggested courses.

August Admission (Full-time)

Full-time students usually take between 12 and 16 units of coursework per semester. To graduate in three years, students need to complete about 15 units per semester.

First Year

Fall Semester (14 units)

Civil Procedure I (3)

Contracts I (3)

Property I (3)

Torts I (3)

Writing & Research I (2)

Spring Semester (16 units)

Civil Procedure II (3)

Contracts II (3)

Criminal Law (3)

Property II (3)

Torts II (3)

Writing & Research II (1)

Subsequent Years

Students may follow programs of their own choosing, provided they complete the following:

Second Year

Fall Semester

Constitutional Law I (3)

Spring Semester

Constitutional Law II (3)

Fall/Spring as assigned, required, or arranged

Appellate Advocacy (2)

Second or Third Year

Corporations (4)

Criminal Procedure I (3)

Evidence (4)

Professional Responsibility (2)

Wills and Trusts (4) [Recommended after Property II.]

Third Year

Solving Legal Problems (2)

August Admission (Part-Time)

Part-time students usually take between 8 and 12 units of coursework per semester. To graduate in four years, students generally attend at least one summer session and are encouraged to take required courses in their first summer.

First Year***Fall Semester (11 units)***

Civil Procedure I (3)
Contracts I (3)
Torts I (3)
Writing and Research I (2)

Spring Semester (10 units)

Civil Procedure II (3)
Contracts II (3)
Torts II (3)
Writing and Research II (1)

Subsequent Years

Students may follow programs of their own choosing, provided they complete the following:

Second Year***Fall Semester***

Criminal Law (3)
Constitutional Law I (3)
Property I (3)

Spring Semester

Constitutional Law II (3)
Criminal Procedure I (3)
Property II (3)

Fall or Spring Semester

Appellate Advocacy (2)

Second or Third Year

Corporations (4)
Evidence (4)
Professional Responsibility (2)

Third or Fourth Year

Wills and Trusts (4) [Recommended after Property II]
Solving Legal Problems (2)

January Admission (Full-Time)

The Midyear Admission Program emphasizes flexibility. Students admitted in January 2005 took 14 units of coursework in the first spring semester. They then take between 12 and 16 units of coursework per semester. MYA students must have their first summer and fall term schedules approved by the associate dean for student services prior to registration.

First Year***First Spring Semester (14 units)***

Civil Procedure I (3)
Contracts I and II (6)
Criminal Law (3)
Writing and Research I (2)

First Fall Semester (13 units)

Civil Procedure II (3)
Constitutional Law I (3)
Torts I (3)
Property I (3)
Writing & Research II (1)

Second Spring Semester

Torts II (3)
Constitutional Law II (3)
Property II (3)

Second Year

Appellate Advocacy (2)
Evidence (4)

Second or Third Year

Corporations (4)
Criminal Procedure I (3)
Professional Responsibility (2)
Wills and Trusts (4) [Recommended after Property II]

Third Year

Solving Legal Problems (2)

The following bar subjects are not required, but are recommended: Community Property (2), Criminal Procedure II (3), Privacy, Defamation and Other Relational Torts (3), Remedies (2), Sales (2)

These schedules are provided as basic models, and depending on unit counts and a student's participation in summer sessions, specific course schedules after the first year (or the first semester for MYA's) will vary.

COURSE DESCRIPTIONS

Following is a list of Law School course descriptions. These can also be found on GGU4YOU. Not every course will be offered every academic year. A tentative schedule of course offerings are also available on GGU4YOU and in each semester's course schedule, available from the Law School Registrar's Office.

Accounting for Lawyers (2.00 units)

LAW-816A

This introductory course gives students a basic understanding of the structure of an accounting system; the mechanics of accounting entries; and the related legal, tax and business ramifications of implementing various accounting conventions and methods. Course lectures and text include discussions and cases covering generally accepted accounting principles, financial statement analysis and disclosure, auditing, choice of entity issues, and the attorney's role in dealing with accountants, auditors, and other financial professionals.

Administrative Law (3.00 units)

LAW-811

This course surveys the organization, authority, and procedures of administrative agencies in relation to rulemaking, adjudication, and judicial review of administrative rulings and decisions. The course examines both federal and state agencies.

Advanced Corporate Tax (3.00 units)

LLM-322B

This course focuses on specific issues of operating in corporate form, including corporate reorganizations and divisions, carryovers of tax attributes, and limitations on carryovers. Prerequisite: Federal Income Taxation of Corporations & Shareholders. (Offered through the LLM in Taxation Program. JD students seeking to enroll must obtain the approval of the program director.)

Advanced Estate Planning (2.00 units)

LLM-334A

This course takes a comprehensive and detailed look into issues such as charitable organizations, valuation discounts, domestic partnerships, family limited partnerships, guardianships and conservatorships, trust and estate litigation, representing high net worth clients, irrevocable trusts, and law office management. Prerequisites: Estate and Gift Taxation; Estate Planning. (Offered through the LLM in Taxation Program. JD students seeking to enroll must obtain the approval of the program director.)

Advanced Film & Television Law (3.00 units)

LAW-833F

This course examines in detail the legal and business issues associated with the development, funding, production, and distribution of motion pictures and television programs. Special emphasis is given to understanding, negotiating and drafting effective agreements. In this course, students document the legal life of a creative project from its creation through final exploitation.

Students also negotiate and draft selected agreements and key provisions. Recommended: Film and Television Law.

Advanced Legal Research: eSearch (2.00 units)

LAW-727E

This course explains the structure and use of legal materials. The goal is research proficiency, especially in a virtual law library. Each student is responsible for using the various online research tools, theories, and strategies presented by the instructors to complete weekly exercises and compile a comprehensive research memorandum/guide. Hard copy and electronic resources will be compared to explore their relative strengths and weaknesses, so students can also expect to sharpen their research skills with traditional print materials.

Advanced Legal Writing (1.00 units)

LAW-726A

This course explores the art of legal writing. Students will focus on the writing process (from outlining to rewriting) as a series of strategic decisions. Assignments include writing and rewriting two closed library assignments. Students will also rewrite a document from a previous class (e.g., Appellate Advocacy Brief) using the advanced writing techniques learned in class. Prerequisites: Appellate Advocacy Not to be taken concurrently with Appellate Advocacy.

Advanced Seminar in Labor/Employment Law (2.00 units)

LAW-885E

This seminar explores a variety of cutting edge issues in the labor and employment law field, and give students an opportunity to explore in depth policy issues affecting the workplace. The course explores both the unionized and non-union sectors, public and private sectors, building trade and health care issues and other current topics.

Air, Space, and Telecommunications Law (3.00 units)

LLM-370

This course acquaints students with public, private, and commercial aspects of international air and space law in the context of national sovereignty over territorial air space. Students also explore the commercial uses of space and outer space for satellite communications, direct broadcasting, remote sensing, weather forecasting, and other uses of space for peaceful purposes within the existing framework of relevant multilateral treaties.

Alternative Dispute Resolution (3.00 units)

LAW-815

The purpose of this course is to help students understand various dispute resolution processes described under the umbrella term alternative dispute resolution. Primary emphasis is on arbitration and mediation techniques in the context of those fields most familiar to practicing lawyers. Comparisons are made to standard civil litigation methods. Prerequisites: Civil Procedure I and II.

Animal Law Seminar (2.00 units)

LAW-822A

This course discusses the origin of animal law throughout history, then focuses on areas of specific concern, including wildlife policy development; the roles of state and federal agencies in trapping, hunting, and poaching; laws relating to companion animals; civil and criminal animal

protection laws; the role of anti-cruelty laws; standing for animals; the treatment of laboratory animals; and the ethical and legal dilemmas posed by the capture and commercial use of animals.

Antitrust (3.00 units)

LAW-890A

This study of the federal antitrust laws (and corresponding California provisions) has a particular emphasis on price fixing, boycotts, discriminatory dealing, and other marketing restraints. The course focuses on counseling for small business and on understanding antitrust pitfalls. Current issues, particularly those relating to health care and intellectual property, are highlighted.

Appellate Advocacy (2.00 units)

LAW-732

This course builds on the writing skills developed in the first year of law school. Students prepare appellate briefs and present oral arguments in a moot court program. Prerequisites: Writing and Research I and II.

Art and the Law (2.00 units)

LAW-782

This course explores the legal issues confronted by artists, art collectors, dealers, galleries and museums. The course considers property rights, including copyright, moral rights and resale rights; relationships between artists and their dealers and their lawyers; contracts; taxes; and questions involving authenticity, insurance and government involvement in the arts.

Asian Americans & the Law (2.00 units)

LAW-844B

This course will examine the evolution of laws related to immigration and citizenship, racial exclusion and internment, and race consciousness and civil rights through the lens of Asian America. The course will set a contextual framework for discussion of contemporary civil rights and social justice issues.

Asian/Pacific Trade Seminar (3.00 units)

LLM-372

This seminar examines the legal aspects of doing business with countries in the Asian/Pacific Basin, including China and Japan, the ASEAN nations, and socialist nations. Prerequisites: International Law, plus either Comparative Legal Systems or International Business Transactions.

Aviation Law (2.00 units)

LAW-781A

This course covers international agreements covering commercial air transportation; the regulatory structure for aviation in the United States; litigation of an aviation case; aircraft manufacturing and certification processes; environmental aspects of airports and airspace usage; claims against the United States; general aviation operations and accidents; special problems with aircraft accident investigation; and licensing actions against pilots, mechanics and Airlines.

Banking and Financial Institutions Law (3.00 units)

LAW-835

This course introduces students to the legal framework that governs banks and financial institutions in the United States and in the state of California. It examines law and regulations

enforced by government regulatory agencies, including the FDIC and California Department of Financial Institutions.

Bankruptcy Law (2.00 units)

LAW-826C

This course covers all the major aspects of bankruptcy law, including eligibility, types of bankruptcy, the automatic stay, trustee strong-arm powers, rights of debtors and creditors, filing claims, and discharging debts. The course introduces students to substantive bankruptcy law and bankruptcy court procedures that are helpful to all practitioners, even those not specializing in bankruptcy law.

Bankruptcy Taxation (2.00 units)

LLM-346W

This course analyzes the special tax rules applicable to bankruptcies, including taxation of individual bankruptcy estates, G reorganizations, net operating losses, relief of indebtedness income rules, and federal tax claims. Prerequisite: Characterization of Income & Expenditure. (Offered through the LLM in Taxation Program. JD students seeking to enroll must obtain the approval of the program director.)

Biotechnology Law (3.00 units)

LAW-839A

This course examines the legal issues arising from the intersection of biology, technology, and intellectual property law (especially patent), focusing primarily on current topics of interest such as cloning, assisted reproduction, and genetically modified foods and crops. Topics are explored mainly through internet sources and guest lecturers. Students research, write, and present to the class a publication-quality paper on a biotechnology topic of their choice. Prerequisite: a high school level understanding of cellular and molecular biology. Some knowledge of patent law is a plus.

Birmingham Civil Rights Cases Seminar (2.00 units)

LAW-864B

This course centers on a series of cases heard in the 1950's and 1960's in Birmingham, Alabama, through which plaintiffs attempted to desegregate the: University of Alabama, Central Georgia Railway, Birmingham Public Housing, Birmingham City Library, Democratic Party, Birmingham School System, County Personnel Board, Birmingham City Hall, and other segregated institutions. Students will be asked to analyze the procedural devices used by both sides, the decision of the United States District Court Judge and how developments in the cases might have been influenced by other cases being heard and decided as well as by the social events going on in the streets, political developments and the reports in the media at the time. Each student will develop a scholarly paper on a significant legal aspect of one or more cases.

Business Immigration Law (2.00 units)

LAW-842B

This course is an in-depth review of the law, policies, and procedures regulating the entry into the United States of foreigners for business, employment, and investment purposes. Students examine the various strategies available to US employers and to foreign individuals under existing law. Students further familiarize themselves with the federal agencies that regulate the

dispensation of temporary and permanent immigration benefits in business, employment, and investment contexts, and develop insights into counseling and procedures for obtaining those benefits. The course also addresses related issues, such as employer compliance with federal employment eligibility verification requirements, and, to a lesser extent, export control issues, the impact of mergers and acquisitions, the intersection of immigration and employment law, and tax aspects of immigration.

Business Planning (3.00 units)

LAW-816

This course follows a small business through the formation and early development stages, including the corporate, partnership, and tax issues raised in formation; relationships among the founders; employee stock and option structures; and venture capital and other capital-raising efforts. The course emphasizes practical aspects of representing small businesses and includes drafting and negotiation practice. Prerequisites: Corporations, Federal Income Taxation.

Business of the Practice of Law (2.00 units)

LAW-858

This course explores the business aspects of the practice of law for students interested in solo practice, those starting a firm with friends or for students interested in understanding management issues of an existing firm or corporate law department. The course will consider the different forms of practice, client management issues, marketing, budgeting and financial planning, space and equipment planning, fee setting, compensation and human resource issues and associated ethical considerations. In lieu of a final exam, over the semester students will draft a number of documents including a law firm structure outline, a business plan, including a budget, client letters, a personal career plan and resume, a diary of observations and insights and time records.

California Civil Procedure (2.00 units)

LAW-700C

This two-unit class is intended to prepare you for the California Bar Exam and for the practice of law in this state. California civil procedure will be added to the California Bar Examination beginning in July 2007. California civil procedure differs in significant respects from federal civil procedure; it will be important to recognize the distinctions since the Bar Examiners will test both topics. This course will cover procedural steps in California ranging from client intake through the appellate process. The course will cover the California Code of Civil Procedure and the California Rules of Court, and will introduce California forms and local rules. Students will use a hands-on approach wherever possible. Pre-requisite: Civil Procedure I & II

California Environmental and Natural Resources Law (3.00 units)

LAW-834H

California boasts some of the nation's most spectacular environmental resources and some of its worst environmental problems. It also frequently sets national trends with its cutting-edge pollution control and resource protection laws. This seminar examines some of the state's unique environmental problems and regulatory approaches. Topics that may be covered include: the state's landmark right-to-know toxic chemical initiative (Proposition 65), regulation of the state's old-growth forests, the public trust doctrine, the California Endangered Species Act,

and lead poisoning prevention measures.

California Legal Research (2.00 units)

LAW-869

This course demonstrates the structure and use of legal resources as they relate to California practice. The course goal is research proficiency, especially with electronic California legal materials. Each student is responsible for learning to use the electronic research tools, theories, and strategies presented by the instructors. Weekly exercises are assigned, and students may also be expected to complete either a semester research project or a shorter end-of-semester project to demonstrate a comprehensive grasp of research skills. Paper and online resources will be compared to reveal their respective strengths and weaknesses, so students in this class can also expect to hone their skills in researching California printed legal materials.

California Property Tax (1.00 units)

LLM-348B

This course provides a foundation in the theory and practice of property taxation for California businesses. During this 5-week session, students will learn the basics in real and personal property taxation, and discuss current and relevant legal issues, such as tax compliance issues affecting property valuations, audit administration issues, and tax saving strategies.

Characterization of Income & Expenditure (3.00 units)

LLM-330

This course examines federal income taxation of capital assets, including the mechanics of capital transactions, nonrecognition property transactions, passive and at-risk loss rules, and interactions between the loss restrictions. (Offered through the LLM in Taxation Program. JD students seeking to enroll must obtain the approval of the program director.)

Children and the Law (3.00 units)

LAW-851A

Students examine various areas of law that impact children most. Examples include juvenile court jurisdiction (child abuse and neglect, status offenses, and delinquency), family and custody matters, mental health, disabilities, and special education. The course is taught in a seminar style with emphasis on the practical and ethical considerations of representing children as clients.

Civil Discovery & Privileges (2.00 units)

LAW-897E

Few civil cases go to trial; all involve discovery which is essential to obtain facts, evidence and information to present a case for settlement, mediation or trial. Knowledge of the concepts and tools of civil discovery, and of their functions, purposes and limitations, enable lawyers to conduct discovery in a professional, efficient and effective manner. This course will examine each of the tools of discovery, major privileges and other objections in depth in the context of both federal and state rules. Grades will be based on a take home exam and a discovery exercise including propounding and responding to written discovery, and briefing and arguing a discovery motion.

Civil Litigation: Pretrial Phase (3.00 units)

LAW-897A

In this course, students handle every aspect of the pretrial preparation of a civil lawsuit. They proceed from the initial client contact, through formulating client representational strategy, to developing a case theory. They draft all the case pleadings as well as motions challenging the sufficiency of the pleadings. Students also engage in all aspects of fact investigation. The course ends with a pre-trial settlement conference. Prerequisites: Civil Procedure I and II.

Civil Practice Clinic (2.00-4.00 units)

LAW-787

In this practice-oriented course, students work in a variety of legal settings. Depending on their interests, students are placed in law firms specializing in bankruptcy, corporate counsel, disability rights, entertainment, immigration, intellectual property, tax, or general civil practice. Students work directly under a supervising attorney and attend a mandatory seminar at least seven times per semester. Prerequisites: Civil Procedure I and II. Recommended: Evidence. Sometimes substantive courses are also prerequisites (e.g., Corporations, for a corporate law placement). Consent of instructor required; contact the instructor at least three weeks before the semester begins.

Civil Procedure I (3.00 units)

LAW-700A

This yearlong course (see Civil Procedure II) is a survey of the procedures regulating the litigation of civil disputes. Civil Procedure I covers personal jurisdiction, subject matter jurisdiction, venue, and choice of law.

Civil Procedure II (3.00 units)

LAW-700B

This yearlong course (see Civil Procedure I) is a survey of the procedures regulating the litigation of civil disputes. Civil Procedure II covers elements of pleading, joinder of parties and claims, discovery, functions of court and jury, verdicts, post-judgment motions, and appeal. The major focus is on the Federal Rules of Civil Procedure. Prerequisite: Civil Procedure I

Commercial Finance (2.00 units)

LAW-803B

This introduction to the law of basic business financing covers the rules regulating lenders and the manufacturers, dealers, and consumers who borrow from them (and from one another) in our modern credit economy. This is also an introduction to the commercial world for students unfamiliar with elementary business practices. It is strongly recommended for anyone planning to represent business clients in litigation or commerce. The course covers Article 9 of the Uniform Commercial Code.

Community Property (2.00 units)

LAW-808A

This course covers the law of California marital property. Topics include general principles of classifying marital property, management and control of community property, division of community property upon dissolution or death, and the property rights of putative or meretricious spouses. Prerequisites: Property I and II.

Comparative Anti-Trust Law (2.00 units)

LAW-890C

This course is a general introduction to a comparative analysis of US, European and global antitrust law. The course will emphasize the attorney's role in dealing with clients engaged in business in the US and/or in Europe. Students will acquire the fundamental analytical tools needed to represent clients faced with potential or actual antitrust problems. They will examine the cultural and historical aspects underlying the differences between the US and EU approaches to certain cases (i.e. Microsoft, GE/Honeywell merger, etc.). Finally, the course will explore applying international antitrust law notably within the framework of the WTO.

Comparative Corporate & Securities Law (2.00 units)

LAW-763A

This course surveys and compares key features of the US, European Union, and international law governing sales agreements. Topics include contract formation and interpretation, dispute resolution, and remedies for breach. Sources will include the (US) Uniform Commercial Code and Restatement (Second) of Contracts, the United Nations Convention on Contracts for International Sales of Goods, the UNIDROIT Principles, European Contract Principles, and selected E.U. legislation. This course is offered only through the Paris Summer Program.

Comparative Corporate Governance (2.00 units)

LAW-802F

This seminar compares law and practice pertaining to corporate governance and securities regulation in the United States with the comparable laws of Germany, Japan, and Mexico. The course takes into account cultural and historical factors. It is designed both for students who plan to practice law in the United States and for those who plan to practice law in other countries. Prerequisite: Corporations.

Comparative Criminal Procedure (2.00 units)

LAW-761A

This course compares the US approach to criminal justice with that of European countries through readings and lively discussions. Specifically, we will consider the rights of one charged with an offense during investigation and interrogation; the right to counsel; search and seizure law; plea bargaining; roles of judges, lawyers and victims; and trial rules and proceedings. This course is offered only through the Paris Summer Program.

Comparative Criminal Procedure (3.00 units)

LAW-803D

This seminar compares the Anglo-American adversarial model of criminal procedure with the continental European inquisitorial system. In particular, students look at how these different systems deal with issues of pretrial detention, right to counsel, judges versus juries, confessions and trial testimony, prosecutors and plea bargaining, and search and seizure. Prerequisites: Criminal Procedure I, Evidence.

Comparative Equality (Civil Rights) Law (2.00 units)

LAW-836A

This research seminar compares US and non-US (mostly European) Equality (Civil Rights) Law, with readings and discussion of Same-Sex Marriage (US, France, Denmark), Affirmative Action (US, France, India, South Africa), Hate Speech (US, Canada, Germany), Reparations (US, Germany), Sexual Harassment (US, France), Discrimination Remedies (US, Britain), and

Religious Apparel and Public Education (US, France, Turkey). Students will present a research paper in lieu of a final exam.

Comparative Equality (Civil Rights) Law (2.00 units)

LAW-762A

This course examines issues of equality (civil rights), including hate speech (France, Germany, US); same-sex marriage (France, Denmark, US); sexual harassment (France, US); affirmative action (France, India, US); discrimination remedies (France, Britain, US); religious apparel in public schools (France, Turkey, US); and reparations (Germany, US). This course is offered only through the Paris Summer Program.

Comparative Intellectual Property Law (2.00 units)

LAW-800A

This course reviews the basics of patent, trade secret, copyright, and trademark law, as well as international treaties that impose intellectual property law norms. The course focuses on the US, Europe, and Thailand with special emphasis on the impact of trade negotiations on substantive treaty provisions and resultant changes in domestic IP laws. The overall structure of international IP treaties is explored, as well as these treaties' practical impact on IP protection from a developed and developing world perspective and how international treaty provisions become part of domestic law and are enforced. Students look at national legislation in light of international obligations of State parties and at cultural-economic factors influencing the development of national law. The course includes a visit to the Central Intellectual Property Court and the International Trade Court. This course is only offered through the Summer Bangkok Program.

Comparative Legal Systems (3.00 units)

LLM-352

This global approach to the study of legal systems in various parts of the world is designed to enable students to recognize and analyze legal problems that might confront lawyers dealing with matters involving application of foreign law. The course focuses on the fundamental historical, institutional, and procedural differences between the common law and the civil law systems, with an emphasis on the code systems of continental Europe, and on their use as models for law reform in developing countries. References are also made to legal systems based on religious principles or socialist legal principles.

Comparative Remedies Law (2.00 units)

LAW-763B

This course examines the remedies available in torts, contracts, and property law (i.e., kinds of damages, injunctive relief), comparing American remedies with French and other E.U. remedies, and the procedures available for seeking relief (i.e., jury trials, restraining orders). This course is offered only through the Paris Summer Program.

Competition: Advanced Mock Trial (2.00 units)

LAW-899J

This course is open only to students who have been selected to represent the Law School in an interschool trial competition. Students may enroll in this course twice if they are selected twice for competitions. Prerequisites: Trial Advocacy, Mock Trial. Consent of instructor required.

Competition: Environmental Law Moot Court (1.00 units)**LAW-899I**

Students participate in the annual National Environmental Law Moot Court Competition in New York City at Pace University School of Law. Students who participate in the mandatory qualifying round in the fall (in which the students who represent the Law School are selected) receive 1 unit of credit; students chosen for the actual competition receive 2 units. Prerequisites: Appellate Advocacy and one introductory environmental law course; or permission of the instructor.

Competition: Environmental Negotiation (1.00 units)**LAW-899N**

In today's law practice, almost all civil cases settle before trial. Negotiation skills are essential. In this unique course, learn universally applicable methods for negotiating personal and professional disputes, such as learning to invent options for mutually beneficial gain and learning to separate interests from positions. These skills are learned to prepare for a one-day competition in which two-person teams will negotiate a simulated environmental dispute, judged by environmental lawyers, judges and professional mediators.

Competition: IP Law Moot Court (1.00 units)**LAW-899T**

Law students participate in the Saul Lefkowitz Moot Court Competition, which focuses on trademark law problems. Students are coached by faculty in basic trademark legal issues and in oral advocacy skills. The class is to be completed in two semesters in which Students draft a brief in the fall term and compete in oral argument in the first half of the spring term.

Competition: Jessup International Law Moot Court (1.00-2.00 units)**LAW-899M**

The American Society of International Law sponsors this moot court competition, which enables students to argue timely questions of international law in regional and final competitions against teams from 150 law schools in 20 different countries.

Competition: Mock Trial (2.00 units)**LAW-899C**

This course is taught only in the fall semester. Students normally try a case three times during the semester, as well as participate several times as witnesses. In even-numbered years, the case that is tried is criminal; in odd-numbered years, the case is civil. The most outstanding students in this class are selected to represent the Law School in various trial competitions, which normally take place during the spring semester. (Students who participate in competitions enroll in Advanced Mock Trial during the spring semester.) Students may enroll in Mock Trial twice. The second enrollment requires the written permission of the instructor. Prerequisite: Evidence; Corequisite: Trial Advocacy.

Constitutional Law I (3.00 units)**LAW-801A**

Constitutional Law I examines the American constitutional system with an emphasis on judicial review, the powers and responsibilities of the three branches of the federal government, the distribution of power between federal and state governments, and substantive due process.

Constitutional Law II (3.00 units)**LAW-801B**

Constitutional Law II deals with individual rights, specifically equal protection of the law, freedom of speech, and religious freedom. Prerequisite: Constitutional Law I.

Construction Law (2.00 units)**LAW-821**

This study of the legal aspects of architecture, engineering, and construction processes focuses on legal problems arising out of construction agreements and remedies for contract breach; mechanics' liens; and architect, engineer, contractor, and subcontractor liabilities. Prerequisites: Property I and II.

Contemporary Issues in International Law (3.00 units)**LLM-366C**

This course focuses on the application of principles of public international law to current events. Students will evaluate selected topics drawn from contemporary/current news sources and determine whether the action of the nations or international organizations involved are consistent with the principles of public international law. Each class will begin with a review/overview of the applicable principle of international law (e.g. the law of treaties, the legitimate use of force, the law of armed conflict, international human rights law, etc.) and then students will participate in a discussion of the selected contemporary issue in light of the principle(s) just reviewed. Examples of topics for discussion include: the status of detainees at Guantanamo Bay Cuba, the legitimacy of the use of force in Iraq, violations of the Nuclear Nonproliferation Treaty (by Iran, North Korea, India, Pakistan), the Central American Free Trade Agreement (and its relation to NAFTA and the European Union), and the protection of intellectual property in foreign jurisdictions. Students may also propose topics for discussion as appropriate. Grading will be based upon class participation and on a 25-page research paper due on the date of the last class meeting.

Content Licensing (2.00 units)**LAW-823L**

The focus of this course is the licensing of intellectual property content in both traditional circumstances and the online environment. Through lectures and writing exercises, students learn the key points to be included in licensing agreements for domestic and international transactions. Negotiating strategies are analyzed, and issues unique to technology content transfers are also addressed.

Contracts - Mid-Year Admission (6.00 units)**LAW-705M**

This course combines Contracts I and Contracts II into a single semester for Mid-Year Admit students. This course covers basic contract law, including contract formation and legal devices designed to police the bargaining process. It also covers problems of performance, excuses from performance, breach of contract, remedies, third-party beneficiary contracts, assignments, and delegation of contract rights and duties.

Contracts I (3.00 units)**LAW-705A**

This yearlong course (see Contracts II) covers basic contract law, including contract formation and legal devices designed to police the bargaining process. It also covers problems of performance, excuses from performance, breach of contract, remedies, third-party beneficiary contracts, assignments, and delegation of contract rights and duties.

Contracts II (3.00 units)

LAW-705B

This yearlong course (see Contracts I) covers basic contract law, including contract formation and legal devices designed to police the bargaining process. It also covers problems of performance, excuses from performance, breach of contract, remedies, third-party beneficiary contracts, assignments, and delegation of contract rights and duties. Prerequisite: Contracts I

Copyright Law of the US (3.00 units)

LAW-823

This in-depth analysis of US copyright law includes the history of the law, from the first copyright statutes through the major revisions of the 1909 Act, the 1976 Act, and the Digital Millennium Copyright Act of 1998. Students explore legal issues relating to the registration process, defenses such as fair use and parody, and remedies for infringement. Terms for the licensing and/or transfer of copyright are also examined. Includes the impact of the use of digital media and the growth of the Internet on copyright protection. Intellectual Property LLM students are required to take this course, Trademark Law of the US, or Patent Law of the US

Corporate Taxation (3.00 units)

LLM-322A

This course addresses tax treatment, planning techniques, and problems of transactions between corporations and their shareholders, transfers to a corporation, capital structure of corporations, dividends and other distributions, stock redemptions, corporate liquidations, and introduction to S corporations. Prerequisite: Characterization of Income & Expenditure. (Offered through the LLM in Taxation Program. JD students seeking to enroll must obtain the approval of the program director.)

Corporations (4.00 units)

LAW-802A

This course covers the formation, financing, structure, control, and management of the corporation. It also examines the distinction between closely held and publicly held corporations and selected provisions of the Securities Exchange Act of 1934.

Courtroom as Theatre (2.00 units)

LAW-855

This course teaches performance skills related to the use of voice, body, and movement in the context of the courtroom. It is designed for law students who want to improve their presentations as trial and appellate advocates or to simply be more effective in ordinary lawyer communications. The premise of the instructors is, "Lawyers don't have a constitutional right to be boring!"

Criminal Law (3.00 units)

LAW-710

This course focuses on the study of substantive criminal law. It examines the rules of conduct

for major crimes against persons and property and the defenses to such crimes. The course also considers the development of and philosophical rationales for criminal law.

Criminal Litigation (3.00 units)

LAW-898A

This course affords students the opportunity to apply the skills learned in Trial Advocacy in the context of a criminal case. The class is divided into two-person teams. Each team is assigned either the role of prosecution or defense counsel. The class usually begins with the staging of a mock crime. The crime is reported, a suspect is arrested, charges are filed, and the prosecution commences. The class proceeds, week by week, through major phases of a criminal case. The course concludes with the trial of the case, which is conducted in a local courthouse.

Prerequisites: Evidence, Trial Advocacy.

Criminal Litigation Clinic (2.00-4.00 units)

LAW-896F

Students intern with prosecuting attorneys or public defenders on criminal cases in trial or appellate courts in the state or federal system. Students also attend a concurrent seminar covering relevant criminal justice issues. Prerequisites: Criminal Law, Criminal Procedure I, Evidence.

Consent of instructor required.

Criminal Procedure I (3.00 units)

LAW-803E

This survey of the basic constitutional issues underlying the criminal justice system focuses on the role of the Fourth, Fifth, and Sixth Amendments in regulating police practices such as search and seizure, confessions, lineups, and right to counsel.

Criminal Procedure II (3.00 units)

LAW-825A

Topics include bail and other forms of pretrial release, prosecutorial discretion, the preliminary hearing, grand jury, joinder and severance, speedy trial, discovery, guilty pleas and plea bargaining, double jeopardy, pretrial publicity, change of venue, sentencing, appellate review and harmless error, and habeas corpus. Prerequisite: Criminal Procedure I.

Current International Legal Problems (2.00-3.00 units)

LAW-800B

This course examines legal problems originating in the Pacific Region along with those generated elsewhere but affecting the Asian Pacific, such as maritime and air transport, satellite communications, and delimitation of maritime boundaries. The course covers public and private international law and international trade law problems, as well as alternative dispute resolution. It also examines intra-Asean and interregional relations. This course is only offered through the Summer Bangkok Program.

Curricular Practical Training (1.00-2.00 units)

LLM-395

Qualified international students in valid visa status may obtain practical training by participating in clinical programs, legal internships and externships, and law clerk positions under the guidance of the program director and a faculty advisor. To qualify, students must demonstrate competence in legal writing and research and obtain written authorization from an international

student advisor. May be taken a maximum of three times. Open only to students in LLM programs.

Curricular Practical Training (SJD) (1.00-2.00 units)

SJD-995

Qualified international students in valid visa status may obtain practical training by participating in clinical programs, legal internships and externships, and law clerk positions under the guidance of the program director and a faculty advisor. To qualify, students must demonstrate competence in legal writing and research and obtain written authorization from an international student advisor. May be taken a maximum of three times. Open only to students in SJD program.

Cyberlaw & Privacy (2.00 units)

LAW-743B

This course explores data protection, intellectual property, online liability, Internet governance and standards, jurisdiction, and other emerging issues in Cyberlaw. This course also focuses on privacy issues: surveillance by companies, in the workplace and by the government; privacy policies; e-mail/spam; children online; and international privacy compliance. Students examine new and pending Internet and privacy-related legislation and its impact on business and technology. Recommended: Internet and Software Law or Intellectual Property Law Survey.

Debtors' Rights and Creditors' Remedies (2.00 units)

LAW-826B

This course examines remedies available to secured and unsecured creditors, debtor protection statutes, and enforcement of money judgments. Topics include locating assets, applying assets to satisfaction of debts, fair debt collection practice laws, and other debtor protection statutes. Prerequisites: Property I and II. Recommended: Commercial Finance.

Directed Study (1.00-3.00 units)

LLM-399

A Directed Study is an independent study project for LLM students done under the supervision of a faculty member or supervising attorney for academic credit. Directed Study can be taken for 1 to 3 units. The project can be on any topic agreed to by the student, faculty member or supervising attorney, and the LLM program director. Directed Study can be taken for a letter grade or for a Credit/No Credit grade and must be decided at the time of topic approval. All papers submitted under this program should reflect approximately 70 hours of work per unit of credit.

Domestic Violence Seminar (2.00 units)

LAW-837E

This seminar studies the historical, cultural, and psychological aspects of domestic violence in addition to the civil and criminal changes in the law both nationally and internationally. Students are assigned a reader composed of relevant articles, cases, and legislation.

E-Commerce Law (2.00 units)

LAW-743A

A broad spectrum of laws governing business conduct has been substantially affected by the digital revolution, such as copyright, trademark, contracts, banking, privacy, and antitrust. The Internet phenomenon has required new laws to protect against undue incursions from

technology, creating new rights unneeded before. This course looks at establishing Internet business, information privacy, electronic pop-up advertising, spam messages and spyware, remote and click-wrap contracting, digital signatures, B2B Internet exchanges, P2P file-sharing, Internet auctions, licensing of information, electronic banking, and current Internet business and litigation.

ERISA I (2.00 units)

LLM-340A

This course examines Employees Retirement Income Security Act (ERISA) rules for defined contribution retirement plans and related issues. (This course was formerly called Deferred Compensation I.) (Offered through the LLM in Taxation Program. JD students seeking to enroll must obtain the approval of the program director.)

ERISA II (2.00 units)

LLM-340B

This course continues exploration of ERISA rules, focusing on defined benefit retirement plans and related issues. Prerequisite: ERISA I. (Formerly called Deferred Compensation II.) (Offered through the LLM in Taxation Program. JD students seeking to enroll must obtain the approval of the program director.)

ERISA: A Labor Law Perspective (2.00 units)

LAW-854F

This course examines employee benefit law and the Employee Retirement Income Security Act of 1974 from the perspective of the labor lawyer. Coverage includes the fiduciary duties imposed on pension plan trustees and others managing benefit plans, and is intended to help students develop skills in advising union-negotiated benefit trusts or employers, as well as individuals with benefit disputes.

Education Law (2.00 units)

LAW-830

This course is a survey of current school law, and a consideration of practice issues that arise when representing students, parents, teachers, and educational institutions. Topics may include the rights and responsibilities in the areas of special education and disabilities, church/state, school searches, student discipline, privacy, liability of school officials, and discrimination in the school context, with a focus on California law.

Elder Law (2.00 units)

LAW-840

Elders represent the fastest growing, yet most vulnerable members of our society. Topics explored in this course include: elder physical and financial abuse; capacity and undue influence; predatory lending; nursing home litigation; Adult Protective Services; civil remedies including EADACPA (the Elder and Dependent Adult Civil Protection Act); as well as end-of-life issues.

Election Law (2.00 units)

LAW-867C

This course is intended to introduce students to basic currents and themes in federal, state, and local election law. The course will provide an overview of relevant Supreme Court cases on

such topics as voting rights, reapportionment/redistricting, ballot access, regulation of political parties, campaign finance, and the 2000 presidential election. Equal attention will be given to state and local regulation of campaigns and elections.

Electronic Evidence (3.00 units)

LAW-804E

This course examines how the increased use of computers to create, process and store information affect the use of that information as evidence in the decision making process in criminal and civil trial proceedings in California state trial courts or United States District courts. Students will participate in trial situations to gain an appreciation for proper procedures for offering or challenging admission of electronic information. Students will learn to create and authenticate electronic charts, diagrams and slides. The course will also explore application of the rules of discovery to electronic information. Students will need access to a computer to complete class assignments (Access to GGU computer lab will suffice). Prerequisite: Evidence.

Employment Discrimination (3.00 units)

LAW-832A

This course examines the major federal statutes prohibiting employment discrimination based on race, color, sex, sexual orientation, religion, disability, citizenship status, national origin, and age. California law regulating employment is also briefly examined. In addition to covering the substantive law, the course critically examines the law's assumptions about the nature of the employment relationship, the definition of discrimination, and the role of the government in regulating employment.

Employment Law (3.00 units)

LAW-831

This course examines the relationship between employers and individual employees. Topics include hiring, wrongful termination, employees' duty of loyalty, restrictions on post-employment competition, workplace privacy and defamation, and protection against harassment and other abusive conduct in the workplace. The course covers substantive law and examines prevailing assumptions about the employment relationship. While the course covers some discrimination issues, it does not offer in-depth coverage of that area of law.

Employment Litigation Workshop (3.00 units)

LAW-832B

This workshop is an interactive course in pretrial litigation. The backdrop is a sexual harassment claim, and the course follows the saga from initial internal complaint through opening statement to the jury. Assignments include, but are not limited to, drafting an initial claim letter/response, drafting deposition questions, and preparing a brief settlement conference statement. The emphasis of the class is on participation in exercises and written assignments.

Employment Rights Seminar (3.00 units)

LAW-885S

The Employment Rights Seminar is a required companion course for students enrolled in the Women's Employment Rights Clinic (LAW-885B) and is also open to a maximum of 15 students who are not enrolled in the Clinic. The course addresses employment law issues affecting low wage workers, focusing on both California and federal law. Substantive law areas include:

overview of employment discrimination law, workplace harassment, wage and hour law, pregnancy discrimination, Family and Medical Leave Act, unemployment insurance benefits, disability discrimination, ethical issues in employment law, and wrongful termination. The seminar may also include skills training components on client interviewing and counseling, case theory development, and administrative filing and hearing practice. The seminar is open to second and third year students.

Energy, Electricity Deregulation, & Environmental Law (3.00 units) LAW-857A

This class is an overview of the legal issues raised in energy sector regulation, which intersects the disciplines of environmental law, natural resources law, and publicly regulated industries. The class studies in detail regulated public utilities and rate structures, specifically in the context of the California power deregulation and the 2001 energy crisis. In addition, the class studies the environmental and regulatory issues relating to water power, coal, oil, solar, and nuclear power. The course also examines the international regulation of petroleum, as well as global climate change and its impact on the energy sector. This class is of value to students interested in environmental law, natural resources law, water law, administrative law, and international law.

Entertainment Law (3.00 units) LAW-833

An introduction to the complex legal issues arising in the areas of music sound recordings and publishing, motion pictures, television, theater, and literary publishing in the United States and internationally. Covers the drafting of contracts in the entertainment industry, as well as dispute resolution alternatives. Students also study the roles of attorneys, agents and personal managers, as well as relevant legislation affecting the entertainment industry.

Environmental Law Clinic (1.00-6.00 units) LAW-834I

Students work as externs with governmental agencies, environmental organizations, public interest groups, or private attorneys active in the field of environmental law. Students also participate in a weekly seminar designed to provide them with practical skills and enable them to reflect on their cases and work experiences.

Environmental Law LLM Seminar (3.00 units) LLM-375

These seminars explore, in depth, leading issues in environmental law practice and provide an opportunity for students to prepare a paper suitable for publication. Co-taught by the School of Law's environmental program director, the LLM director, and a practitioner in the field.

Environmental Law and Justice Clinic (1.00-6.00 units) LAW-834C

Students in this innovative on-site clinic directly represent people in low-income communities and communities of color on environmental matters. Under faculty supervision, students interview and counsel clients, develop legal strategies, draft legal documents, and appear at hearings. Illustrative cases include representing community groups challenging a power plant in San Francisco low-income Bayview Hunters Point neighborhood and assisting community groups fighting a hazardous waste incinerator. Students in the Clinic need to enroll for 3 units in

the Environmental Law & Justice Seminar (LAW 834G) and 1-3 units in the Clinic (LAW 834C) based on the number of hours they work. Prerequisite: Civil Procedure I & II, and Evidence (may be taken concurrently), for second and third year students, also available for students completing the first year who have not yet begun second year and who do not seek state bar certification. Recommended: one introductory environmental law class. Consent of instructor required.

Environmental Law and Justice Seminar (3.00 units)

LAW-834G

This course provides the seminar portion of the Environmental Law & Justice Clinic (LAW 834C) and examines the background of the environmental justice movement, legal theories to address environmental injustice, and general lawyer practice skills. Students may enroll in this course for 3 units without enrolling in the Clinic, however in lieu of working on clinic cases, students will be required to do a research paper applicable to the Clinic cases.

Environmental Law and Policy (3.00 units)

LAW-834F

This course focuses on the federal Clean Water Act, the Clean Air Act, and the National Environmental Policy Act (NEPA). Students explore federal regulatory strategies, including technology-based requirements, environmental assessment, and enforcement methods, as well as alternatives to traditional regulation such as market-based incentives and information disclosure laws. Students also learn tools of statutory interpretation.

Environmental Practice (2.00 units)

LAW-834D

This course is designed to teach students the skills of environmental practice and advocacy, including the preparation of enforcement actions and defenses, environmental compliance, discovery, and environmental ethics. The emphasis is on hands-on practice exercises, such as drafting complaints, conducting discovery, and participating in environmental negotiations and mediation.

Estate & Gift Taxation (3.00 units)

LLM-325

This course provides an introduction to federal wealth transfer tax, including estate, gift, and generation-skipping transfer taxes. (Offered through the LLM in Taxation Program. JD students seeking to enroll must obtain the approval of the program director.)

Estate Planning (3.00 units)

LLM-334

This course includes a study of various estate planning topics such as the unified credit, marital deductions, charitable deductions, generation-skipping transfers, life insurance, trusts and their uses, and family limited partnerships. Emphasis is on practical skills needed to create a uniform estate plan. Prerequisite: Estate and Gift Taxation. (Offered through the LLM in Taxation Program. JD students seeking to enroll must obtain the approval of the program director.)

Estate Planning for the Blended Family (1.00 units)

LLM-334B

This 1 unit course will analyze in depth each part of the modern estate planning process. Topics for the course will discuss recent developments in domestic partnerships, single parent planning,

effective trust administration, and tax treatment of community property upon dissolution and death. The course will also address ethical conflicts and offer practical drafting tips for the estate planner. Prerequisites: Estate and Gift Tax; Estate Planning

European Union Law (3.00 units)

LAW-846F

This course surveys the development of regional law in Europe, culminating in the formation of the European Community, European Union, and European Economic Area.

Evidence (4.00 units)

LAW-804

This course is a survey of the principles of law and rules governing the admissibility of proof at criminal or civil trials, including direct and cross-examination of witnesses, impeachment of credibility, expert testimony, hearsay, privileged communication, and documentary proof.

Prerequisite: Civil Procedure I, Corequisite: Civil Procedure II.

Fair Housing Law Workshop (2.00 units)

LAW-869F

This course consists of the mock litigation of a fair housing case under state and federal fair housing law. Students learn anti-discrimination statutes and selected case law. Students draft pleadings, legal memoranda, written discovery, special verdicts, and an outline for trial. They will also conduct mock depositions.

Family Law (3.00 units)

LAW-837A

This analysis of public and private regulation of the formation, maintenance, and dissolution of the de facto and de jure family unit includes the respective custody, support, and property rights and obligations between mates and between parents and children. Prerequisite: Property I.

Family Law Practice (3.00 units)

LAW-837F

This course focuses on the skills necessary to carry on a basic family law practice in California. Students prepare and argue motions, learn trial skills, and practice using the most popular computer programs for setting child support according to the detailed provisions of the Family Code. Students also develop parenting and child visitation plans, calculate spousal support, and learn various methods of dividing community property. Priority is given to graduating students. Prerequisite: Family Law.

Federal Collection Practices (1.00 units)

LLM-353A

This course will cover installment agreements, offers of compromise, liens, levies, and collection due process actions. Prerequisite: Federal Tax Procedure (Offered through the LLM in Taxation Program. JD students seeking to enroll must obtain the approval of the program director.)

Federal Courts (3.00 units)

LAW-838C

Students examine issues involved in federal court litigation, including habeas corpus, three-judge courts, suits brought by and against the federal government, governmental immunity, procedural barriers to obtaining federal court jurisdiction, and proposals for change in the

jurisdiction of the US Supreme Court. Prerequisites: Civil Procedure I and II, Constitutional Law I and II.

Federal Income Taxation (3.00 units)

LAW-838B

This study of the law of federal income taxation of the individual taxpayer covers the nature of income, statutory and regulatory exclusions from gross income, income splitting, personal and business deductions, at-risk and passive-loss rules, capital gains and losses, and elementary tax accounting.

Federal Income Taxation of Limited

Liability Companies & S-Corporations (2.00 units)

LLM-346H

This course explores the tax treatment, problems, and planning techniques involving S corporations, including eligibility, election, revocation, termination, and accounting rules. Prerequisite: Characterization of Income and Expenditure. (Offered through the LLM in Taxation Program. JD students seeking to enroll must obtain the approval of the program director.)

Federal Indian Law (2.00 units)

LAW-843

This course offers an overview of federal Indian law through a study of cases and historical and contemporary materials. Topics include basic jurisdictional conflicts, including land rights, hunting and fishing rights, water rights, domestic relations law, and environmental protection. Other areas, such as religious freedom and repatriation, are also covered.

Federal Tax Crimes (2.00 units)

LLM-341C

This course covers the goals of the federal criminal tax enforcement program, as well as how and why certain cases are prosecuted criminally. The course also reviews major tax and tax-related criminal statutes, along with the methods utilized to establish criminal items at trial and the factors that determine the punishment to be imposed following convictions for federal tax offenses. (Offered through the LLM in Taxation Program. JD students seeking to enroll must obtain the approval of the program director.)

Federal Tax Procedure (3.00 units)

LLM-319

This course provides an overview of federal tax procedures, including Internal Revenue Service practices and policies and the correlative rights and privileges of the taxpayer. Coverage includes the regulatory process, the audit and administrative appeals process, choice of litigation forum, and assessment and collection practices. (Offered through the LLM in Taxation Program. JD students seeking to enroll must obtain the approval of the program director.)

Federalism Seminar (2.00 units)

LAW-742

Can the US Congress regulate who can be married in California or legislate civil rights for women? Does the Americans with Disabilities Act apply in state prisons? Can California tax the gross receipts of a company located in another state, and if that company files for

bankruptcy, can it compel California to appear in bankruptcy court to collect those taxes? This course studies these issues and many others addressing the historical tensions between the “few and defined” powers granted by the US Constitution to Congress, and the “numerous and indefinite” powers reserved to the states.

Film and Television Law (2.00 units)

LAW-833C

This course examines in detail the legal issues involved in the motion picture, video, and television industries. Production and distribution contracts, talent contracts, and related litigation are addressed. The impact of cable television, pay-per-view, and other delivery systems are also examined. This course includes an in-class negotiation and drafting exercise.

Film and the Law (2.00 units)

LAW-783

This course explores the function of law in society by examining legal decisions in the context of mainstream films. Students prepare for weekly class meetings (and the submission of a term paper) by viewing selected films and reading course materials outside class.

Graduate Legal Research (2.00 units)

LLM-396

This course provides students with an overview of US legal research tools and techniques, along with an introduction to selected legal research topics in international law. Class sessions are devoted to US legal resources, including practice materials, court rules, and computer-assisted legal research. The international legal research class sessions include treaty research, case law, and secondary sources. Open only to international students in LLM programs.

HLP Lawyering Skills (2.00 units)

LAW-824B

Students learn counseling, interviewing, and negotiating skills in class simulations, then work with real clients. Training is provided in both lawyering skills and substantive law. Under the professor's supervision, students act as advocates for clients in a variety of settings. Students may take this course or another Lawyering Skills course, but not both. Consent of instructor required.

HLP Remedies Lab (2.00 units)

LAW-806I

This Honors Lawyering Program lab course applies the law of remedies to practical problems. This course is graded on a credit/no credit basis. Co-requisite: Remedies

HLP Selected Legal Problems (1.00 units)

LAW-884H

Students have the opportunity to do independent research under direct faculty supervision in areas of special interest. They may enroll in the project on a letter-grade or credit/no-credit basis after making arrangements to work with a faculty member and after receiving the approval of the associate dean for student services. Students must complete 60 total hours of research and writing for each unit. Appropriate registration forms are available from the registrar.

HLP Skills Lab (2.00 units)**LAW-809B**

This Honors Lawyering Program lab course applies the law of evidence and Constitutional Law II to practical problems. Co-requisite: Evidence, Constitutional Law II

HLP Wills & Trusts Lab (1.00 units)**LAW-807I**

This Honors Lawyering Program lab course applies the law of wills and trusts to practical problems. This course is graded on a credit/no credit basis Co-requisite: Wills and Trusts.

Health Care Law (3.00 units)**LAW-841**

An overview of the field of health care law, exploring the fundamental themes of access to health care, the organization and financing of the American health care system, and health care quality.

The course covers the law governing private and public insurance (including ERISA), the shift to managed care, and selected issues in malpractice liability. The course also considers long-term care, reproductive health, and how the law addresses barriers to access such as disability, poverty, race, language, and culture.

IRS Internship (3.00 units)**LLM-309**

This is a competitive placement as an unpaid law clerk with the Internal Revenue Service Office of Chief Counsel in San Francisco and San Jose. Selected students will work directly with IRS counsel on pending Tax Court, collection and other current cases. The placement is with both SB/SE and LMSB divisions. An IRS background check is required before beginning the internship; interested students should submit a resume and cover letter to the Associate Dean of the Tax LLM Program at the beginning of the semester prior to semester in which the student seeks the internship. Prerequisites: Tax Procedure; Characterization of Income and Expenditures.

Immigration Law (3.00 units)**LAW-842A**

This introduction to immigration and naturalization law and procedure examines major immigration policies and covers immigration and naturalization statutes, regulations, major administrative and court decisions, and constitutional rights as affected by alienage.

Immigration and Refugee Policy Clinic (1.00-2.00 units)**LAW-842E**

Students examine critical policy issues in US immigration and refugee law, including questions concerning family unity, treatment of skilled labor, people fleeing persecution, population growth, and allocation of resources.

Immigration and Refugee Policy Seminar (2.00 units)**LAW-842D**

Students examine critical policy issues in US immigration and refugee law, including questions concerning family unity, treatment of skilled labor, people fleeing persecution, population growth, and allocation of resources.

Income Taxation of Trusts & Estates (2.00 units)**LLM-344**

This course analyzes the income taxation of entities, their creators, beneficiaries, and

fiduciaries, including computation of distributable net income, taxable net income, taxation of simple and complex trusts, and income in respect of a decedent. (Offered through the LLM in Taxation Program. JD students seeking to enroll must obtain the approval of the program director.)

Innocence Project (1.00-6.00 units)

LAW-896I

GGU students now have the opportunity to become a part of the national Innocence Network. Originating with the Innocence Project at Cardozo Law School in New York, the network consists of 35 law schools and public defender agencies across the country. The goal is to enable wrongfully convicted defendants to find help in any state or jurisdiction. Students in this class attend a weekly seminar focusing on the legal issues relevant to wrongful convictions. Those students taking the class for 4 units become State Bar certified and work on actual cases under the professor's supervision.

Insurance Bad Faith Seminar (2.00 units)

LAW-845C

"Bad Faith" Seminar - Breach of the Implied Covenant of Good Faith and Fair Dealing. This seminar gives students an opportunity to explore in depth the public policy rationales which led to the development of "bad faith" law and practice. Students will also explore a variety of cutting edge issues in the field, and gain practical insights into the conduct of both contract and tort litigation. In addition to covering the substantive law, the course will include "hands-on" projects and exposure to courtroom realities facing litigators involved in the typical "bad faith" case.

Insurance Law (3.00 units)

LAW-845

This course studies the interpretation and enforcement of liability, property, and life insurance policies, including the liability of insurers for bad faith. Emphasis is on the function of insurance in civil litigation and on public policy, including recent changes in California insurance laws. Prerequisite: Contracts I and II.

Intellectual Property Law LLM Seminar (3.00 units)

LLM-310A

Students meet with the director of the LLM in intellectual property law program to discuss the progress of their thesis research. They also participate in discussion and analysis of recent statutory and case law developments in intellectual property law. (Offered only to students enrolled in the LLM in intellectual property law program.)

Intellectual Property Law Survey (3.00 units)

LAW-823E

An introduction to the US. law of copyright, trademark, and patent, this course explores state law of trade secrets, unfair competition, and the role of IP protection of computer programs. The course is designed for students interested in focusing on IP law or in simply getting a basic understanding of the key legal principles of IP law. Prerequisites: Property I and Property II.

Intellectual Property Litigation: Copyright and Trademark (2.00 units)

LAW-823D

This course takes students through the various stages of an intellectual property litigation case,

focusing on the issues specific to litigating trademark cases and copyright cases. Infringement and breach of contract situations form the basis for study and analysis. Litigation strategies, discovery techniques, and settlement negotiation issues are also addressed.

Intermediate Legal Writing (1.00 units)

LAW-726

In this course students will develop their written communication skills by focusing on the writing process (from outlining to rewriting) through a variety of assignments. This course emphasizes clarity, precision, and logical organization in writing. Consent of the Director of Advanced Legal Writing Program required. Prerequisites: Writing & Research I & II. Not to be taken concurrently with Appellate Advocacy.

International Business Transactions (3.00 units)

LLM-360

This introduction to the law and practice of international trade and investment focuses on typical transactions, such as sale of goods, transfer of technology (including franchising and licensing), and transnational investment. The course also examines the regulation of imports and exports and the role of competition law in international business. Recommended: Sales.

International Contracts (2.00 units)

LLM-352A

This course explores the practical aspects of drafting, negotiation, administration, and dispute resolution as they apply to international commercial contracts. A primary goal is to identify international and cross-cultural issues. Six categories of contracts are examined: distribution, sales, construction, loans, licensing, and joint ventures. The aim of the class is to endow students with the the lawyering skills expected of an international business attorney.

International Contracts (1.00-3.00 units)

LAW-800C

This course explores the practical aspects of drafting, negotiation, administration, and dispute resolution as they apply to international commercial contracts. A primary goal is to identify international and cross-cultural issues. Six categories of contracts are examined: distribution, sales, construction, loans, licensing, and joint ventures. The aim of the class is to endow students with the the lawyering skills expected of an international business attorney. This course is only offered through the Summer Bangkok Program.

International Dispute Resolution (3.00 units)

LLM-376

This introduction to different methods of dispute resolution includes negotiation, mediation, conciliation, arbitration, and litigation. Students examine the stages of these processes through a blend of theory and practice.

International Economic Law: Special Topics (3.00 units)

LAW-800H

This course takes a in-depth look at issues involved with complex international contracts and related matters. This course is only offered through the Summer Bangkok Program.

International Environmental Law (2.00 units)**LAW-800W**

This course explores global warming issues under the Kyoto Protocol, upstream water use issues, and Mekong River Project issues with the UN environmental program in Bangkok. Includes a special segment on forestry issues or hazardous waste. This course is only offered through the Summer Bangkok Program.

International Environmental Law Seminar (3.00 units)**LAW-847C**

Students examine the law and institutions relevant to managing transboundary, regional, and global environmental problems.

International Human Rights & Environment (2.00 units)**LLM-364A**

This course provides a foundation for understanding the links between international human rights law and international environmental issues and agreements, including relevant institutional mechanisms and the use of these mechanisms for protecting victims of environmental abuse. The course will analyze cutting edge legal developments in human rights, environment, globalization, and corporate responsibility.

International Human Rights Seminar (3.00 units)**LLM-364**

This course begins with a brief historical introduction to the concept of international human rights and their antecedents. Selected international human rights instruments, including U.N. documents, regional instruments, US reservations, US legislation, and war crimes documents, are then examined in detail with appropriate classifications of human rights in accordance with their contents or substance and the chronological and generational stages of their development.

International Intellectual Property Law (2.00 units)**LAW-823C**

This course discusses the impact of TRIPS and other international intellectual property treaties, including Paris and Berne, on the changes and interpretations in domestic US law and selected countries outside the United States. The post-TRIPS environmental, current, and proposed legislation are also covered. Recommended: Intellectual Property Law Survey, Patent Law of the US, or Trademark Law of the US

International Investment Law (3.00 units)**LLM-360A**

This course examines the law regulating international investment, exploring the range of issues practitioners deal with, including different bodies and mechanisms set up for the settlement of investment disputes, as well as selected international instruments at regional, interregional, and multilateral levels.

International Law (3.00 units)**LLM-366**

This basic course introduces the progressive development of international law, which primarily regulates the relations between states but also governs the rights and obligations of subjects other than states, namely, international organizations and individuals. Sources of international law are examined. Substantive topics for study include jurisdiction, territories and responsibility

of states, the law of treaties, and international liability of states for injurious consequences of acts not prohibited by international law.

International Legal Theory (2.00 units)

LLM-366B

This course seeks to provide students with an historical understanding of some of the key concepts and theoretical approaches that frame contemporary international law. We will examine the sources of such concepts as sovereignty, just war, the relationship between the individual and the state, and issues of piracy and terrorism from the vantage point of the different theoretical approaches in international law, including the Natural Law tradition, Legal Positivism, Classical Realism, and Institutionalism, and consider how these concepts may or may not apply today. This course will consist of historical and theoretical lectures, student-led discussion, and a final paper. Readings may include excerpts from Thucydides, Machiavelli, Hobbes, Vitoria, Gentili, Grotius, Pufendorf, and Kant.

International Organizations (2.00 units)

LLM-378A

This survey of international organizations includes the United Nations and its specialized agencies, as well as institutions for dispute resolution.

International Organizations (3.00 units)

LLM-378

This survey of international organizations includes the United Nations and its specialized agencies, as well as institutions for dispute resolution.

International Patent Law (3.00 units)

LAW-875A

This course is divided into two parts. The first part provides students with a working knowledge of the treaties, regulations, and procedural requirements that govern the protection of intellectual property in the international legal system. In the second part, students apply that knowledge to a series of practical exercises emphasizing real-world considerations, analyses, and drafting skills. Topics include patents under international law, international agreements and patent treaties, filing international patent applications, overview of foreign patent laws, and licensing technology in other countries.

International Security & Globalization (2.00 units)

LLM-302

This course explores areas of international law that are undergoing change as a result of changes in international security and ongoing globalization. The issues are examined from the viewpoints of the different actors in international law, both in the north and the south. Upon completion of the course, students will have a good understanding of the complexity of the process of change in international law and of its relevance and practical application to major current political, social, and economic developments in the world.

International Taxation (3.00 units)

LLM-321

This course provides a basic survey of international taxation law, including source of income and expense allocation rules, international tax credits, transfer pricing, antideferral rules,

withholding taxes, income tax treaties, tax incentives, and expatriate issues. (Offered through the LLM in Taxation Program. JD students seeking to enroll must obtain the approval of the program director.)

International Trade & Environmental Protection (2.00 units) LLM-381

This course examines the legal relationship between international trade rules and policies to protect the natural environment. The course content is related to material covered in courses on international trade regulation and international environmental law. Prerequisite: International Law or one introductory environmental law course.

International Trade Regulation (3.00 units) LLM-322

This survey of the international regulation of trade in goods and services emphasizes the General Agreement on Tariffs and Trade (GATT) and the World Trade Organization (WTO). Other topics include the role of regional economic arrangements (such as NAFTA and the EC), the relationship of US trade law to the international trading regime, the role of specialized U.N. agencies, and the position of developing countries in the global trading system.

Internet and Software Law (3.00 units) LAW-743

This course covers the key issues in cyberspace law. Students explore the application of traditional legal principles to this new technology and examine issues regarding regulation of access, the impact of code architecture on regulation of conduct, and jurisdictional issues (both domestic and international). This course also covers the basics of e-commerce, including digital certification/verification, UCITA, EDI, and EFI. Emphasis is placed on issues relating to privacy and indecent materials online.

Intro to French & European Union Law (2.00 units) LAW-760

This introduction to French and European Union Law has 2 main goals. First, to provide a solid foundation for understanding both the French legal system, which relies on statute law and codes as its primary source of law, and the unique European legal system, which relies on treaty law as its primary source of law and on regulations and directives. All subjects addressed during this course will explore the interaction between French and European Union law. The second goal of the course is to make a close study of key legal terminology in order to avoid some of the most common misunderstandings that arise between French and American lawyers. In particular, we will explore some of the fundamental differences that lurk behind deceptively similar terms, such as 'contrat' in French and 'contract' in English. During the 2-week course, students will have opportunities to visit French courts; interact with a number of French, European, and American lawyers; and take a field trip to Brussels, where they will hear lectures by members of the commission or its staff. This course is offered only through the Paris Summer Program.

Introduction to the US Legal System (3.00 units) LLM-350

Students study the structure and procedures of the US legal system; methods of legal analysis; writing and research; and basic terminology and principles of common law subjects including

torts, contracts, and property. The course also provides a basic foundation for study of the US Constitution. Open only to international students in LLM programs.

Judicial Decision Making (3.00 units)

LAW-850B

This course examines theoretical and practical aspects of the judicial decision-making process at both the trial and appellate level. Students explore cases and materials regarding legal logical constructs, limits of jurisdiction, exercise of discretion, de novo review, abuse of discretion, and clear error review. The course places students in contested proceedings to give them firsthand exposure to the dynamics of decision making.

Judicial Externship (2.00-3.00 units)

LLM-393

This is a competitive placement as an unpaid law clerk with the Probate Department of the California Superior Court. Selected students will work directly with the probate judge, probate examiners, court investigators, and courtroom staff on pending estate, trust, and conservatorship cases. The externs will get hands-on Probate Court experience from the judicial perspective. The course provides invaluable insight for future estate planners. Prerequisites: Estate and Gift Taxation; Estate Planning; Probate Procedure and Litigation. Enrollment in this course requires the signature of the program director of the LLM (Taxation) Program.

Judicial Externship (2.00-13.00 units)

LAW-896C

In this field placement program, students work in selected courts under the supervision of a judge. Students must complete 45 hours of work for each unit. A full-time externship can require up to 13 units; most students take 1 to 3 units at a time. Arrangements are made on an individual basis with the externship director. In addition to working at the court placement, students must attend a mandatory seminar. Students who enroll in this course in a summer session are limited to 8 units of credit. Consent of instructor required.

Jurisprudence (2.00 units)

LAW-850

This course considers jurisprudence, or the philosophy of law, in three of its branches: (1) analytical jurisprudence, which studies the law as an internally consistent system based on axioms; (2) sociological jurisprudence, which describes the law as it functions within and between communities; and (3) critical jurisprudence, which evaluates the law against political and ethical norms.

Labor Law (3.00 units)

LAW-854A

Students study the law relating to union organization. This course covers collective bargaining, administration of the collective bargaining agreement, and union obligations to individual union members.

Land Use Regulation (3.00 units)

LAW-856A

This review of the devices available to a community for regulating the development of land includes zoning, subdivision regulation, historic preservation, growth management, open space,

and urban renewal. Also considered are the rights of owners, neighbors, environmentalists, and reformers to resist regulation on grounds such as just compensation, free speech, and housing welfare interests. Prerequisites: Property I and II.

Landlord-Tenant Law Clinic (3.00 units)

LAW-869B

Students work in law clerk positions with various lawyers and judges who specialize in landlord-tenant law. Students also attend a seminar with the instructor for lectures on landlord-tenant law and discussions of cases being handled by the students. Consent of instructor required.

Law Practice Technology (2.00 units)

LAW-819B

This course examines the technology systems currently used in law firms for calendaring, time/billing, document management, drafting, research, client extranets, marketing, and e-filing. In addition it explores the privacy and ethical considerations associated with some of these applications. Using legal forms and MS Word legal templates, students draft a number of documents including client letters, pleadings, and motions. In lieu of a final exam, each student creates a presentation on an assigned topic.

Law Review (1.00-2.00 units)

LAW-861A

Required of all Law Review members during their first year on Law Review (2 units/Fall, 1 unit/Spring). Over the course of the two semesters, each student will write a scholarly casenote or comment. During the Fall semester, 12 hours of mandatory seminar sessions will be scheduled. The total of 3 credits will be awarded at the end of the Spring term. Enrollment is limited to persons invited to join the Law Review. Membership on Law Review is determined in two ways: by first-year grades (top 10%) or through a writing competition that is held during the middle of the second semester of the first-year.

Law Review Associate Editors (1.00-2.00 units)

LAW-861C

Required of all Law Review members during their second year on Law Review (2 units/Fall, 1 unit/Spring). (Not applicable to Law Review Board members 150 see LAW 861D). In the Fall term, 12 hours of mandatory seminar sessions will be scheduled. During the course of the two semesters, each member will edit and cite check the work of various first year Law Review members or the work on selected articles from outside authors. The total of 3 credits will be awarded at the end of the Spring term.

Law Review Board (2.00 units)

LAW-861D

Required of all Law Review Board members during the Fall and Spring terms (2 units/Fall & 2 units/Spring). Outlines of the requisite responsibilities of the board members are found in the Law Review Bylaws.

Law of International Armed Conflicts (3.00 units)

LLM-383

Students explore the body of law governing the actions of nations and individuals during a state of armed conflict. Topics include the use of force between states, rules of international armed

conflict, war crimes and war crimes tribunals (including applications to ongoing conflicts), international humanitarian law, the Geneva Convention, arms control and disarmament, weapons of mass destruction, collective security, the United Nations and U.N. peacekeeping efforts, and the applicability of the laws to national and international terrorism.

Law of the Sea Seminar (2.00 units)

LAW-860

This course examines the legal rights and obligations of nation-states regarding uses of the world's oceans. Coverage includes, but is not limited to, coastal state control over territorial waters and strategic straits; establishment of offshore exclusive economic zones and fisheries; activities on the high seas including efforts to control marine pollution, interdiction of drug and human smuggling, and terrorism and piracy; protection of underwater cultural heritage; resolution of international sea boundary disputes; and exploitation of the mineral resources of the international seabed. The course will view these matters through the structure and scope of the 1982 UN Convention on the Law of the Sea and other relevant international agreements, as well as applicable domestic legislation and regulatory mechanisms.

Law/Politics/Economics/Development: An Introduction to the Thai Legal System (1.00-3.00 units)

LAW-800E

Designed as an introduction to the Thai legal system and culture, this course acquaints students with the elements that comprise the Thai legal system and the components of its cultural heritage. Students meet with Thai students and make organized visits to the law courts, Attorney General's office, Ministry of Justice, and other places of interest in Thailand. This course is only offered through the Summer Bangkok Program.

Lawyering Skills: Client Advocacy (3.00 units)

LAW-824D

Students learn counseling, interviewing, and negotiating skills in class simulations, then work with real clients through the Homeless Advocacy Project (HAP), which is sponsored by the Bar Association of San Francisco Volunteer Legal Services Program. Training is provided in both lawyering skills and substantive law. Under the professor's supervision, students act as advocates for HAP clients in a variety of settings. Students may take this course or another 2-unit Lawyering Skills course, but not both. Consent of instructor required.

Legal Analysis (3.00 units)

LAW-801E

This course covers the elements of legal reasoning and problem solving, with an emphasis on analytical writing.

Legal Methods (2.00 units)

LAW-863C

This course re-examines a subject from the first year curriculum, exploring it in a small seminar setting with an emphasis on problem solving and analytical writing. Admission is by invitation only. See instructor for details of subject matter to be covered.

Legislative Process (2.00 units)**LAW-865D**

This course examines legislation and the creation of statutes. Topics include the legislative and political process, the anatomy of a statute, and judicial interpretation of statutes. The course emphasis is on theories of statutory interpretation including the canons of statutory construction, extrinsic sources of statutory meaning, and agency interpretation of statutes.

Literature and the Law (2.00 units)**LAW-859A**

Students read literature about the law including nonfiction and fictional accounts of major cases, trials, and legal movements; biographies of leading jurists and lawyers; and seminal articles in various areas of legal criticism. The class also examines legal writing as literature, considering the rhetorical style, theme, and content of selected opinions and writings of judges and legal scholars. The course is presented in seminar and discussion format, with one presentation or paper required.

Litigation of Tax Controversies (3.00 units)**LLM-341**

After analyzing litigation procedures and rules, students apply them to model cases through pleadings, discovery, pretrial motions, settlement conferences, stipulations, trial strategies, briefs and memoranda, oral arguments, evidentiary hearings, and trials. Prerequisite: Federal Tax Procedure. (Offered through the LLM in Taxation Program. JD students seeking to enroll must obtain the approval of the program director.)

Marital Taxation (2.00 units)**LLM-346B**

This course considers the tax consequences of marriage, divorce, and nonmarital relationships, including marital status, prenuptial agreements, interspousal property transfers, structuring divorce settlements, special asset valuation, and the impact of marital status on gift and estate planning. Prerequisite: Characterization of Income and Expenditures (Offered through the LLM in Taxation Program. JD students seeking to enroll must obtain the approval of the program director.)

Mediation Skills Training (2.00 units)**LAW-870**

This course combines a survey of various mediation theories, settings, and methods with simulations in problem solving, mediation, negotiation, and legal representation. Topics include confidentiality and standards of conduct for mediators. Students may earn a certificate for 40 hours of Mediator Training.

Mental Disorders and the Law (2.00-3.00 units)**LAW-879A**

This course addresses questions such as: Who is mentally ill? Who cares? Who treats the mentally ill? How is the public protected from the mentally ill? How are the mentally ill protected from the public? Under what circumstances are mentally ill people legally responsible for criminal acts? Students choose a topic, prepare a paper, and present their work in class. While the class is structured as a 2-credit seminar, a third unit of credit will be available by arrangement with the instructor.

Mergers and Acquisitions (3.00 units)**LAW-744**

The course focuses on the multitude of legal and nonlegal issues confronting lawyers handling mergers and acquisitions of entities. Issues include corporate, securities, tax, and antitrust issues. In a part-lecture, part-workshop approach, the course analyzes the lawyer's diverse role in managing a complex business restructuring. Public and private company mergers and other restructurings are considered, as are the various M&A roles played by directors, senior officers, investment bankers, accountants, and others.

Multinational Estate Planning (2.00 units)**LLM-351**

This course addresses estate, inheritance, gift, and income taxation of trust and estate rules as they relate to US citizens living abroad, foreign nationals in the United States, and nonresident aliens. Analysis includes comparative law, estate and gift tax treaties, conflicts of law, and choice of law in selected jurisdictions. Prerequisite: Estate & Gift Taxation; Estate Planning. Recommended: Income Taxation of Trusts & Estates; International Taxation. (Offered through the LLM in Taxation Program. JD students seeking to enroll must obtain the approval of the program director.)

Negotiating and Drafting Contracts in the Entertainment Business (2.00 units) LAW-833D

This advanced course in entertainment law focuses on the drafting and negotiation of the numerous agreements involved in entertainment projects. Sound recording and publishing contracts in the music business and licensing agreements for the online distribution of music and audiovisual works are examined in detail. Students get hands-on experience in drafting these agreements. They also analyze negotiation points and discuss negotiation tips and strategies with experienced practitioners in entertainment law.

Pacific Settlement of Disputes Between States (3.00 units)**LLM-376B**

This course examines various methods available in the resolution of conflicts between States. The course examines the International Court of Justice, the International Tribunal on the Law of the Sea at Hamburg, the International Criminal Tribunal at The Hague for former Yugoslavia, and the International Criminal Tribunal at Arusha for Rwanda, as well as the interplay of other methods of dispute settlement between States, such as the DSB and its Appellate Body under the WTO in Geneva, the Permanent Court of Arbitration at The Hague, and United Nations-sponsored conciliation, mediation, enquiry, good offices, and negotiations.

Partnership Tax (3.00 units)**LLM-328**

(formerly Federal Income Taxation of Partners & Partnerships.) This course concerns tax issues of the organization and operation of partnerships, including contributions, distributions, withdrawal of a partner, dissolution, and sales or exchanges of partnership interests. Prerequisite: Characterization of Income & Expenditure. (Offered through the LLM in Taxation Program. JD students seeking to enroll must obtain the approval of the program director.)

Patent Application Process From A to Z (3.00 units)**LAW-875B**

This is a practical course that traces an invention from conception to the issuance of a US patent. The major emphasis in the class is on the filing and prosecution of a patent application at the United States Patent and Trademark Office, using the rules and procedures outlined in the US patent codes and rules, and the United States Patent and Trademark Office's Manual of Patent Examining Procedures. The course is especially useful for students who want to take the patent bar and/or work in the area of patent preparation and prosecution. Prerequisite: IP Survey or Patent Law, or permission of the professor.

Patent Law of the US (3.00 units)**LAW-875**

This course explores US patent law in depth. The emphasis is on the patent law statute, Title 35 of United States Code, and the case law that has interpreted this statute. In addition to class discussions of the cases and statutes and a final exam, patent law principles are applied in a practical manner in a graded student project. Past projects have included Markman hearing materials and infringement opinion letters. Prerequisites: IP Survey or permission of the professor. A technical background is a plus. Intellectual Property LLM students are required to take this course, Copyright Law of the US, or Trademark Law of the US

Patent Litigation (2.00 units)**LAW-875C**

This course takes students through the various stages of preparing a patent infringement or validity challenge case through trial. Litigation strategies, discovery, and pre-trial motions are covered.

Payment Systems (2.00 units)**LAW-835C**

This survey of the law of negotiable instruments examines checks, promissory notes, letters of credit, credit cards, debit cards and electronic transfers. Topics covered are holder in due course; liability and defenses of parties to negotiable instruments; rights, duties, and liabilities of banks; and electronic fund transfers. The primary focus is on Articles 3 and 4 of the Uniform Commercial Code.

Practical Accounting for Tax Attorneys (2.00 units)**LLM-359**

This course focuses on basic financial statement analysis and accounting concepts. The course is designed for students who plan to work at Big Five firms or other organizations where a rudimentary understanding of accounting is essential for success. Students planning to do transactional or litigation work where critical reading of financial statements is important may also benefit from the course. (Offered through the LLM in Taxation Program. JD students seeking to enroll must obtain the approval of the program director.)

Principles of Valuation (3.00 units)**LLM-347B**

A general survey of valuation for income tax purposes; including a study of reasons for valuations, the methods used to measure value, and why income tax valuation may differ from transaction valuation. The course will also cover how to analyze complex income tax valuation

disputes and current income valuation insights.

Privacy, Defamation, and Other Relational Torts (3.00 units)

LAW-720G

This course is an intensive examination of privacy and defamation issues in torts. Other topics may include interference with economic interests, disruption of family relationships, trademark and tradename misappropriation, and unfair competition. Prerequisite: Torts. Students who enroll in Advanced Torts: Defamation & Privacy may not enroll in this course.

Private International Law (3.00 units)

LLM-391

This course studies problems that arise from disputes of private parties involving foreign law issues. While the course analyzes the usual problems of personal jurisdiction over foreign parties, choice-of-law problems, and enforceability problems, the instructor also emphasizes the comparative law aspects of such cases and the historical background needed for their understanding. Students learn how different legal traditions approach various evidentiary and legal issues in both the civil and common legal traditions.

Probate Procedures & Litigation (3.00 units)

LLM-334C

This course provides an understanding of what happens once the estate plan becomes a decedent's estate needing administration in the Probate Court. Students survey the California Probate Code rules and procedures as they relate to the administration of decedent's estates and trusts. Significant and recurring issues and trends in probate litigation are studied. Prerequisites: Estate and Gift Taxation:Estate Planning

Products Liability (3.00 units)

LAW-877

Students engage in an advanced study of procedural tort and contract principles pertaining to the liability of those who are part of the integral marketing enterprise for goods. Prerequisite: Torts.

Professional Responsibility (2.00 units)

LAW-805A

This course examines the attorney's responsibility to the client, the profession, and society, as well as the structure and operation of the US legal profession. Both ABA and California rules are discussed.

Professional Responsibility for Tax Practitioners (2.00 units)

LLM-300

This course considers tax practice issues including tax attorney regulation and ethical considerations. (Offered through the LLM in Taxation Program. JD students seeking to enroll must obtain the approval of the program director.)

Property I (3.00 units)

LAW-715A

This survey of interests in land covers possession versus ownership, forms of ownership, modern landlord-tenant law, restrictions on the use of land through easements and restrictive covenants, and regulation of land use. The course also considers constitutional issues such as taking property without just compensation, infringements on freedom of association, and exclusion of

minorities and the poor.

Property II (3.00 units)

LAW-715B

This survey of modern real estate transactions examines aspects of purchasing real estate.

Prerequisite: Property I.

Public Interest/Government Counsel Clinic (2.00-4.00 units)

LAW-880C

Under faculty supervision, students work as legal interns in public interest offices and government agencies. The accompanying seminar provides students with opportunities to hear from public interest and government attorneys, learn about common themes in government practice and different types of public interest practice, and discuss their legal experiences. Students are counseled if they desire to find their own placements with faculty approval. Students may not work at placements included in other clinical offerings. Consent of instructor required.

Public Natural Resources and Land Law (3.00 units)

LAW-872

This course examines the laws governing natural resources on the one-third of the United States that comprises our public lands including forests, minerals, ranges, wildlife, recreation parks, and wilderness. Students also explore laws protecting federal wildlife and endangered species.

Race and Civil Rights Seminar (2.00 units)

LAW-834K

Topics covered include theories of race, racial identity, and racism; critical race theory; histories of racism in the United States.; a critique of goals and strategies of the civil rights movement; racial discrimination in housing, employment, and education; and affirmative action. Students are required to participate in group presentations on course topics of their choice. Prerequisite: Constitutional Law I and II or consent of instructor.

Real Estate Clinic (2.00-4.00 units)

LAW-883

Students are placed in law firms that specialize or do considerable work in real estate. Under the direct supervision of attorneys, students interview clients, draft pleadings and motions, and participate in trial preparations and trials. They also draft provisions for leases, sales contracts, closing papers, loan documents, and other real estate instruments. Students are required to attend classes in the Real Estate Practice Seminar or the Real Estate Litigation Seminar. Prerequisites: Property I and II. Consent of instructor required.

Real Estate Development (3.00 units)

LAW-882D

This advanced course covers legal problems that arise out of the development of real property. Topics include an overview of real estate investment analysis, selection of the acquiring entity, issues in the acquisition of real estate, land use problems, environmental issues, financing, and leasing. The orientation of the course is from the developer's point of view. Prerequisites: Property I and II. Recommended: Real Estate Finance, Federal Income Taxation.

Real Estate Finance (3.00 units)**LAW-882E**

This course covers legal problems that arise out of financing and purchasing property, including foreclosure and redemption, antideficiency laws, and other debtor protections. Prerequisites: Property I and II.

Real Estate Litigation Seminar (2.00-3.00 units)**LAW-883L**

This course examines common areas of real estate litigation such as commercial unlawful detainers; breach of sales contracts; broker commissions; malpractice claims against brokers, title insurers, escrow agents, attorneys, and brokers; foreclosures, receiverships, and injunctions against foreclosure; toxic waste; construction defects and mechanics' liens; condemnation and inverse condemnation; quiet title and partition; encroachment and trespass; bankruptcy; and the use of writs and lis pendens. Spring clinic students must attend the seminar as part of their clinical experience. Nonclinic students may take this course for nonclinic credit and complete special drafting exercises each week. Prerequisites: Property I and II.

Real Estate Taxation (3.00 units)**LLM-326**

This course explores the tax advantages of owning real property, acquisitions, operations, sales and exchanges, conversions and abandonments, aspects of financing, leasing, and forms of entity ownership of property. Prerequisites: Characterization of Income & Expenditure; Federal Income Taxation of Corporations & Shareholders; (Offered through the LLM in Taxation Program. JD students seeking to enroll must obtain the approval of the program director.)

Real Estate Transactions Seminar (2.00-3.00 units)**LAW-883T**

This course explores common areas of real estate practice such as residential and commercial leases, purchase and sale contracts, loan documents, CC&Rs and easements, zoning applications, construction contracts, title insurance endorsements, and shared ownership agreements. Fall clinic students must attend this seminar. Nonclinic students may take this course for nonclinic credit and will complete special drafting exercises each week. Prerequisites: Property I and II.

Regional Organizations (1.00-3.00 units)**LAW-800F**

Bangkok hosts a number of specialized U.N. agencies, such as the Food and Agriculture Organization, the International Labor Organization, and the World Health Organization. It also serves as regional headquarters for the Economic and Social Commission for Asia and the Pacific, the U.N.D.P., the U.N. High Commission for Refugees, and UNICEF. Students visit some of these organizations and also examine the roles and responsibilities of organizations such as ASEAN, APEC, and ASEM. This course is only offered through the Summer Bangkok Program.

Regulatory Takings & Environmental Law (3.00 units)**LAW-834T**

Environmental protection is inseparable from government regulation of land use. No attorney, public official, planner, consultant, developer, or environmentalist can function effectively in today's land use regulatory system without a thorough and current knowledge of the law of

regulatory takings. This course provides an in-depth analysis of the historical and legal bases for regulatory takings and reviews current issues and trends in takings. Students will be challenged to apply takings concepts to real-life environmental issues.

Remedies (3.00 units)

LAW-806

This survey of the legal and equitable remedies available to litigants based on their substantive rights emphasizes the type and extent of damages awarded in different legal settings. Also covered are specific performance, injunctive relief, and restitutionary remedies.

SJD Additional Residency (0.00 units)

SJD-911

This course is for SJD students who require an extra semester of residency before sitting for their qualifying oral exam. Tuition is US\$500 and all other fees apply.

SJD Candidacy (Local) (0.00 units)

SJD-920

This course is for SJD students who have advanced to candidacy and will continue work on their dissertation in the San Francisco Bay Area at GGU. Tuition is US\$500 and all fees apply.

SJD Candidacy (Non-US) (0.00 units)

SJD-922

This course is for SJD students who have advanced to candidacy and will continue work on their dissertations outside of the United States. Tuition is US\$0 and no fees apply.

SJD Candidacy (US non-local) (0.00 units)

SJD-921

This course is for SJD students who have advanced to candidacy and will continue work on their dissertations in the United States but not in the San Francisco Bay Area. Tuition is US\$0 and only "international student" fees apply.

SJD Dissertation Seminar (3.00 units)

SJD-931

The purpose of this seminar is to provide collaborative support, intellectual and scholarly context, and useful direction and practical assistance to students in the Doctor of Juridical Sciences (SJD) program. Students pursue their own research with readings, discussions and workshop activities in the seminar complementing each candidate's ongoing tutorial relationship with thesis supervisors, advisors, and committee members. At the end of the seminar each student will be expected to complete a revised proposal, or draft chapter of his or her dissertation, which will be graded. In addition the final two seminar sessions will be devoted to individual presentations to the class. This seminar is open to all students in the SJD program.

SJD Residency (0.00 units)

SJD-910

This course is for the first or second of the required two semesters of residency. Tuition is US\$12,500 and all fees apply.

Sales (2.00 units)

LAW-740

Students examine Article 2 of the Uniform Commercial Code but also learn about the U.N.

Convention on Contracts for the International Sale of Goods. The course focuses on formation, express and implied contractual terms, warranties, performance, and remedies for breach of contract. Prerequisites: Contracts I and II.

Securities Regulation (3.00 units)

LAW-802B

Students investigate the Securities Act of 1933 and selected portions of the Securities Exchange Act of 1934, together with analogous provisions in the Uniform Securities Act and California Corporate Securities Law. Topics include the role of the underwriter, the nature of a security, the registration process, exemptions from registration, and civil liability provisions. Prerequisite: Corporations.

Selected Legal Problems (1.00-2.00 units)

LAW-884

Students have the opportunity to do independent research under direct faculty supervision in areas of special interest. They may enroll in the project on a letter-grade or credit/no-credit basis after making arrangements to work with a faculty member and after receiving the approval of the associate dean for student services. Students must complete 60 total hours of research and writing for each unit. Unit value for the work is determined in conference with the supervising faculty member. Appropriate registration forms are available from the registrar.

Settlement of Litigation Disputes (2.00 units)

LAW-852A

Over 80% of the cases filed in court are ordered into judicially supervised settlement conferences. This course uses hands-on techniques to train future lawyers how to effectively participate in a judicially supervised settlement conference. Students will not only become familiar with the law of settlement theory, but will also engage in role-playing exercises, as well as co-mediating an actual case with Judge James in Federal Court.

Sexual Orientation & the Law (2.00 units)

LAW-885D

This survey of the ways in which the law treats matters of sexual orientation emphasizes civil and constitutional law. The issues to be addressed include the right to privacy as applied to sexual orientation and conduct, issues of communication about controversies related to sexual orientation, definitions of discrimination in law applied to sexual orientation controversies, and decriminalization of lesbian/gay sexual activity. Recommended: Constitutional Law I and II.

Solving Legal Problems (2.00 units)

LAW-863

This is an upper level writing course that focuses on the legal documents most commonly prepared by attorneys in the practice of law. In-class exercises include a variety of legal writing documents, some of which are modeled on those used in the performance section of the California Bar Examination. Solving Legal Problems is limited to students who will be classified as D3 or E4 at the beginning of the semester in which they take the course. Students are recommended to take this class during the final semester of law school. Prerequisites: Appellate Advocacy.

Special Problems: Contracts & Torts (2.00 units)**LAW-728**

The Law School offers advanced Special Problems courses in Property, Civil Procedure, Constitutional Law, Criminal Law, Criminal Procedure, Evidence, Contracts, and Torts. Students analyze problems in the subject matter covered by the course. The focus is on written and analytical skills. Prerequisites: Contracts and Torts

Special Problems: Property (2.00 units)**LAW-728C**

The Law School offers advanced Special Problems courses in Property, Civil Procedure, Constitutional Law, Criminal Law, Criminal Procedure, Evidence, Contracts, and Torts. Students analyze problems in the subject matter covered by the course. The focus is on written and analytical skills. Prerequisites: Property I and II

Special Problems: Property & Evidence (2.00 units)**LAW-728A**

The Law School offers advanced Special Problems courses in Property, Civil Procedure, Constitutional Law, Criminal Law, Criminal Procedure, Evidence, Contracts, and Torts. Students analyze problems in the subject matter covered by the course. The focus is on written and analytical skills. Prerequisites: Property I and II and Evidence

Sports Law (2.00 units)**LAW-873**

This survey of the complex legal relationships found in major professional teams and leagues includes contracts, antitrust, labor law, torts, workers' compensation, and gender discrimination brought to bear on current issues in the sports industry. Practical guidance in representing athletes is stressed.

State & Local Taxation (3.00 units)**LLM-368**

This course provides an overview of state taxation including business taxes, sales and use taxes, corporate income tax laws, treatment of multistate and multinational businesses, federal constitutional limitations on state taxation, and the impact of state taxes on federal tax consequences. (Offered through the LLM in Taxation Program. JD students seeking to enroll must obtain the approval of the program director.)

Strategies of Legal Writing (1.00-2.00 units)**LAW-726B**

This course is devised to teach the fundamentals of effective legal writing and specific techniques in exam essay writing. Students will take and review 12 essay exams covering all California subject areas over the course. During the last week of class students will take two practice exams under exam conditions.

Street Law (3.00 units)**LAW-886**

Each student teaches a 12-week course in basic housing law, family law, consumer law, constitutional law, and criminal law and procedure to local high school students. Students prepare in teacher-training sessions held prior to the teaching assignments and follow up with weekly seminars in substantive areas of the law. Prerequisite: completion of first-year courses.

This course is counted against clinical units. Street Law is taught by the University of San Francisco School of Law, with classes meeting at their campus. Students must have approval from the associate dean for student services to enroll in this course.

Tax Aspects of Charitable Giving (2.00 units)

LLM-325A

This course will provide an in-depth analysis of income, estate, and gift tax issues arising in the context of gifts to charity. Basic rules of charitable giving, including analysis of contributions that will and will not give rise to tax benefits, permissible beneficiaries, limitations based on adjusted gross income and other considerations, valuation and substantiation will be presented. In addition, charitable giving techniques will be discussed, including charitable lead trusts, charitable remainder trusts, and bargain sales. Specific giving situations relevant to estate planning will also be covered. Recommended prerequisites: Federal Income Taxation, and Estate and Gift Taxation. (Offered through the LLM in Taxation Program. JD students seeking to enroll must obtain the approval of the program director.)

Tax Exempt Organizations (3.00 units)

LLM-331

This course concerns issues of tax-exempt status, including planning for charitable contributions, use of charitable remainder and lead trusts, charitable gift annuities, bargain sales, and problems of private foundation excise tax and unrelated business income. (Offered through the LLM in Taxation Program. JD students seeking to enroll must obtain the approval of the program director.)

Tax Litigation (2.00 units)

LLM-341D

After analyzing litigation procedures and rules, students apply them to model cases through pleadings, discovery, pretrial motions, settlement conferences, stipulations, trial strategies, briefs and memoranda, oral arguments, evidentiary hearings, and trials. Prerequisite: Federal Tax Procedure.

Tax Policy (3.00 units)

LLM-340

This course considers utilization of the tax system to achieve public policy goals, including assumptions, problems, and social impacts of alternative public taxation policies. (Offered through the LLM in Taxation Program. JD students seeking to enroll must obtain the approval of the program director.)

Tax Research (1.00 units)

LLM-317A

This course acquaints students with resources available for tax research, including legislative processes, the Internal Revenue Code, judicial and administrative interpretations, reference services, and electronic research. (Offered through the LLM in Taxation Program. JD students seeking to enroll must obtain the approval of the program director.)

Tax Shelters (1.00 units)

LLM-327A

This course will cover abusive corporate tax shelter arrangements, and defense and prosecution

of such arrangements including "listed transactions"

Tax-Aid Clinic (1.00-2.00 units)

LLM-308

Students in the LLM Taxation Program may earn credit by volunteering at Tax-Aid, a nonprofit organization with centers in San Francisco, Oakland, East Palo Alto, Redwood City, and San Rafael. JD students who have completed LAW-838B "Federal Income Taxation" may also participate in the clinic. A training session is mandatory. The clinic is offered only in the spring semester and only on a "credit/no credit" basis. Prerequisites: Characterization of Income and Expenditures or Federal Income Taxation

Taxation of Damages (1.00 units)

LLM-316

This course will provide an in-depth analysis of the taxation of damage awards for personal injuries, business torts and breach of contract claims, and all other types of litigation and settlement recoveries. The course will also cover assignment of income, tax withholding and reporting rules, and issues arising from the award or payment of attorneys' fees.

Taxation of Mergers & Acquisitions (3.00 units)

LLM-339A

This course will provide students with a practical understanding of many of the critical tax considerations associated with acquisitions and dispositions. Topics will include structuring considerations for taxable and tax-free transactions, including section 338 and section 338(h)(10) elections, tax due diligence, and drafting and review of acquisition agreements. Prerequisites: Federal Income Taxation of Corporations and Shareholders; Advanced Corporate Tax.

Thesis (4.00-6.00 units)

LLM-386

A thesis is an independent study project for SJD and LLM students done under the supervision of the LLM or SJD Program Director. Thesis can be taken for 4-6 units. The thesis can be on any topic agreed to by the student and the LLM Program Director. Thesis can be taken for a letter grade or for a Credit/No Credit grade and must be decided at the time of topic approval. All papers submitted under this program should reflect approximately 70 hours of work per unit of credit.

Third & Fourth Generation Human Rights (3.00 units)

LLM-364C

The categorization of human rights into several "generations" of rights, suggested first by the Czech scholar Karel Vasak at the International Institute of Human Rights in Strasbourg, has allowed the international community to expand human rights doctrine to consider the most critical needs of groups otherwise left unprotected. These are particularly relevant to communities in developing countries that are most disadvantaged, and warrant insight as the international community takes on debate of the Millennium Development Goals and reorganization of the United Nations Commission on Human Rights. With the first and second generations of rights being addressed within explicit provisions of the Civil and Political Rights Covenant, and Economic, Social and Cultural Rights Covenant respectively, advocates, scholars and governments have debated further rights protection in areas such as development and

sovereignty over natural resources, a clean environment, and the rights of cultural minorities, indigenous communities, women, children, and the disabled. This seminar will consider the genesis and evolution of these rights within international human rights law and policy, the current debate of scholars, governments, intergovernmental organizations, and NGOs on these issues, and analyze the legal cases now pending in US and other international tribunals. Students will evaluate specific legal trends in this area through their research and writing of a final paper required for completion of the course.

Timing of Income & Expenditure (2.00 units)

LLM-338

This course analyzes problems of allocation income and deduction items to the proper taxable year, including annual accounting concept, tax year selection, accounting methods, and the time value of money. (Offered through the LLM in Taxation Program. JD students seeking to enroll must obtain the approval of the program director.)

Torts I (3.00 units)

LAW-720A

This yearlong introductory course (see Torts II) considers the elements of and defenses to intentional torts, negligence and strict liability, including liability for defective products. The legal principles in each subject area and the policies underlying them are extensively analyzed and explored. (Note: Advanced torts, including interference with contract and prospective economic advantage, and privacy and defamation are covered in elective courses.)

Torts II (2.00 units)

LAW-720B

This yearlong introductory course (see Torts I) considers the elements of and defenses to intentional torts, negligence and strict liability, including liability for defective products. The legal principles in each subject area and the policies underlying them are extensively analyzed and explored. (Note: Advanced torts, including interference with contract and prospective economic advantage, and privacy and defamation are covered in elective courses.) Prerequisite: Torts I

Toxics Law and Policy (3.00 units)

LAW-894A

How to regulate the thousands of toxic substances used in commerce today is a central focus of environmental law. This course first examines how effective common law actions are in dealing with exposures to toxic substances, then studies the range of regulatory responses dealing with toxic substances and hazardous waste, such as the federal hazardous waste management law (RCRA), the federal Superfund statute that deals with clean up of abandoned waste sites, and other federal statutes controlling toxics in various other settings, including drinking water (the SDWA Act) and pesticides (FIFRA). The course also covers risk assessment and risk management issues and information-based alternatives to traditional regulation, including California's Proposition 65.

Trademark Law of the US (3.00 units)

LAW-891

This course covers US trademark law and the role trademark protection plays in interstate

commerce. Students explore the legal issues arising from the registration process with special attention to the business perspectives on trademark protection. The course also examines the interaction between domain names and trademarks and the general impact of the Internet on trademark law. Intellectual Property LLM students are required to take this course, Copyright Law of the US or Patent Law of the US

Transfer Pricing (1.00 units)

LLM-321D

Transfer pricing has emerged as one of the leading international tax issues among multinational corporations. This course covers the genesis of transfer pricing under US law and the legal and economic principles governing inter-company pricing of intangible property, services, and tangible goods transactions. Prerequisites: A background in international taxation, economics, and accounting is useful but not required.

Trial Advocacy (3.00 units)

LAW-899B

This is the entry course for the litigation program, and it teaches the basic skills needed by every lawyer going to court: conducting a direct examination of a witness, introducing documents and physical evidence, cross-examining witnesses, making and answering objections, and preparing opening statements and closing arguments. Much of the students' work is videotaped. The final examination for this course is a full trial conducted in a local courthouse.

Prerequisite/Corequisite (Depending on instructor): Evidence.

Urban Environmental Law and Policy (2.00 units)

LAW-834U

This course provides an overview and analysis of urban environmental issues through the study of current policy, organizations, and case studies, with an emphasis on California and the San Francisco Bay Area. The course includes guest lectures from experts working on urban environmental issues and covers such topics as sprawl, transportation, water resources, open space, brownfields, and environmental justice.

Water Law (3.00 units)

LAW-871W

This class provides an overview of the legal framework and principles governing the ownership, use, and distribution of water. It covers topics that are national in scope, but it also emphasizes laws and issues unique to California. The class covers surface water and ground water rights, California and federal water institutions, federal-state and interstate disputes, reclamation law, and water transfers. It also covers the environmental statutes and doctrines that are playing a central role in water allocation: the Endangered Species Act, the Clean Water Act, and the public trust doctrine.

Western Hemisphere Trade Seminar (3.00 units)

LLM-379

This seminar provides students with a working knowledge of trade regimes and organizations that govern the conduct of international business in the Western Hemisphere. Students are given the opportunity to apply this knowledge to realistic legal problems similar to those they would encounter in the international legal arena. Topics include understanding barriers to trade,

regional trade organizations in the Western Hemisphere, doing business in Mexico and Canada under NAFTA, and other types of regional organizations in the Western Hemisphere and their impact on business relationships.

Wills and Trusts (4.00 units)

LAW-807

A study of nontax estate planning devices, this course explores intestate succession; restrictions on the power to dispose of property; the execution and revocation of wills; and the nature, creation, modification, and termination of trusts. Future interests and perpetuities problems are also discussed. Prerequisite: Property I. Recommended: Property II.

Wills, Trust & Community Property (3.00 units)

LLM-356A

This course will deal with intergenerational transfers of wealth including in testate succession, wills, trusts, life insurance, and joint tenancies, focusing on California law. Also covered will be basic California community property law. Those students intending to take the California bar should seriously consider taking this course. Open only to international students in LLM programs.

Women and the Law (2.00 units)

LAW-885A

This course addresses a variety of private and public law controversies that impact women. Topics may include rape law reforms, reproductive rights, intersections between gender and race discrimination, the feminization of poverty, gender discrimination in athletics, and the rights of pregnant employees. Issues are addressed using a variety of practical and theoretical sources, including judicial opinions, feminist commentary, social science data, litigation documents, and literature.

Women's Employment Rights Clinic (1.00-6.00 units)

LAW-885B

Students represent low-income clients with employment-related problems in areas including unpaid wages, discrimination and harassment, pregnancy disability, family and medical leave, and unemployment benefits. The clinic operates as a law office, with students practicing under direct faculty supervision. Clinic students must simultaneously enroll in the Employment Rights Seminar (LAW-885S). Students enroll in the Clinic for 1 to 3 clinic units, in addition to the 3 unit Employment Rights Seminar. Prerequisites: All first-year courses. Corequisite: Evidence. Consent of the instructor is required for Clinic enrollment.

Workers' Compensation (2.00 units)

LAW-892

This course surveys the compensation system for handling claims of workers injured in the course of their employment.

Writing & Research - Mid-Year Admission (3.00 units)

LAW-725M

This course combines Writing and Research I and Writing and Research II into a single semester for Mid-Year Admit students. The course surveys legal methods and systems, develops students' skills in analyzing statutory and decisional law, introduces students to prescriptive legal writing,

and then turns to persuasive writing.

Writing and Research I (2.00 units)

LAW-725A

This course surveys legal methods and systems, develops students' skills in analyzing statutory and decisional law, and introduces students to prescriptive legal writing.

Writing and Research II (1.00 units)

LAW-725B

This second semester Writing and Research course focuses on persuasive writing. Prerequisite: Writing and Research I

Wrongful Convictions (2.00 units)

LAW-876A

This seminar explores the flaws in the criminal justice system that lead to wrongful convictions, and investigates remedies designed to minimize future miscarriages of justice. The course may be taken on its own or as a (required) companion seminar for students enrolled in the Innocence Project.