

**GOLDEN GATE UNIVERSITY  
SCHOOL OF LAW**

**STUDENT  
HANDBOOK**

**2006–2007**



SCHOOL OF LAW  
OFFICE OF STUDENT SERVICES

August 2006

Dear Entering Law Student,

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

Although certain key provisions of the *Student Handbook* will be printed and highlighted for you at Orientation, please take the time to thoroughly read the entire student handbook online at [www.ggu.edu/school\\_of\\_law/law\\_student\\_services/student\\_handbook](http://www.ggu.edu/school_of_law/law_student_services/student_handbook). **You are responsible for knowing the information contained in the 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 the *Student Handbook* are subject to change.** In the event that we make any changes, you will be alerted to them via *Law School News*. Refer to the *Student Handbook* for the duration of your law school career. By having it easily accessible online, you will have answers at your fingertips.

Once again, we are happy that you have joined us at Golden Gate. 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!

*The Law Student Services Office*

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## NOTICE TO STUDENTS

Students are responsible for ascertaining and following the rules, policies, and procedures contained in this *Student Handbook* and, where referenced, on the Law School's Web site. In addition, all students are subject to the rules, policies, and procedures of Golden Gate University, except as to matters specifically provided for in this handbook.

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

A new edition of this handbook is published at the beginning of each academic year. The following sections of this handbook pertain only to those who matriculate as students during the 2006-2007 academic year: Academic Standards – all policies, and Financial Aid – JD Student Institutional Scholarship policies. Students who matriculated in prior academic years are governed by the Academic Standards and JD Student Scholarship policies in the handbooks for their respective matriculation years. All students are subject to all other sections of the current handbook and should carefully review the new edition each year.

## RESERVATION OF RIGHTS

The provisions of this *Student Handbook* are informational in character and are subject to change at any time. The Law School expressly reserves the right to change the requirements for continuation at the school of law or graduation, the right to modify the offering, timing, and content of courses, the right to modify merit scholarship policies, and the right to change regulations affecting the student body, including but not limited to the requirements relating to academic standing, disqualification, and graduation. Such changes shall become effective whenever the administration deems appropriate and may operate retroactively.

## DISCRIMINATION AND HARASSMENT

Golden Gate University is committed to creating a university-wide environment free of all forms of discrimination, harassment, exploitation, or intimidation. As members of an organization that holds high the principals of mutual respect, teamwork, and honest communications, each of us shares in the responsibility for ensuring an atmosphere in which students, faculty, and staff are consistently treated with both consideration and respect, and are protected from unlawful discrimination or harassment, including sexual harassment or assault. See the Discrimination and Harassment Policy section of this handbook for more information.



# 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. 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 and fifth floors 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 Law's Schools 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 Annex, 62 First Street, 5th Floor:** Monday through Friday – 8:30 am to 6:00 pm; Saturday and Sunday -- Closed
- ⇒ **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:

### **⇒ LAW ADMISSIONS**

**442-6630 or *lawadmit@ggu.edu***

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

The Admissions Office provides prospective students with information regarding the JD program as well as tours and additional assistance throughout the admissions process.

### **⇒ LAW ALUMNI RELATIONS OFFICE**

**442-6625 or *lawalumni@ggu.edu***

**Hours:** Please call for office hours.

The Law Alumni Relations Office addresses the needs of students in preparation for and after graduation and provides opportunities for current students and alumni to interact throughout the Bay Area and beyond. Law Alumni Relations 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 in the Law School Consortium Project, Law Library and Law Career Services access, and discount programs.

The Law Alumni Services Office offers California Bar Exam support by hosting bar refreshers during bar study 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. The Law Alumni Relations Office also coordinates law school graduation.

### **⇒ 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.

⇒ **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 DEAN’S OFFICE SUITE**

**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. The suite includes offices for the associate dean for academic affairs, associate dean for budget and administration, and publications and media relations. The front desk in the Dean’s Office Suite serves as the School of Law’s switchboard and center for general information.

⇒ **LAW FACULTY CENTER**

**442-6640**

**Hours:** Monday through Thursday – 9 am to 6:30 pm; Friday – 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 only release faculty office phone numbers and email addresses; home phone numbers are not released.

⇒ **LAW FINANCIAL AID OFFICE**

**442-6635 or *lawfao@ggu.edu***

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

The Financial Aid Office provides prospective and current students with information pertaining to financing their law school education, including details about scholarships, short-term emergency loans, work-study, and financial planning.

⇒ **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 REGISTRAR’S OFFICE**

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

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

The Law Registrar’s Office is responsible for maintaining all Law School students’ education records upon matriculation. The office publishes course schedules, schedules classrooms, conducts registration, maintains student files, creates student ID cards, processes loan deferments, records grades, performs degree audits, awards degrees, orders and mails diplomas, certifies graduates to the bar examiners, and releases graded exams to students.

⇒ **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 associate dean for student services and the 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 scheduling of exams. Details regarding examination rules, guidelines, and procedures may be found in the “Examination Procedures” section of this handbook.

**c. ADA 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 Office of Student Services has information on GGU affiliated sports clubs.

**g. Housing**

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

⇒ **STUDENT ACCOUNTING SERVICES**

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

**Hours:** Monday through Thursday – 9 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.

⇒ **ON-SITE LEGAL CLINICS**

**442-6647**

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

The Environmental Law and Justice Clinic and the Women’s Employment Rights Clinic offer outstanding clinical training opportunities and provide legal counsel to those who might not otherwise receive it.

⇒ **LLM IN ENVIRONMENTAL LAW OFFICES**

**442-7234**

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

⇒ **LLM IN INTELLECTUAL PROPERTY OFFICES**

**442-6604**

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

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

**442-7234**

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

⇒ **LLM IN TAXATION LAW OFFICES**

**442-6605**

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

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

**442-7234**

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

# 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 **Robert Calhoun** is responsible for scheduling classes and hiring adjunct faculty members. Dean Calhoun 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 **Neha Sampat** supervises the Law Student Services Office and the Law Registrar's Office. Dean Sampat 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**

Acting Associate Deans for Library Services **Michael Daw and Mohamed Nasralla** oversee the Law Library.

### ⇒ **Assistant Dean for Bar Exam Services**

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

### ⇒ **Associate Dean for Law Career Services**

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

⇒ **Law Alumni Relations Coordinator**

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

⇒ **Director of Admissions**

Director of Admissions **Sherolyn Hurst** oversees the Law Admissions Office.

⇒ **Director of Financial Aid**

Director of Financial Aid **Gabriela De la Vega** oversees the Law Financial Aid Office.

⇒ **Director of Law Student Services and Honors Lawyering Program**

Director of Law Student Services and Honors Lawyering Program **Jody Lerner** provides academic advising and oversees the Honors Lawyering Program.

⇒ **Director of Publications and Media Relations**

Director of Publications and Media Relations **Jill Goetz** produces marketing publications and handles media and public relations for the School of Law.

⇒ **Registrar**

Registrar **Steven Lind** oversees the Law School Registrar's Office and certifies students for bar exams.

**B. FACULTY**

Photographs and short biographies of each faculty member, including their areas of interest, are available on the Law School's Web site at [www.ggu.edu/law](http://www.ggu.edu/law).

**C. FACULTY COMMITTEES**

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

- ⇒ Academic Standards Committee
- ⇒ Academic Support Committee
- ⇒ ADA Appeals Committee
- ⇒ Admissions Committee
- ⇒ Appointments Committee
- ⇒ Bar Services Committee
- ⇒ Clinics Committee
- ⇒ Curriculum Committee
- ⇒ Evaluation Committee
- ⇒ First Year Course Teachers Committee
- ⇒ Graduate Legal Studies Committee
- ⇒ Honors Lawyering Program Committee
- ⇒ International Legal Studies Committee
- ⇒ Law Review Committee



- ⇒ Library Committee
- ⇒ Student Discipline Hearing Committee
- ⇒ Student Services 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 the Registrar's Office Web Message Board. 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 notices posted on the Web Message Board and/or in *Law School News*.

## A. GGU4YOU

GGU4YOU is the university's online service system and can be accessed from the Web site, [www.ggu.edu](http://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](mailto: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 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 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 while logged in from the “Student” tab.

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. *Law School News* does not print opinion pieces. Due to time and space constraints, *Law School News* will not run unsolicited materials more than once or twice and will not investigate unclear announcements. Submissions should be concise and of publishable quality and style (pre-edited for spelling and grammar), and late submissions may not be printed. In addition, events without a confirmed date, time and location will neither be publicized nor listed in the events calendar. 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](mailto:lawschoolnews@ggu.edu). For more information, call 442-6600.

### C. STUDENT E-MAIL ACCOUNTS

All students are required to check their e-mail regularly. Students may establish personal e-mail accounts for receipt of e-mail from the Law School provided these accounts are the e-mail addresses on file with the Registrar’s Office. Students who do not have personal e-mail accounts may request accounts from Golden Gate University on a system called *GGU Online*. Students with questions about logging in or maintaining their *GGU Online* accounts should e-mail [lawhelp@ggu.edu](mailto:lawhelp@ggu.edu). Students are advised not to use Google “Gmail” accounts as their primary e-mail addresses because the system is incompatible with the university’s records system.

### D. STUDENT MESSAGES AND ANNOUNCEMENTS

Classroom assignments, changes in classroom locations or times, class meeting cancellations, and other important notices 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 also uses an electronic message board on the Web site 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. 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. Students are not permitted to check or tamper with any other student’s mailbox, and any such act will be subject to discipline under the Standards of Student Conduct.**

## E. SCHOOL OF LAW FLIER POSTING POLICY

All GGU Law related postings and non-GGU Law related postings must be approved by Law Student Services. All notices must clearly state who or which organization is sponsoring the event, and if a Law School related posting, must include “Golden Gate University School of Law” on the face of the flier. Posting individuals or groups must bring only two (2) copies of the flier to Law Student Services for approval before making photocopies of the flier to post. Law Student Services will keep for reference one copy of each flier with the name and contact information of the posting individual written on the back. Copies must be made at the individual’s or group’s expense.

Individuals and groups are limited to posting twenty (20) fliers on university premises. Multiple fliers in one location will be removed. All fliers must be posted using only the official Law Student Services blue tape.

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

### 1. GGU Law Related Fliers (Student Organizations, Administrative Notices, Law School Events) – Location Restrictions

⇒ No fliers may be placed on:

1. The exterior of any building (including columns, balconies, and railings).
2. Any exterior window
3. Any wall, (elevator walls, brick, cement or painted) including the stairwells
4. Any emergency exit door, or the area immediately adjacent to the exits.
5. Classroom doors
6. Any room/suite designator sign
7. Any whiteboard/chalkboard in any classroom, conference room or lab
8. Restroom walls, mirrors, partitions and doors
9. Inside of any elevator
10. On any piece of equipment, including vending machines

⇒ Approved fliers may be placed on:

1. 2nd floor bulletin board above computer station
2. Law Library bulletin board
3. 3rd floor bulletin board next to public telephones in east wing
4. SBA Lounge bulletin boards (with approval of SBA)
5. Chalkboard in 3rd floor lobby

### 2. Non-GGU Law Related Fliers (Advertisers, Bar Courses, Sales of Vehicles, Apartments Rentals) – Location Restrictions

⇒ No fliers may be placed on:

1. Same as Law Related
2. Chalkboard in 3<sup>rd</sup> floor lobby

⇒ Approved fliers may be placed on:

1. 2<sup>nd</sup> floor bulletin board above computer station
  2. Law Library bulletin board
  3. 3<sup>rd</sup> floor bulletin board next to public telephones in east wing
  4. SBA Lounge bulletin boards (with approval of SBA)
- 
3. 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.
  4. Any defacement, unauthorized alteration or removal of another individual's or group's flier(s) will result in discipline under the Standards of Student Conduct.

# 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 personal email rather than relying on School of Law staff.

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

# 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 at the Business Services and Facilities Office front counter in room 175 (on the first floor). Items can be turned in or retrieved from that office during its normal hours of operation. The front counter is open from 10 am to 1 pm, and again from 3 pm until 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. PERSONAL PROPERTY INSURANCE**

The Law School does not assume responsibility for loss or damage to personal property belonging to students. Students should inspect their own insurance policies to determine whether limits are sufficient to cover their belongings.

## **D. 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. INDIVIDUAL COUNSELING

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

### 1. Courses

Whenever possible, a student with a concern about a particular course should discuss the issue with the instructor and, if appropriate, follow up with the director of the program. 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 director for student services, or the student's LLM program director.

### 2. Financial Aid

Students with financial aid concerns should speak directly with a financial aid counselor. If this does not resolve the problem, students should speak with the director of financial aid.

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

### 3. Personal Concerns

JD students with personal concerns that are interfering or may interfere with their ability to attend classes, study, or take exams should contact the associate dean for student services or the director for student services to discuss how to address the situation. 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 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. Graduate law students may seek guidance from their program director.

In addition, JD students and graduate law students may receive entirely confidential counseling while at GGU. Counseling Services offers assessment and referrals, drop-in and short-term counseling, couples therapy, support groups for newcomers and workshops on student success and work/life balance topics (including stress and time management). Counseling Services is staffed by a licensed marriage and family therapist and pre-licensed counselors-in-training working under clinical supervision. GGU students may take advantage of an intake session and three additional sessions at no charge. Up to eight additional sessions are possible for \$10 each (for 12 sessions total), and referrals are made if services are needed beyond that time frame. Counseling Services is located in the Student Affairs Office, room 4300. Students can request this assistance by calling 442-6578.



## 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, 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:

- ⇒ This Student Handbook;
- ⇒ Current course descriptions (available on GGU4YOU);
- ⇒ *Law School News* (available in hard copy as well as online); and
- ⇒ The Course Schedule and accompanying scheduling notes 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 director for student services, the faculty adviser 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 director for student services are available for academic advising throughout the year on an as-needed basis. Students are welcome to schedule an appointment with the dean or 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 developing programs and organizing activities to support their members and enrich the law school experience for all. Student groups publicize their activities in the events calendar in *Law School News* and by posting approved fliers on School of Law bulletin boards. Each organization has a mailbox in the SBA Lounge..

If you wish to start a new student group, or revive a group that has been inactive, please set up a meeting with the SBA President or consult the assistant director for student leadership programs.

Currently, the Law School 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 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.

⇒ **AMERICAN CONSTITUTION SOCIETY (ACS)**

ACS is a progressive organization comprised of law students, lawyers, scholars, judges, policymakers, activists, and other concerned individuals working to ensure that the fundamental principles of human dignity, individual rights and liberties, genuine equality, and access to justice are in their rightful, central place in American law. The GGU ACS chapter initiates and organizes events and debates that foster intelligent discussion and thought on current and future legal issues.

- ⇒ **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. (inactive)
- ⇒ **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.
- ⇒ **CALIFORNIA ITALIAN-AMERICAN ADVOCATES ORGANIZATION (CIAO)**  
NIAF seeks to provide a unified and effective voice for Italian Americans so that their beliefs and views may be heard by the social, economical, cultural, educational, and political institutions of this country. CIAO also educates members of the Italian American community on issues that are of interest to them and may affect government policy, and aims to protect the history, heritage, and accomplishments of Italian Americans. In addition, CIAO seeks to help young Italian Americans attain their educational goals.
- ⇒ **THE EMPLOYMENT LAW ASSOCIATION (ELA)**  
ELA members promote employment and labor law, uncover the hot issues in these areas, and build a network together. (inactive)
- ⇒ **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 co-sponsors 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 co-sponsored 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/A 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/a community issues back to the law student through e-mail postings and announcements at its general meetings.

⇒ **LAW STUDENTS FOR CHOICE (LSFC)**

LSFC 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 to 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 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.

⇒ **PUBLIC POLICY PROJECT (PPP)**

PPP, a non-partisan organization, aims to promote awareness of the relationship between law and politics and to engage and participate in the public policy sector by facilitating the understanding of the many considerations and tenets that underlie policy and how it serves the community.

⇒ **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).

⇒ **SOUTH ASIAN LAW STUDENT ASSOCIATION (SALSA)**

SALSA aims to build networks between South Asian law students and lawyers that will continue throughout their professional careers. SALSA strives to come together to help the community through volunteer work and fundraising and hopes to educate the community about South Asian issues and promote social synergy throughout the school's South Asian community.

⇒ **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.

⇒ **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, including an annual Women Judges panel. 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**

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. The direct telephone number for the circulation desk is 442-6680.

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

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. The direct telephone number for the reference desk is 442-6692.

### **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 Web site, [www.ggu.edu/lawlibrary](http://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 twenty-eight 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, spreadsheets, 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 four 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](http://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 or \$5 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 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. These keys may not leave the Law Library and are subject to the same fines as reserve materials.

## **Q. LAW LIBRARY STUDY ANNEX**

The Law Library 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 from 8:30 am till 6 pm.

# 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](http://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, is integrated with the Law Library’s collection. Students may search the Library’s online catalog to identify resources housed at Law Career Services.

Students must have a valid Golden Gate ID card or membership card in order to borrow books. Many Law Career Services materials do not circulate. 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**

LCOnline 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 LCOonline 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 LCOonline 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 Web site, <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 Web site, <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 to this policy.

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

**J. MILITARY RECRUITING**

The US Armed Forces and JAG violate Golden Gate University School of Law's non-discrimination policy in their hiring practices by refusing to hire persons known to them to be gay or lesbian. In compliance with the Association of American Law Schools' rules, employers who violate this non-discrimination policy are normally denied access to the On-Campus Interviewing services of the Law Career Services Office. Regrettably, and under the threat of the withdrawal of federal funds to Golden Gate University posed by federal law under the Solomon Amendment, this Law School is making a limited exception to the US Armed Forces and JAG. Students may contact Angela Dalfen, assistant director for public interest and student leadership programs, if they have questions regarding the law school's non-discrimination policy.

# 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.

Membership in the law review is among the highest honors and responsibilities that a student can receive during their law school career. Membership in the Golden Gate University Law Review provides students with an opportunity to develop their skills in legal research, writing, and analysis. Third-year law review members gain considerable experience as editors of the law review.

Approximately 50 second-year and third-year students staff the law review. Membership on law review is determined in two ways: by first-year grades (top 10 percent) or through a writing competition that is held during the middle of the second semester of the first-year. To compete in the writing competition, students must have completed 29 units of the required first-year courses. Minimum academic requirements for an invitation to join law review include a 3.0 GPA and a grade of at least “B” in Legal Writing and Research II.

Law review is a two-year commitment and members earn six academic credits. Two units are awarded for the first semester and one unit for the second semester for both second-year and third-year students.

Students with questions about Law Review should contact the editor-in-chief at 442-6690.

## B. ENVIRONMENTAL LAW JOURNAL

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

The “Symposium Edition” contains lead articles written by academics and professionals, as well as student notes, comments and/or summaries. The Symposium Edition will be published every summer. This is intended to coordinate with the Environmental Law Symposium that Golden Gate University holds every fall. The Pacific Region Edition contains lead articles written by academics and professionals, as well as student notes, comments and/or summaries focusing on environmental law and policy issues in the Pacific Region (including, but not limited to the North American Pacific Coast, and the Asian



Pacific Rim and Basin). The inaugural issue of the Pacific Region Edition is projected to publish in winter 2008.

To be eligible for the ELJ, students must be a JD or LLM student in good academic standing. JD students can apply after completion of their first semester of law school or when they have the equivalent number of credits. The application processes for writers and editors are held simultaneously, but the requirements are slightly different for editorial positions. The Symposium Edition holds its application process in March/April. The Pacific Region Edition holds its application process in October/November. Additionally, all JD students can qualify for the ELJ as a writer through a grade-on process whereby students are automatically invited to participate based on class rank.

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

The Academic Development 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, ADP 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 following their first semester.

### **D. CLINICS AND EXTERNSHIPS**

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

#### **1. On-Site Clinics**

- ⇒ 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 and Refugee Policy 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 “Course Descriptions” section of this handbook and the Clinical Legal Education Program Student Handbook, which is available from the Law Registrar’s Office.

## **E. 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.

## **F. 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 apply to participate in this program after the successful completion of one semester of law school, provided their cumulative GPAs are 2.15 or higher. Otherwise, they must wait to apply until the completion of their second semester

and be found to be in good standing. Note that JD students must complete two semesters of law school before enrolling in any MBA program courses. 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 for Joint JD/MBA Program, available at the Law Registrar's Office. Students register for MBA courses through the university's Office of Records and Registration and pay the same tuition as other MBA students. Students in the JD/MBA program must complete all requirements for both degrees before being eligible to sit for a bar exam. JD students wishing to withdraw from the joint degree program must submit a Petition for Change of JD Academic Program.

## **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.

## **G. 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 students' diplomas. Any specialization certificates earned will be noted on students' transcripts.

# 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*. 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 director of 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 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 director. The HLP director will assign them to course selections. Consequently, first-year HLP students will not be allowed to register for summer courses 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 may include 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 4<sup>th</sup> holiday. Because of the intense course schedule, HLP students are well advised not to make any plans which would interfere with daily attendance.

## D. APPRENTICESHIPS

**It is the HLP student's responsibility to identify and secure a suitable position for her or his apprenticeship.** HLP and Law Career Services 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, staff will assist the student in securing an apprenticeship at a public interest organization or government agency.

### 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 student's 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. Please note that the ABA prohibits students from earning both income and unit credit for the same work.

### 3. Apprenticeship Procedures

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

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

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

**ALL apprenticeships must be approved by HLP or LCS staff.** When students secure a placement, they must complete and submit the HLP Apprenticeship Placement Form available from HLP or LCS staff.

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 speak with supervising attorneys about salary ranges. Currently, the range is about \$15-\$25/hour.

**b. Federal Work-Study**

Most students who are awarded work-study 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 or consult a financial aid counselor

**c. Public Interest Work-Study (PIWS)**

PIWS is available to students in the regular JD program only during the summer, and to HLP students only during the summer **or** fall. Students must be awarded federal work-study in order to apply for PIWS. See above and the Financial Aid section of this handbook for more information.

**d. HLP Stipend**

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

Both work-study programs and the HLP Stipend program are subject to the amount of funding available each year. Students may volunteer their work for employers.

5. Fall Semester Enrollment

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

Students who are apprenticing outside of the Bay Area who need to enroll in three (3) units for financial aid purposes may enroll in Selected Legal Problems for two (2) units



and seek permission from the HLP director to enroll in HLP Selected Legal Problems for one (1) unit. The requirements for this course are as follows:

- a. The student needs to enroll in three (3) units to satisfy the financial aid requirements during their apprenticeship semester.
  - b. One of the HLP 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 ten (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 HLP faculty member, the director for student services must approve 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.

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

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

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

First-year HLP students are required to attend periodic events held throughout their first year of law school. These events are designed to orient students to HLP, their HLP colleagues, and HLP staff and faculty. Students will be informed of the events by e-mail and should contact the HLP 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 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 nine (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 adviser and the director 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 a financial aid counselor to ensure that they are packaged correctly for each semester. The HLP staff and faculty will not provide 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 faculty or dean's scholarship will continue to receive that scholarship for their participation in the first HLP summer. Continuing HLP Institutional Scholarship recipients should work with a financial aid counselor to determine the appropriate allocation method. Note that scholarship recipients must be enrolled in a minimum of six (6) units in order to utilize their scholarships in a given semester. No HLP student will receive a tuition scholarship for more than six (6) semesters. Students should refer to their scholarship award letters for more information.

HLP recipients of special scholarships should contact a 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 Education Records

Golden Gate University maintains student education records in two separate offices. Law students' records are maintained by the Law School Registrar's Office; all other student records are maintained by the Office of Records & Registration, which is overseen by the university registrar. In addition, Golden Gate University maintains education records containing personally identifiable information of alumni and friends.

Golden Gate University maintains all student records 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 your education records within 45 days of the day the university receives a request for access.**

You should submit a written request to the appropriate registrar's office identifying the records you wish to inspect. The office will make arrangements for access and notify you of the time and place where the records may be inspected. If the office to which you submitted your request does not maintain the records, that office will advise you of the correct office to which your request should be addressed. If you cannot come to the San Francisco campus, copies of the records will be made available at the cost of 25¢ per page. If the records contain information on more than one student, you shall have the right to inspect and review only such part of the records as relates to you. You will not be permitted to inspect and review financial records of your parents, or confidential recommendations (regarding university admission, application for employment, or receipt of an honor or honorary recognition) for which you have signed a waiver of your right of access.

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

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

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

The university discloses education records without your prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the university in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the university has contracted as its agent to provide a service instead of using university employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the university. Upon request, the university also discloses education records without consent to officials of another school in which the student seeks or intends to enroll.

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

- a. Full name
- b. Residential address (temporary and permanent)
- c. Employment address (including name of employer and employment position)
- d. Telephone number
- e. E-mail address
- f. Dates of attendance
- g. Enrollment status
- h. Major field of study
- i. Participation in officially recognized activities

- j. Awards
- k. Honors (including Dean's List)
- l. Degree(s) earned and date(s) conferred

If you would like your directory information not to be disclosed, please fill out a Request to Prevent Disclosure of Directory Information form available from the Office of Records & Registration, the Law Registrar's Office or online. You may submit this Request at any time. The Request becomes effective the day it is received by the appropriate office and remains in effect until you revoke it by submitting a signed written request to that same office. During the time it is in effect, Golden Gate University will not disclose your directory information except upon your signed written request.

**d. The right to file a complaint with the U.S. 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  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5901

**2. Copies of Student Files**

Student records are the property of the School of Law, and may not be photocopied except with the registrar's permission. If necessary and by a student's written request, the registrar 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 Law School's course schedule index page on the Web site at [www.ggu.edu/law/schedules](http://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's "Schedule Changes & Corrections" PDF on the course 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.

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

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

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

\*\* Except for HLP students.

## E. VETERANS AFFAIRS BENEFITS

Veterans Affairs (VA) benefits are administered by the university's Financial Aid Office. To initiate the certification of your enrollment, please contact Golden Gate University's VA Official at 442-7283 or by e-mailing [finaid@ggu.edu](mailto:finaid@ggu.edu).

## F. PAYMENT POLICIES AND PLANS

### 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; to refuse admittance to final exams; 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 outstanding balances 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 current term may be canceled.**

**c. Time of Payment**

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

**d. Form of Payment**

The university accepts payment in cash, personal check, travelers' cheques, credit cards (MasterCard/Visa/American Express), and wire transfers. Checks should be mailed to: Golden Gate University, Student Accounting Services, 536 Mission St., San Francisco, CA 94105-2968. Students' account numbers must appear on all checks and money orders to ensure they are credited to the appropriate accounts. In addition to these forms of payment, the university offers deferred payment plans listed below. Some payment plans require verification of eligibility prior to registration.

**e. Returned Checks**

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

**2. Financial Aid Recipients**

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

- a. Submitted Free Applications for Federal Student Aid (FAFSA);
- b. Supplied additional documents requested by the Law Financial Aid Office;
- c. Signed and returned their award letters;
- d. Applied for loans.

Students who are not receiving financial aid, whose aid is insufficient to pay all charges, or who applied too late to be approved prior to registration, must pay their balances in full or pay in accordance with one of the payment plans described below.

**If students' financial aid is denied or canceled for any reason, their account**



**balances become due and payable immediately according to the “Time of Payment” policies (item c.) above.**

LLM students who have scholarships, such as the merit scholarships awarded by the LLM Tax Program or graduation units scholarships, that they want to have applied to the current term charges must contact the Financial Aid Office to have their scholarships processed. Students should take any relevant scholarship documentation to the office. If awards are not used completely in one term, this process must be repeated for each term in which students desire any portion of the award to be applied. If the office has copies of their scholarship letters on file, students can send messages to [lawfao@ggu.edu](mailto:lawfao@ggu.edu), notifying their counselors of their intention to use their scholarships 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. International students are not eligible for the installment payment plan in their first term at the university. Students may elect to have funds automatically debited from their checking accounts or credit cards. In order to participate in this plan, students must enroll with Tuition Management Systems (TMS) and pay TMS a \$50 non-refundable processing fee each term. Students may enroll with TMS via its Web site [www.afford.com/ggu](http://www.afford.com/ggu), by calling 1-800-722-4867, or by visiting the Office of Student Accounting Services.

#### **a. Installments**

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

#### **b. Payments**

TMS mails statements to students enrolled in payment plans. Payments may be made via the TMS Web site [www.afford.com/ggu](http://www.afford.com/ggu), or by calling TMS at 1-800-722-4867. 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 Web site [www.afford.com/ggucorp](http://www.afford.com/ggucorp), by calling 1-800-722-4867, or by visiting the Office of Student Accounting Services.

**a. Payments and Payment Due Dates**

The payment due dates are: February 5 for the fall term, July 5 for the spring term, and October 5 for the summer term. TMS will mail an invoice 30 days following the end of the term, with payment due within 15 days. TMS will mail one statement to students enrolled in this payment plan. Payments may be made via the TMS Web site [www.afford.com/ggucorp](http://www.afford.com/ggucorp), or by calling TMS at 1-800-722-4867.

**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. Questions about Corporate/Agency Direct Billing should be directed to Student Accounting Services at 442-7839 or [sas@ggu.edu](mailto:sas@ggu.edu).

**a. Eligibility**

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

**b. Students' Responsibilities**

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

**6. Alumni Scholarship Program**

Golden Gate University School of Law offers a one-third scholarship against tuition for qualified alumni who wish to enroll in individual courses to further their personal and professional development. To qualify, alumni must be in good financial standing with the

university; be a holder of a JD, LLM, or SJD degree from the School of Law; and be in Open Enrollment or Non-Degree status at the School of Law. To utilize this scholarship, alumni must submit a completed **Alumni Scholarship Authorization Form** to the Alumni Relations Office. After receiving confirmation of eligibility, alumni should register for the course at the Law Registrar's Office and obtain a Statement of Charges. The statement and scholarship form should then be submitted to the Law Financial Aid Office for processing. Alumni who are eligible may use this scholarship for tuition for one course per term (fees are not eligible to be discounted). The remaining charges must be paid in full at the time of registration. Courses to which alumni scholarships are applied may not be considered in conjunction with any other discounts, rebates, or contracted rates. The scholarship in no way overrides any existing admission or enrollment criteria, including any required prerequisites.

## **G. WITHDRAWAL TUITION CREDIT AND REFUND POLICIES**

### **1. Withdrawal Tuition Credit Policy**

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

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

Students should refer to the Academic Calendar to determine the last day to drop courses without tuition charge. After instruction begins for a term, fees are not refundable except in the case of a course being canceled by the Law School. Tuition credits remain in students' accounts. Refunds are issued by Student Accounting Services upon written request from students. If students receiving Federal Student Aid funds withdraw from all courses (considered complete withdrawal), that aid is subject to the Return of Title IV Calculation, which may result in balances due on the students' accounts.

**a. Regular Courses**

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

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

**b. Intensive Courses**

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

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

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

The School of Law allows first-year JD students whose first 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 for a limited time. Funds for tuition and fees are restored to the payer (*i.e.*, to the bank or institution that provided the financial aid or to the student). **This option is available for a limited time (usually one week) after all first-year fall grades are released.** Students who want to exercise this option should consult the associate dean for student services once they have received all of their fall grades.

**d. Official Withdrawal and Leave Request Procedures**

Students who decide to withdraw from the School of Law or who want to request leaves of absence or to visit away at other law schools must provide official notification by completing the following steps:

- i. Complete Enrollment Status Change Request forms and submit them to the student services dean or LLM program director, as appropriate. Students requesting leaves of absence or to visit away must obtain approval in advance.
- ii. Students who currently are enrolled in courses and have decided to withdraw completely from the term must also drop the courses via GGU4YOU on the Web or submit Schedule Change Request forms to the Registrar's Office. Students who intend to request incomplete grades must submit Petition for Incomplete Course Attempt forms.

- iii. Students who received financial aid must also see the Financial Aid Office to document the financial consequences of withdrawing on their financial aid and student account balances. Students who did not receive financial aid must see the Registrar's Office to document their student account balances.
- iv. Students with balances due must see Student Accounting Services to pay their charges. Leaves typically will not be approved for students owing balances. However, in the event an exception is made, students will be required to pay their balances in-full before they will be allowed to return from leaves of absence.

**e. Return of Title IV Calculation**

Students receiving Title IV Federal Student Aid funds (i.e. Stafford and Perkins loans) who withdraw from all of their courses for a term (complete withdrawal) must notify the Law Financial Aid Office after “dropping” their courses via GGU4YOU on the Web or submitting Schedule Change Request forms to the Registrar's Office. They should notify the office by sending a message to *lawfao@ggu.edu*. Students who also are withdrawing from the Law School or requesting leaves of absence must also complete the Official Withdrawal Process. If students complete the Official Withdrawal Process, their official withdrawal dates will be determined from the Enrollment Status Change Request forms. If students do not complete the process, their official withdrawal dates will be determined from the date of complete withdrawal from all courses for the term.

The Financial Aid Office will complete Return of Title IV Funds calculations to determine the financial aid consequences of the withdrawal based on students’ official withdrawal dates. Students may be required to return funds for which they are no longer eligible based on this calculation. Up through the 60 percent point in each term, a pro rata schedule is used to determine the amount of Title IV funds students have earned at the time of withdrawal. After the 60 percent point of the term, students have earned 100 percent of the Title IV funds, and no return of federal student aid will be required.

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

**f. Revocation of Institutional Scholarships**

If institutional scholarship recipients withdraw from all courses in a given term, their scholarships are revoked and the students may be liable for tuition costs previously paid by their scholarships, as determined by subsections a through b above. See the Financial Aid section of this handbook for more information.

**g. Refunds of Credit Balances**

To receive refunds of credit balances resulting from tuition credits in accordance with the School of Law Withdrawal Tuition Credit Policy, students must submit

written requests to Student Accounting Services. Requests may be submitted by e-mail to *sas@ggu.edu* or by letter. Refund checks will be mailed to students' addresses on record unless a different address is noted in the request. Credit card refund requests must include the last four digits of the credit card number and the expiration date of the credit card that was used to pay the charges. To receive a refund for personal checks deposited within 60 days, students must submit proof the checks have cleared their banks, such as bank statements.

#### **h. Student Financial Petitions**

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

Petitions should explain in detail the circumstances and the correlation between these circumstances and the need to withdraw from the course(s), and what actions are being taken to resolve or prevent such circumstances from occurring in the future. All petitions must be supported by detailed documentation of all facts and circumstances as to why an exception to the withdrawal tuition credit policy should be made. The committee will not approve any petition that is undocumented or is based on a pre-existing condition. Financial Petition forms with additional instructions are available at the Law Registrar's Office or on the law school Web site. 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 balances, either because they did not pay their charges in full or because some or all of their Title IV funds were returned, will need to make payment arrangements with Student Accounting Services.

#### **i. Account Disputes**

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

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

## **I. 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

director for student services. The director may impose reasonable conditions on the change. Students who wish to change to the regular JD program from the Honors Lawyering Program must also consult the HLP director.

## **J. 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 eight (8) units for each summer session. Students who enroll for summer school at another ABA law school (see the section below) are limited to six (6) units.

## **K. 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 earned 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.
- c. Students wishing to enroll in a class via the consortium must enroll in Law 701 at Golden Gate University as well as comply with the procedures for transferring units, below.

### **2. Transfer of Units from Non-Consortium Schools**

A JD student may transfer a maximum of six (6) units for courses taken at other non-consortium ABA-approved law schools into Golden Gate University. **These six (6) units are in addition to the six (6) units a student may take at another Bay Area law school through the consortium.** An LLM student may transfer a maximum of six (6) units for courses taken at other ABA-approved law schools into Golden Gate University, including units earned 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 Request for Transfer of Units form along with course descriptions for all courses they wish to take, to the director 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. If permission is given to take a clinic seminar combination, where the clinic component is not letter-graded, transferability of all units will be determined by the grade received for the letter-graded component. 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 Golden Gate University. Credit grades are not included in students' Golden Gate University Law School GPA calculations.
- c. For courses to be transferable, students must receive grades equivalent to a "C" or better, as determined by the law registrar at Golden Gate University. Grades equivalent to a "C-" or lower are not transferable and the units will not count toward graduation. Students who receive grades equivalent to a "C-" or "D" may petition the director for student services or their program director, as appropriate, to receive credit for these courses.
- d. Students must ensure their host institutions send official transcripts of all courses taken for transfer credit directly to the Golden Gate University 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 director 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.

### **L. 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 studies, the student should discuss with the director for student services the possibility of "visiting away" at another law school. This should be done as early as possible to allow for appropriate planning. The director 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.

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 director for student services may grant permission to take required courses while visiting away. Only students in good academic standing can be given such permission. Students must complete all courses required by Golden Gate University 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 director for student services or LLM program director to the 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 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 or part-time for enrollment verification and loan deferment purposes.
4. Financial aid funds are disbursed to the Golden Gate University. If a signed Financial Aid Consortium Agreement is on file, the funds will be forwarded 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.**

#### **M. POLICY ON CONTINUOUS STUDY FOR JD STUDENTS**

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 or is unable to return for the next regular semester, he or she must submit a request for a leave of absence, below.

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.

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

If a student is unable to complete a semester or is unable to return for the next regular semester, he or she must submit a request for a leave of absence to the director for student services. A leave of absence will be granted only for documented, exigent circumstances of a non-recurring nature, such as acute illness of oneself or a dependent. Leaves will not be granted for academic or financial reasons. JD students who fail to comply with the policy on continuous study (above) may be administratively withdrawn from the School of Law.

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 Enrollment Status Change Request forms, available online or from the Law Registrar’s Office and submit them to the director for student services for approval. Completion of the form requires consulting with the Law Financial Aid Office or Registrar’s Office to verify account balance information. Students must meet with the director for student services to discuss the reasons for their leave and any conditions or limitations imposed by the director. 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. Generally they will be required to be in good financial standing as well.
3. Generally, leaves of absence will be granted for one semester and may not be granted for a period longer than one academic year, except in extraordinary circumstances. First-year students granted leaves may be required to be on leave for a full year, due to the year-long first-year program. In order to extend a leave of absence, a student must submit a written petition for an extension to the director for students services **before** the expiration of the original leave. 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 in the subsection below.
4. Students who receive permission to take a leave of absence in the middle of a term must complete the appropriate paperwork concerning the courses in which they are enrolled, in addition to completing the Enrollment Status Change Request form. For each course, the student must do one of the following: (1) complete the course requirements and earn credit or a grade; (2) withdraw from the course; or (3) request an incomplete grade. The director for 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 withdraw from courses or to request incomplete grades.

5. 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 director for student services by the following deadlines:

<b><u>Term student intends to return from leave</u></b>	<b><u>Deadline to submit notification form</u></b>
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.

6. All students returning from a leave of absence must receive approval of their schedules from the director for student services before being permitted to register. The director also may require documentation to show that the conditions necessitating the leave (medical or otherwise) have been resolved.
7. Students who return from leave are evaluated for academic standing following the completion of the first semester back from leave.
8. A student who takes a leave of absence and decides not to return to Golden Gate University must complete another Enrollment Status Change Request form to officially withdraw from the School of Law.

## **O. WITHDRAWAL FROM JD PROGRAMS**

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

JD Students who decide for any reason to withdraw from the Law School during the term, or decide not to continue their studies during the next succeeding fall or spring semester must:

- a. Complete the Official Withdrawal Process (see the “Withdrawal Tuition Credit and Refund Policies” section of this handbook for more information);
- b. Conduct an exit interview with the Law Financial Aid Office and;
- c. Conduct an exit interview with the director for law student services.

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

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

- a. Withdraw from all courses during any fall or spring semester and fail to complete the

Official Withdrawal Process;

- b. Fail to enroll in the next succeeding fall or spring semester; or
- c. Fail 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 Law School, and notations will be made on their transcripts indicating administrative withdrawal.

### **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.

## **P. FULFILLING COURSE REQUIREMENTS**

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

### **1. Failure to Fulfill Course Requirements**

A student who does not take the final exam or who fails to turn in a paper on time without first having officially withdrawn from the course, petitioned for an incomplete, or rescheduled the exam or obtained permission to submit the paper late, may receive a “WF” grade (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.

### **2. Academic Course Withdrawal Policies**

Withdrawal from a course (commonly known as “dropping a course” if done by the end of the second week of the term) is official once the Law School Registrar’s Office has been notified. Notification may be made electronically by “dropping” a course online via GGU4YOU or by submitting a Schedule Change Request form. 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 Law School’s Withdrawal Tuition Credit Policy and the Academic Calendar to determine the effect of withdrawals on their accounts.

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

First-year JD students may withdraw from first-year courses only with the permission of the associate dean or director for student services. Upper division JD students may withdraw from upper division courses without permission for any reason until the end

of instruction. Students cannot “drop” courses online via GGU4YOU after instruction ends for the term, as indicated in the Academic Calendar. Students wishing to withdraw from courses after the end of instruction must obtain the approval of the associate dean or director for student services or their LLM program director, depending on their academic program. Upon approval, students may withdraw from exam-graded courses until the day before the exam, and from non-exam-graded courses until the last day of the examination period for the term. In order to withdraw from courses after the end of instruction, students must submit Schedule Change Request forms and obtain the necessary approval. Courses from which students withdraw will appear on their transcripts. See “Withdrawal Notations on Transcripts” for more information.

**b. Withdrawal Notations on Transcripts**

The Registrar’s Office will record “W” (Withdrawal) notations for courses from which students withdraw after the “drop” deadline (the end of the second week of the term) that will appear on students’ transcripts. The Registrar’s Office will record “WF” (Withdrew Failing) grades or “NC” (No Credit) for non-letter-graded courses for courses from which students do not withdraw by the deadlines stated above and which are not completed or approved for incomplete grades. “WF” grades count as “F” grades in GPA calculations. “NC” grades do not affect the GPA calculations.

**c. International Students**

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

**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 or director 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 immediately consult with the associate dean or director for student services if they feel the need to petition for incomplete grades.

If a student’s petition is denied, the student may consider withdrawing from the course. If a student’s petition is successful, the student should not withdraw from the course. A student enrolled in a lecture course (a course that meets for instruction, as opposed to a non-lecture course such as independent study or clinic courses) 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 the student is re-enrolled. When the student attempts to complete the lecture 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 lecture courses in which they have received incomplete grades should not register for the courses 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 or director 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 or director 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 lecture courses, if the petition for an incomplete is approved, the student will be allowed to re-enroll in another section of the course within the next academic year at no additional charge on a space-available basis. The Law School does not guarantee that every course will be offered every academic year, so re-enrolling 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 lecture 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” Notation**

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 notation of “W” for “Withdrawn.” The deadline to complete an incomplete course may be extended with the permission of the associate dean or director for student services or the student’s LLM program director if the student is unable to complete it because the Law School 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.



**Deadline for completing an incomplete  
course attempt in order to graduate**

**Term**

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 or director for student services or LLM program director for approval of an extension or an incomplete grade.

**Q. 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 instructors or in any other way influence grading between the time an exam is given and the final grades are posted.** Students also must not attempt to contact instructors regarding requests to reschedule their exams. All questions regarding reschedules must be directed to the examination coordinator. For more information, see the "Standards of Student Conduct" section of this handbook.

**2. Failure to Take Exams**

A student who fails to take an exam at the scheduled time without contacting the associate dean or director for 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 or director 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, see the "Fulfilling Course Requirements" 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 need to be re-enrolled in a course section in order to appear on the exam roster. For more information, see the “Fulfilling Course Requirements” section of 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 Solving Legal Problems 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 students who attempt to identify themselves by means of personal information, notes in exams or blue books, or telephone calls to their instructors before grades are recorded will be considered in violation of the Standards of Conduct.

#### 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 on the ExamSoft Registration Form.

\*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 2006, spring 2007, and summer 2007).

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](http://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.

Students using ExamSoft may be seated 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. Students should review the Minimum System Requirements at [www.ExamSoft.com/ggulaw](http://www.ExamSoft.com/ggulaw). In addition to these minimum requirements, a student's laptop MUST also have a wired or 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. Students who delete exam files without ensuring that the exam coordinator has received the exam, may receive a "WF" in that course. It is the responsibility of the student to ensure that the exam has been received by the exam coordinator.

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

**Exam rooms will not be listed on the exam schedule published with the Course Schedule. On the date of the exam, room locations will be posted in the third and second floor hallways. 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 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 exam coordinator 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 and first-year midterms);
- ii. A student has three School of Law examinations on three consecutive days (not including take home exams);
- iii. A student's religious beliefs prohibit the taking of an examination at the scheduled time;
- iv. Student participation in a law school competition for which the student is receiving academic credit.

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.

Exceptions to this policy **might** be granted (with timely and appropriate documentation) for the wedding of an immediate family member (parent, sibling, child) IF the student has a role in the ceremony AND the student has a direct time conflict.

Students are prohibited from discussing exam reschedule requests with their instructors. All exam reschedule requests or questions must be directed to the examination coordinator.

**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. Students are prohibited from discussing exam reschedule requests with their instructors. All emergency exam rescheduling requests or questions must be directed to the examination coordinator.

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 the original exam date must be submitted. The documentation must specify that the student was physically unable to take the exam at the scheduled time. A student who fails to provide documentation or whose documentation proves unsatisfactory 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 or exam coordinator may result in a "WF" grade for the course. A student who begins, but cannot complete an exam, will not be allowed to complete the exam at a later time nor be given a different exam in that course for that exam period.

In some emergency situations, a student may be allowed to receive an incomplete grade in the course by obtaining the approval of the associate dean for student services. Appropriate documentation is required whenever exams are rescheduled or 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 of the regularly scheduled time 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 associate dean for student services, a rescheduled examination may be graded on a Credit/No Credit basis in both required and non-required courses.

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

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

## **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. For “closed book” exams, 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. For “open book” exams, students can keep specified materials to refer to at their desks; however, backpacks, etc., must be taken to the check-in room. If books, notes, etc. are found in the hallway, or other unauthorized locations, students will be subject to discipline under the Standards of Student Conduct.

Cellular phones, pagers, and any other electronic devices must be stored in the check-in room. Any electronic devices found in the exam room may be confiscated. If the exam allows calculators, only simple five function calculators are acceptable. Programmable calculators, cell phone calculators, laptop calculators, etc. are not allowed in the exam room. 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 is 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 or director 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 also will have to turn in that portion of the exam at that time. The exam will end at the same time for all students.

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 or director for student services to determine when, and if, the exam is to be rescheduled. The associate dean or director 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.

Students using ExamSoft must arrive at least 20 minutes prior to the exam start time to set up their computers. Any student who does not arrive at least 5 minutes (as determined by the proctor) before the start of an exam for which he or she plans to use ExamSoft will be required to handwrite the exam.

A student taking a rescheduled exam, who contacted the associate dean or director for student services **before** the start of an exam, and provided adequate documentation of the valid circumstances causing his or her tardiness (as determined by the associate dean or director for student services), will be given the full exam

time to complete the exam. **There will be no extension of time for students who arrive late.**

A student taking a rescheduled exam, who arrives more than fifteen minutes after the start of a rescheduled exam must contact the associate dean or director of student services. **There will be no extension of time for students who arrive late.** The associate dean or director for student services may decide to reschedule the exam later the same day, move the exam to another day during the exam period, or not allow the student to take the exam. **Failure to contact the associate dean or director of student services, lack of a valid reason for tardiness (as determined by the associate dean or director for student services), or inability to supply documentation may result in a “WF” grade for the course.**

A student who arrives on campus after the conclusion of an exam must meet with the associate dean or director 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 ExamSoft) 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 fifteen (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 ten (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 Procedures

### a. Discussion of Exams

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

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. A date for the start of distribution of blue books will be announced when grades are in for the term. They will be available for pick-up from the Law Registrar's Office on the announced date, or one week after the form is submitted, whichever is later. Students will be asked to present their School of Law photo ID card before the 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 generally 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.

## R. GRADE NOTIFICATION

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

When the office begins recording grades, they are recorded section by section as the instructors submit their grade rosters. Larger sections generally take more time to grade — sometimes a month or more. If a student is graduating, and his or her grades are needed to certify him or her for a bar exam, the Law School Registrar's Office will contact that student's professors to alert them to the urgency of submitting the grades for that course section and will obtain a temporary "CR" grade if necessary in order to certify the student.

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" (Not Reported). An "NR" indicates that the professor has submitted the grades for that course but did not submit a grade for the student. Students who receive "NR" grades should contact the Law School Registrar's Office immediately to help resolve the problem. Students who receive "NR" grades should **not** contact their professors. Students must resolve the "NR" grades within 30 days or they will be changed to a "WF" (Withdrew Failing) or "NC" (No Credit) for Credit/No Credit graded courses.

## **S. 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.

## **T. DEAN'S LIST**

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

To be named to the Dean's List, students must achieve a 3.0 or higher grade point average for the term, based on completion of at least ten (10) units (eight (8) of them letter graded) for students enrolled full-time; or on completion of at least eight (8) units (six (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. Summer abroad program units are not included in the calculation of Dean's List eligibility. A notation will appear on the official transcripts of students named to the Dean's List.

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.

## **U. 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 warrant special recognition, such as extraordinary class participation or special contribution made to the class by a student.

The CALI (Center for Computer-Assisted Legal Instruction) Award may be given, at the discretion of the instructor, to one 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.

## **V. JD CLASS RANK**

Continuing students are ranked twice a year after both the fall and spring semesters. January matriculated students are not officially ranked until after the completion of their second semester. To be ranked, students must have completed at least one course during the semester on which the ranking is based. Students who withdraw from the semester or take leaves of absence before the semester's examination period are not ranked.

The registrar sends continuing students notice of their class rank by US mail. 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](mailto:lawreg@ggu.edu) from the student's e-mail address on record. Class rank is calculated once at the end of each semester. Class rank is not recalculated for continuing students based on some students withdrawing from the Law School. Class rank will be recalculated upon request if students receive grade changes.

After the fall semester, students are ranked in three groups: (1) the prior January matriculated students are ranked with the recent August matriculated students; (2) the rest of the continuing students who are not part of the current academic year's graduating class are ranked together; and (3) the current academic year's graduating class members (including December graduates) are ranked together. After the spring semester, students are ranked in two groups: (1) the prior January and August matriculated students are ranked together, and

(2) all other continuing students are ranked together, except for the recent January matriculated students who are not ranked at this time.

Graduating 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.

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

## W. RETAKING COURSES

Generally, students are not permitted to retake courses unless they receive “F” (Failing) grades in required courses, in which case they are placed on academic probation and are required to retake the courses. 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 courses are retaken. Once the grades for the retaken courses are recorded they replace the original grades in students’ GPA calculations. For further information, refer to the “JD Program Academic Probation” section in this handbook.

## X. COMMENCEMENT

A graduating class consists of those who earn their degrees in December, May, and July of the same academic year. The academic year begins with the fall term and ends with the summer term. Commencement is held in May. The ceremony is usually held off campus in San Francisco. While participation in graduation is voluntary, all graduates are encouraged to attend 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 (to be ordered through the university bookstore) if they wish to participate in the commencement ceremony.

### **3. December Graduates**

Students who graduate in December are considered members of the class of the next calendar year, and they are expected to attend commencement in May of the following calendar year. However, individuals who will graduate in December 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 as indicated on the form. Before processing the form, the registrar will confirm that a student who has submitted an application is likely to graduate in December, without being in overload status in the summer or fall terms, and is in good academic and financial standing. Students choosing to “walk early” cannot return the following year to walk with their own class.

### **4. Graduation Newsletters**

Members of the graduating class receive information about graduation (e.g., 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 the Law School’s Web site and in *Law School News*.

## **Y. 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.

## **Z. JD 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.

## **AA. CALIFORNIA BAR APPLICATION PROCEDURES**

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

**First-year students must register with the State Bar of California as law students within 90 days of starting law school** if they intend to take the California Bar Exam upon graduation. Students may register online at the California State Bar Web site, <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 Web site at [www.calbar.ca.gov/admissions](http://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. Graduating Students**

Students who plan to take the California Bar Exam must apply to take the exam prior to the deadline specified on the State Bar's Web site for that exam. Students may apply online at the Bar's Web site <http://calbar.xap.com/>. All applicable fees and deadlines are listed on the State Bar Web site. 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.

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. **The registrar will not certify students whose accounts are delinquent or who are required to complete financial aid exit interviews but have failed to do so.**

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 Web site at [www.ncbex.org](http://www.ncbex.org).

If required by a state other than California, official copies of transcripts can be ordered from the university's Records Office on the first floor, either online via GGU4YOU or in person. More information is available by e-mailing [records@ggu.edu](mailto:records@ggu.edu), online at [www.ggu.edu/student\\_services/records\\_and\\_registration\\_services](http://www.ggu.edu/student_services/records_and_registration_services), or by calling 442-7200. (The law school registrar automatically sends graduates' transcripts to the California State Bar Office of Admissions as part of the certification process described above.) **The office will not release the transcripts of students whose accounts are delinquent or who are required to complete financial aid exit interviews but have failed to do so.**

#### **4. 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 Web site [www.calbar.ca.gov/admissions](http://www.calbar.ca.gov/admissions). 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.

### **BB. 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 in a timely manner **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 required to be submitted only 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 Law School'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 complete the following in a timely manner:

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.



# ACADEMIC STANDARDS

The following academic standards pertain to those who matriculate as students during the 2006-2007 academic year. Continuing students who matriculated in prior academic years are governed by the policies in the handbooks for their respective matriculation years.

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 inside and 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 associate 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” sections D.1-D.4 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. GPAs are not rounded up in order to satisfy academic standards.

### **C. JD DEGREE REQUIREMENTS**

The requirements for the degree of Doctor of Jurisprudence are:

1. Successful completion of 88 or more units, including 57 units of the required courses listed below and 31 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 any and all conditions imposed by the Academic Standards Committee;
6. Satisfaction of ABA Time to Completion limits (see section E, *infra*); and
7. Timely filing of an Application for Graduation and Commencement form with the 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 enroll in the rest of the “first-year” courses during their second year of law school.

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

**Appellate Advocacy (2 units)**  
**Constitutional Law I (3 units)**  
**Constitutional Law II (3 units)**  
**Business Associations (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 often are 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.

All **evening students** admitted in August must complete the following by the end of their second year:

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

⇒ **Criminal Law (3 units)**; and

⇒ **Property I and II (3 units each)**

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. **Advanced Torts (3 units)**; **California Civil Procedure (2 units)**; **Community Property (2 units)**; **Criminal Procedure II (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 will be required to take Legal Analysis, as prescribed by the faculty. Night students in the lowest quintile also may be required to take this course. Mid-year admission students are strongly encouraged to take Legal Reasoning if they need academic development as determined in consultation with the associate dean or director for student services.

## **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 (12) units during any week in which they are employed more than 20 hours per week (not counting hours worked for clinic credit).

## **F. JD LIMITS ON STUDY OUTSIDE THE CLASSROOM**

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

### **1. Clinics and Externships**

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

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

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

### **3. Selected Legal Problems “Independent Study”**

Students may take a maximum of four (4) units in Selected Legal Problems.

### **4. Mock Trial and Moot Court**

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

## **G. 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);
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 .....	4 years

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

## **H. 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.

## **I. 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.

**J. 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 15 units from the courses listed in the program catalog.

**K. 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 (2 units).

**2. Elective Courses**

Students in this program must complete the remaining 13 units from the courses listed in the program catalog.

**L. 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 (3 units);
- b. Graduate Legal Research (2 units) or Writing and Research I (2 units); and
- c. Directed Study, Thesis, Curricular Practical Training, or Clinic (1-3 units).

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

**2. Elective Courses**

Students in this program must complete the remaining 16 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 adviser. Concentrations are available in the following areas:

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

**M. 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 dissertation supervisor.

## 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.

## N. 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 instructor will announce standards for attendance, participation, submission of assignments and papers, and other objective criteria as well as the sanctions for their violation. Instructors may impose sanctions such as reducing a student's grade (by one-half step that may be in addition to the one-half step discretionary grade adjustment described in the Grading Policies below), 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 ABA Standards and the Law School's policies.**

Regardless of whether or not the instructor announces an attendance policy, students who fail to attend seventy-five percent of scheduled class meetings for a course may be administratively withdrawn from the course. If a student is administratively withdrawn from all courses due to failure to attend class meetings, the student may be administratively withdrawn from law school.

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

## O. 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; no academic credit awarded
- c. In no course shall a grade of “C” or better be given to an examination or paper completed by a JD student that fails to demonstrate the ability of that student to achieve a passing grade on a question of comparable complexity on the California Bar exam; i.e., the exam 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 Grade Curves

### 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	70%	45%
C- and below	20%	10%
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)**

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

**e. Summer Abroad Programs**

Courses offered as part of a School of Law summer abroad program are not subject to a 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 written notice, by posting the course syllabus online or providing it in class, of his or her intention to adjust grades on the basis of subjective evaluation.
- c. The instructor must maintain reasonable documentation to support such grade adjustments. The registrar will adjust individual students' grades at the direction of the instructor, only after the instructor has assigned and submitted to the registrar unadjusted grades for the entire class, prepared on an anonymous basis.
- d. If the adjustment is made because of non-attendance, then the provisions of the section on "Classroom Attendance, Preparation, and Participation" shall apply.
- e. If the instructor reduces a student's grade for both poor participation and attendance, the student's grade can be reduced by one full step (e.g., from a "B-" to a "C-").

#### 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 (except those listed below in paragraph g), 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 the Election for Credit/No Credit 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 (see paragraph g below). Also excluded from these limitations are units transferred from another law school.
- f. Because "Credit/No Credit" grades are not included in GPA calculations, taking courses on a "Credit/No Credit" basis may make JD students ineligible for 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.

- g. The following courses are always graded on a “Credit/No Credit” basis. Letter grades are not an option, and the units do not count towards the maximum number of “Credit/No Credit” election units.

LAW-896J	Capital Post Conviction Defense Clinic
LAW-787	Civil Practice Clinic
LAW-899C	Competition – Mock Trial
LAW-855	Courtroom as Theater
LAW-896F	Criminal Litigation Clinic
LLM-395	Curricular Practical Training
LAW-862C	ELJ Associate Editors
LAW-862D	ELJ Editorial Board
LAW-862A	ELJ Writer I
LAW-862B	ELJ Writer II
LAW-834I	Environmental Law Clinic
LAW-834C	Environmental Law and Justice Clinic
LAW-837D	Family Law Clinic
LAW-863H	HLP Legal Drafting Lab
LAW-809B	HLP Skills Lab
LAW-807I	HLP Wills & Trusts Lab
LAW-842E	Immigration and Refugee Policy Clinic
LLM-309	IRS Internship
LAW-896C	Judicial Externship
LLM-393	Judicial Externship (LLM Tax)
LAW-869B	Landlord-Tenant Law Clinic
LAW-861A	Law Review
LAW-861C	Law Review Associate Editors
LAW-861D	Law Review Board
LAW-801E	Legal Analysis
LAW-863C	Legal Methods
LAW-735A	Legal Reasoning
LAW-880C	Public Interest/Government Counsel Clinic
LAW-883	Real Estate Clinic
LAW-886	Street Law
LLM-308	Tax Aid Clinic
LLM-397	Tax Fieldwork

## 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.

## **P. ACADEMIC STANDING**

### **1. JD Student First Semester GPA Requirement**

JD students must earn actual cumulative GPAs of 1.5 or better in their first semesters. Students who do not meet this requirement will be disqualified.

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

To be in good standing, JD students must earn actual cumulative GPAs of 2.15 or better in all required courses, as set forth in the JD Degree Requirements section of this handbook, and actual GPAs of 2.0 or better in all courses at the time of evaluation.

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

All students are evaluated after their first and second semesters. Thereafter, students are evaluated after each spring semester after all grades have been recorded. Students who take a leave of absence will be evaluated for good standing following the completion of the first semester back from leave.

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

After students' second semester and subsequent evaluations, 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 the "JD Program Eligibility to Petition for Reinstatement" section of this handbook for more information.

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

LLM students must maintain a cumulative GPA of 2.50 or better and SJD students must maintain a cumulative GPA of 3.0 or better. LLM and SJD 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.

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

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

## **Q. JD PROGRAM ACADEMIC SUPERVISION**

JD students whose required course GPAs fall between 2.15 and 2.3 after their second semesters will be placed on academic supervision status under the supervision of the Academic Standards Committee. These students are still considered to be in good academic

standing. The Academic Standards Committee will review the records of these students. The Academic Standards Committee has the authority to, among other 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, and/or take a Special Problems course in the substantive area in which a grade of “C-” or below was earned.
2. Complete a course in Legal Methods.
3. Complete any of all of the recommended bar courses: Advanced Torts, California Civil Procedure, Community Property, Criminal Procedure II, Remedies, and Sales.
4. Consult with the director of the Academic Development 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/completing 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 the Web using GGU4YOU.

## **R. JD PROGRAM ACADEMIC DISQUALIFICATION**

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

JD students who do not meet the requirements for good standing shall be academically disqualified. Disqualification is effective when all of a student’s grades for the spring or fall semester are recorded by the Law Registrar’s Office. Disqualified students who are enrolled in summer school at Golden Gate University School of Law in San Francisco will be withdrawn from their summer courses and will have all summer charges reversed. Disqualified students who are enrolled in summer abroad programs (whether with the School of Law or with another ABA-approved law school) will not be withdrawn from those courses; however, students enrolled in a Golden Gate University program may elect to withdraw, in which case, any reversal of program charges will be at the discretion of their program director. Students who elect to continue will not receive credit for any courses completed after disqualification unless they are reinstated on academic probation.

## **S. JD PROGRAM AUTOMATIC PROBATION**

JD students who receive failing “F” grades in one or more required course(s) but maintain required course GPAs of at least 2.15 and cumulative GPAs of at least 2.0 shall automatically be placed on academic probation. In order to return to good standing, students must retake the failed course(s) and earn grade(s) of at least a “D” in the course(s) and satisfy the academic standards for good standing at the end of the next academic year.

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

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

In some instances, JD students who have been academically disqualified may petition the Academic Standards Committee for reinstatement to resume their studies on academic probation.

### **1. Not Eligible to Petition for Reinstatement Immediately Following Disqualification**

Students do not have the right to petition the Academic Standards Committee under the following circumstances:

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

First-year students who are disqualified after earning GPAs below 1.5 after the students’ first semesters may not petition for reinstatement immediately following disqualification. Such students **must** wait one academic year from the time of initial disqualification to be eligible to submit petitions for reinstatement.

#### **b. First-year students with required course GPAs below 2.0**

First-year students who are disqualified after earning required course GPAs below 2.0 after the completion of two semesters may not petition for reinstatement immediately following disqualification. Such students **must** wait one academic year from the time of initial disqualification to be eligible to submit petitions for reinstatement.

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

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

#### **a. First-year students with required course GPAs above 2.0**

First-year students who are disqualified after earning required course GPAs of 2.0 or above after the completion of two semesters may submit a petition to the Academic Standards Committee. When used in this Handbook, “2.0” means a minimum GPA of 2.0 and does not mean any number of 1.95 and above “rounded up” to 2.0.

#### **b. Upper-Division students who are disqualified**

Upper-division students who are disqualified after completing more than one academic year may petition the Academic Standards Committee for reinstatement on academic probation regardless of their required course GPAs and cumulative GPAs.

### 3. Deadline for Submitting Petitions

The petition for reinstatement on probation must be submitted by the deadline specified in writing by the associate dean for student services.

### 4. Successful Petitions

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

- a. The student does not resume his/her law school studies for an academic year, or any part thereof.
- b. The student receives at least a specified passing score on the California Bar Examiner's First-Year Law Students' Examination.
- c. The student repeats the entire first year or repeats any course in which he or she earned a grade of "C-" or lower. See the "Financial Aid Satisfactory Academic Progress" section of this handbook for financial aid implications.
- d. The student successfully completes a course in Legal Methods.
- e. The student takes any or all of the following courses: Advanced Torts, California Civil Procedure, Community Property, Criminal Procedure II, Remedies, Sales, and a Special Problems course.
- f. The student successfully completes additional writing courses.

### 5. Notations on Transcripts

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

### 6. Unsuccessful Petitions

Students whose petitions for reinstatement are denied 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.** The Committee views success on the State Bar of California's First-Year Law Students' Exam as one possibly persuasive factor for a second petition. (Please visit the State Bar's Web site at [www.calbar.ca.gov/admissions](http://www.calbar.ca.gov/admissions) for further information about this exam.)

Students must wait at least one academic year following the denial of their petitions before submitting any subsequent petition. A student interested in pursuing this option should contact the Law Student Services Office to request a Petition for Reinstatement form by March 1st preceding the academic year for which he or she wishes to return to the School of Law.

Answers to common questions about the petition process can be found in the "JD



Program Procedures for Petitioning for Reinstatement” section of this handbook.

### **7. Time Limits within which to Petition for Reinstatement**

If a student wishes to petition the Academic Standards Committee for reinstatement, he or she must do so within one academic year of his or her disqualification. If more than one academic year has passed since the student’s disqualification, the student does not have the right to petition the Academic Standards Committee and must apply for readmission through the Admissions Office.

### **8. Return to Good Standing**

Students on academic probation will have their grades reviewed after the first semester of their reinstatement for purposes of determining whether they may continue their studies with the School of Law. Students with required course GPAs below 2.15 at the completion of the first semester of their reinstatement will not be allowed to continue in the School of Law. Students who earn above 2.15 and are allowed to continue remain on academic probation until the next official evaluation process is completed (after the spring semester). If students achieve required course GPAs of 2.15 or better and cumulative GPAs of 2.0 or better after the spring semester, and are in compliance with all other conditions imposed by the Academic Standards Committee, then they are returned to good standing.

## **U. JD PROGRAM PROCEDURES FOR PETITIONING FOR REINSTATEMENT**

1. A JD student petitioning the Academic Standards Committee for reinstatement on probation has the burden of showing that his or her disqualification was not the result of a lack of capacity to satisfactorily complete the degree requirements of the JD Program 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; (3) that the student has otherwise demonstrated a capacity to perform in an academically satisfactory manner; and (4) that the student has presented a remedial plan with a reasonable likelihood of success.**
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. A student who chooses to or is required to wait one academic year before petitioning for reinstatement as provided in the “JD Program Eligibility to Petition for Reinstatement” or “Unsuccessful Petitions” sections of this handbook, or a JD student

whose initial petition was denied, must submit a petition by spring for reinstatement the subsequent fall semester or such later date as is specified in writing by the associate dean for student services. A student interested in pursuing this option should contact the Law Student Services Office to request a Petition for Reinstatement form by March 1st preceding the academic year for which he or she wishes to return to the School of Law. (The specific deadline for submitting completed petitions is set by the Law Student Services Office.) The Committee views success on the State Bar of California's First-Year Law Students' Exam as one possibly persuasive factor for a petition. (Please visit the State Bar's Web site at [www.calbar.ca.gov/admissions](http://www.calbar.ca.gov/admissions) for further information about this exam.)

5. The student must submit the original petition packet plus the number of copies requested 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.

## **V. ACADEMIC STANDARDS COMMITTEE**

### **1. Membership**

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

### **2. Jurisdiction of the Committee**

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

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

course GPA of 2.15 or better and a cumulative GPA of 2.0 or better at the completion of the next semester.

- e. The requirement that a student must have a required course GPA of at least 2.00 to have the right to petition for reinstatement for the next semester.

### **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**

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

## **W. 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 2.00 the right to petition for reinstatement 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 petition 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 any person taking courses at the School of Law (full-time, part-time, JD, LLM, SJD, and non-degree). This term also includes any person who has matriculated and not yet graduated or withdrawn but who is 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 associate dean for student services 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 activities authorized or supervised by the School of Law or the university, 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.
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 on university premises or at School of Law/university-sponsored or supervised activities.
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 or at activities authorized or supervised by the School of Law or the university, 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 activities authorized or supervised by the School of Law or the university.
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 activities authorized or supervised by the School of Law or the university.
13. Failure to comply with directions of School of Law or 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 reclude 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, 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 shall be submitted to the law school dean as soon as possible after the event takes place or after the failure of an 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:

- 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 may determine to be appropriate.

### **4. Hearing Panels**

#### **a. Assignment to Panel**

A disciplinary matter relating to a law student and amounting to a formal charge 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 a student representative 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, the accused student, the accused student’s advisers, witnesses for both sides, and a 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.
- 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 adviser they choose, at their own expense. The adviser may be an attorney.
- e. In cases where a disability or other factor is involved, a designated person/assistant may be assigned and/or approved by the School of Law. The associate dean will make all such decisions and determinations based on School of Law ADA guidelines.
- 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.
- 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 secured 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 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.
- 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 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 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) working 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 Financial Aid Office.

Most Golden Gate University School of Law students require some type of financial assistance to pay for their education. While the Law School makes every effort to assist students, financial aid funding is limited. Therefore, students should make every attempt to supplement their financial aid with savings and summer employment.

## **A. GENERAL ELIGIBILITY**

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

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

1. Be a US citizen, national, or permanent resident;
2. Be enrolled at least half-time. (See “Enrollment Status Classifications” in the Administrative Rules and Procedures section of this handbook for more information.);
3. Continue to make satisfactory academic progress, which includes, among other criteria, maintaining the minimum GPA required for a degree program. (See the “Financial Aid Satisfactory Academic Progress” policy below 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 for more information.

## B. STUDENT RESPONSIBILITIES

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

1. Students must 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](http://www.fafsa.ed.gov). **Students must submit their FAFSA by the March 2 priority deadline each year to be eligible for certain sources of aid** (e.g., Federal Perkins Loans, Federal Work-Study, need-based special scholarships).
2. Students may be required to submit a signed copy of their tax returns, W-2 forms, and the federal verification worksheet.
3. Students who receive financial aid award letters should carefully review the types of aid being offered. Students must sign and return their award letters to the School of Law Financial Aid Office within 20 days of the date issued. The financial aid award letters for the fall and spring term are 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 term. Students who believe they have a unique situation (e.g., have dependant care expenses or have unexpected medical expenses) should meet with a financial aid counselor to discuss their funding options.
4. All first time GGU federal loan borrowers must complete a mandatory online entrance counseling session. Information regarding the counseling session is mailed along with the award notice.
5. Students must submit additional documents as requested by the Financial Aid Office (e.g., verification documents).
6. All first time GGU federal loan borrowers must sign a Master Promissory Note 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. The Financial Aid Office will certify a student's Stafford Loans each year 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 Loan or Federal Work-Study Award must complete the required documents requested by the Financial Aid Office in a timely manner, or the funds may be forfeited.
8. Students applying for GRAD PLUS or 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 directly. **The Law School strongly encourages students to complete the loan process online and to e-sign the promissory note to expedite processing time.** In most cases, the

Financial Aid Office certifies all loans electronically, unless the student chooses a lender that does not accept electronic certification.

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

Further information about financial aid may be answered by calling the Financial Aid Office or by e-mailing [lawfao@ggu.edu](mailto:lawfao@ggu.edu).

## C. CAMPUS-BASED FINANCIAL AID

To be eligible to receive Federal Perkins Loans, Federal Work-Study or need-based Special Scholarship assistance, a student must submit the Free Application for Federal Student Aid (FAFSA) by the priority deadline of March 2. All additional documents, including tax returns (if requested), must be provided in a timely manner. **Failure to meet the priority deadline will preclude students from being considered for school based aid.** School based aid can be used to cover only tuition expenses at Golden Gate University; it cannot be applied towards semesters visiting away. If a student decides to study abroad for a semester during which he or she has been awarded school based aid, this aid will be cancelled and may not be transferred to any other semester.

### 1. Federal Perkins Loan

The Perkins Loan is a federally funded fixed 5% interest loan through Golden Gate University School of Law. Interest does not start to accrue until 9 months after graduation or separation from the university. To be eligible for a Perkins Loan, a student must submit the FAFSA by the priority deadline and demonstrate financial need as determined by the federal processor and the School of Law. Perkins loans are offered to help offset the cost of tuition. If awarded a Perkins Loan, a student must complete additional loan documents in the School of Law Financial Aid Office prior to funds being transmitted to a student's account. Funding is 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 (FWS) Program was designed by the federal government to expand part-time employment opportunities for students with demonstrated financial need. Through this program, federal funds are used to pay a portion of the student's salary; the job provider is responsible for the remainder. To be eligible for FWS, a student must submit the FAFSA by the priority deadline and demonstrate financial need as determined by the federal processor and the Law School. Funding is limited. The amount of work-study is based on a student's demonstrated financial need as well as on the availability of funds.

In addition, the jobs developed under this program are intended to serve the public interest and thus meet the needs of the community and the university. Off-campus job providers are private employers, not-for-profit agencies, or organizations in the public or private sectors. Private sector employment must be educationally relevant. No work-



study student employee may displace previous employees, nor may the work-study job involve political or religious activities.

Work-study funds may be made available during periods of non-enrollment (e.g., summer). However, if a student chooses to accept federal work-study funds and is not enrolled at least half-time, the net amount the student earns will be considered a monetary resource for the next term in which the student is enrolled at least half-time. Students planning on transferring to another law school or not being enrolled the following semester are not eligible to receive FWS funding.

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 never allowed. Anything over 7.5 hours per day is considered overtime. Additionally, if students work more than 6 hours in a day, a 30-minute break is required. Students cannot work more than 999 hours per academic year. Students should meet with a 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 PIWS funding through the School of Law. All of the limitations on the use of federal work-study apply to PIWS. Students enrolling as visiting students at other law schools are not eligible to receive PIWS funding. Two separate applications are required: one to the assistant director for public interest and student leadership programs for PIWS funding and one to the Law School's Financial Aid Office. 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 are seeking to work for a job provider with whom they have not previously worked in any capacity. Community involvement and academic performance may also be considered. Students will not be given School of Law PIWS funds to work for a job provider during the same semester they are working 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 assistant director for public interest and student leadership programs and the School of Law Financial Aid Office. The job provider must be a government agency or a non-profit organization. A job provider who employs any students under the regular Federal Work-Study Program is not eligible for placement under the School of Law PIWS Program.

#### **D. PETITIONS**

A student who experiences a change in circumstances (i.e., unexpected medical expenses, childcare expenses, emergencies) may file a petition for additional funding. Consumer debt (i.e., credit card debt, high cost apartment, car loans) will not be considered for budget increases. To apply, students must submit a petition form, available only after meeting with a financial aid counselor, along with a detailed explanation for the request with the appropriate receipts/documentation to support the petition. Petitions will be accepted from the beginning of the semester for which the expenses were incurred but no later than the published petition deadline for the same semester. Petitions may take up to two weeks to be reviewed. A student must agree to submit any additional documentation that is requested. All submitted documentation is confidential and considered property of the university once it has been submitted and, therefore, will not be returned under any circumstances. All petitions are submitted to the School of Law director of financial aid for final approval. Any misrepresentation or falsification will result in the denial of the petition and possible withdrawal of future financial aid and subject to action under the Standards of Student Conduct.

#### **E. COMPUTER PURCHASE BUDGET INCREASE**

Students receiving financial aid may request their budgets increased to reflect the expense of purchasing a computer for their educational purposes. The increase is allowed as a one time adjustment during the student's tenure at Golden Gate University regardless of what may happen to the computer (e.g., theft/loss). Increasing a student's budget to allow for the purchase of the computer will increase the student's GRAD PLUS/private loan eligibility.

In order to have the budget increased, the student must first purchase a computer. The computer may be purchased at any time during the school year, but no earlier than thirty (30) days from the beginning of the school term. Students will need to submit an itemized copy of the receipt(s) including the total cost of the computer along with a private loan application to the School of Law Financial Aid Office. The budget will be increased by the actual cost of the computer, not to exceed \$2000.

#### **F. EMERGENCY LOANS**

If an emergency arises, the School of Law administers an interest-free emergency loan of up to \$1000. To apply for an emergency loan, a student must meet with a financial aid

counselor to discuss the emergency. If applicable, the student will be asked to complete a loan application and promissory note to be submitted for approval. The emergency loan process takes about 3-5 business days for approval/check availability. All emergency loan applications are submitted to the School of Law director of financial aid for final approval. Any misrepresentation or falsifications will result in the denial of an emergency loan and possible withdrawal of future financial aid and subject to action under the Standards of Student Conduct. 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.

An emergency loan will not be considered prior to the start of the academic semester for which it is being requested. 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. Financial aid funding from a subsequent semester may not be considered for repayment options. Failure to repay an emergency loan on time will adversely affect future loan approvals, future registration, etc.

## **G. EXTERNAL SOURCES OF FINANCIAL AID**

In order to obtain adequate funding for a law school education, students are encouraged to explore additional avenues of funding. Reference guides to external scholarships are available in the university library. Information about such programs is published in *Law School News* and kept on file in the School of Law Financial Aid Office.

## **H. INSTITUTIONAL SCHOLARSHIP AND GRANT INFORMATION**

All School of Law institutional scholarships are applied against tuition for courses taken at Golden Gate University School of Law. Students cannot use these awards to pay tuition at other law schools or other schools within Golden Gate University. However, this does not preclude using the award to pay for units taken through the Northern California Law School Consortium. Normally, half of the award is applied against fall tuition and half against spring tuition. Generally, institutional and special scholarships cannot be applied towards summer school tuition, except as described below.

Continuing students who receive merit scholarships and students who have applied for and been granted special scholarships will be notified during the summer by the Law School's Financial Aid Office. No information concerning scholarships can be given out until award letters are mailed.

Any change in a student's program or enrollment status will result in the re-evaluation of the award but will not increase the amount or extend the term of the scholarship that was originally offered. Scholarships are granted contingent upon the student's matriculation and successful completion of all courses undertaken. If a student withdraws from all courses in a given term, the scholarship will be revoked and the student may be liable for tuition costs for those courses, as determined by the Withdrawal Tuition Credit Policy. A student who

graduates early or who chooses to visit away may forfeit some of his or her award. Any scholarship allocation questions may be directed to the law school's director of financial aid.

## **I. JD STUDENT INSTITUTIONAL SCHOLARSHIP POLICIES**

**The School of Law adopted a new JD entering student scholarship policy effective for students who matriculate in fall 2006 and thereafter. Continuing students who matriculated in prior academic years are governed by the institutional scholarship policies in the handbooks for their respective matriculation years.**

### **1. Entering JD Student Scholarships**

The Law School Admissions Office awards scholarships to entering students who are eligible during the admissions process. Scholarships awarded prior to matriculation are awarded on a three (3) year basis for full-time or on a four (4) year basis for part-time students. The scholarship amount is stated on the student's admission letter. Except as described below, scholarships are available during the fall and spring terms only. To maintain eligibility for a scholarship, a student must earn a minimum 3.0 cumulative required course GPA at the end of each evaluation period. For purposes of institutional scholarships, evaluation periods will be at the conclusion of each academic year. Mid-Year Admission students are not evaluated until the end of their third full-time semester, or second spring semester, whichever occurs sooner. Because evaluations generally are not completed prior to the start of the summer term, full-tuition scholarship recipients and Honors Lawyering Program scholarship recipients are eligible to use their scholarships during their first summer term, regardless of their required course GPAs. Continued scholarship eligibility will be communicated by the Law School's Financial Aid Office.

### **2. Continuing JD Student Merit Scholarships**

At the end of their first year (or first year and a half for Mid Year Admits) the Law School evaluates for Continuing Student Merit Scholarships those continuing students who did not receive scholarships at the time of admission. After each spring semester, the registrar prepares a scholarship ranking based on cumulative required course GPAs. The students who are ranked include all non-transfer JD students who matriculated at the Law School the prior fall and spring semesters. The amount of the scholarship awarded is contingent on where the student falls in the scholarship ranking. This scholarship does not require an application. Continuing Student Merit Scholarships will be awarded only prior to the beginning of the student's second full academic year. They will not be awarded at the start of any subsequent academic year. To maintain eligibility for a Continuing Student Merit Scholarship, the student must earn a minimum 3.0 cumulative required course GPA at the end of each evaluation period thereafter. For purposes of institutional scholarships, evaluation periods will be at the conclusion of each academic year. With the exception of full-tuition scholarships (and HLP students), Continuing Merit Scholarships may not be used during the summer session. Continued scholarship eligibility will be communicated by the Law School's Financial Aid Office.

## J. FINANCIAL AID SATISFACTORY ACADEMIC PROGRESS

### 1. Measures of Progress

All students who receive Title IV Federal Financial Aid must maintain financial aid satisfactory academic progress. Golden Gate University is required to periodically evaluate students' progress toward their degree completion. Golden Gate University's Satisfactory Academic Progress policy evaluates students' qualitative progress (GPA) and their quantitative progress (courses completed) as follows:

#### a. Qualitative (GPA) Measure of Progress

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

All JD degree programs (following two semesters):

Overall .....2.00

Required courses.....2.15

All LLM degree programs (after eight or more units) .....2.50

SJD degree program.....3.00

#### b. Quantitative Measure of Progress

All students receiving financial aid must successfully complete at least 80% of the units attempted. Attempted units include all graded and transcripted 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. **A student will not receive degree credit twice for the same course, so a repeated course will not be counted as completed units.** Courses taken with audit status are not included in either the number of units attempted or units completed. Likewise, courses taken in "Open Enrollment" status are not included, unless those course(s) are subsequently applied toward a degree program. Satisfactory progress always measures what has happened in prior terms, so all registration and enrollment activity for the current term is excluded from the evaluations.

All students receiving financial aid must complete their degree programs within 150% of the minimum required units for the degree (rounded up to the nearest whole number of units). For example, the JD degree program requires 88 units for graduation. Students may attempt 132 units toward this degree before becoming ineligible for financial aid. 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 the School of Law director of financial aid, stating in detail the basis of their appeal, along with any supporting documentation. Supporting documentation must be detailed and specific as to its relevance to a student's request for an exception to this policy, and must provide information about the student's ability to continue in their program. The director of financial aid will then make a recommendation to the university financial aid review committee for a final decision. Student will be notified in writing of the outcomes of their petitions.

## **4. Reinstatement**

A student whose financial aid is canceled after he or she fails to maintain satisfactory academic progress must regain satisfactory standing in order for his or her 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 the student's 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 the School of Law director of financial aid explaining his or her circumstances and documenting why the committee should approve the student's 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 his or her situation and to the student's ability to return successfully to classes.

A student who is returning to Golden Gate University after being academically disqualified will be evaluated on a term-by-term basis at the end of every term. In this

case, a student's evaluation for satisfactory academic progress will be based on the term GPA and not on the student's cumulative GPA.

## **K. 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 notified of special scholarship awards by the end of the summer term.

### **1. All eligible FIRST-YEAR STUDENTS are considered for the following scholarships at the time of admission.**

- ⇒ 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 Scholarships Committee, unless otherwise noted. (Students should be sure to carefully review the criteria for the following scholarships before completing their 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. (This scholarship is 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. (This scholarship is 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 former 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 former member of the university Board of Trustees. 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

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, student mail folders, 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 or foreign schools of law, 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 Students** 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 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 an LLM degree program cannot audit courses. Only SJD students and students who are not pursuing a degree may audit courses. Attorneys may enroll in a course as auditors on a space available basis. 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 approval of 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 in the **International Students** section 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 and whose prior law degree was not obtained in English may request language accommodation on examinations. LLM US Legal Studies students may request language accommodation after the first semester only in extraordinary circumstances. A “Request for Language Accommodation” form is available on the Law School’s Web site or from the Exam Coordinator’s Office. The form must be completed and submitted by the deadline listed on the form. The deadline for requesting language accommodation is very early in the semester so students should act promptly. The LLM/SJD program director or program coordinator must approve and sign the request. Late requests will not be granted without the approval of the exam coordinator. If approved, the language accommodation allows an extra 20 minutes per hour of scheduled examination time and permits accommodated students to bring a bilingual dictionary to the exam. The dictionary must be English-student’s language/student’s language-English only. English language dictionaries with definitions, electronic translators with definitions, and law dictionaries are NOT permitted.

## **H. GRADING POLICIES (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 this handbook.

## **I. RETAKING A COURSE**

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

## **J. 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 prior to graduation. The deadline for filing the application is December 1 for each academic year’s graduating class.

## **K. GRADUATION HONORS**

Graduation honors are awarded to students earning cumulative GPAs of 3.5 and above.

## **L. 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.

## **M. 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.

## **N. LLM STUDENT REQUEST FOR TRANSFER OR REAPPLICATION OF UNITS**

Generally, up to six (6) units from an ABA-approved LLM program may be counted towards an LLM program at Golden Gate University School of Law if the student has earned grades of at least "B-" (2.5). Students who have taken LLM program courses while attending the Law School's JD program may reapply up to six (6) units to an LLM program (up to nine (9) units for the LLM Taxation program). Students earning an LLM from the Law School may request to reapply to that program up to six (6) units of coursework taken in another Law School LLM program. Consent of the program director is required for any transfer or reapplication of units.

## **O. TRANSFERRING BETWEEN LLM PROGRAMS**

An LLM student may apply to transfer from one LLM program to another GGU LLM program by submitting an LLM Application and Personal Statement to the program director of the program into which he or she wishes to transfer. The new program director will determine admission and if any scholarship awarded in the prior program will be applicable in the new program. The new program director will also determine what, if any, courses taken in the prior program will apply to the new program.

## **P. APPLICATION FOR CONCENTRATION FORM**

While the LLM programs in Environmental Law, Intellectual Property, International Legal Studies, and Taxation have specific course requirements that provide the student with a specialization in a particular area of US or international law, the LLM program in US Legal Studies is a general program offering a basic curriculum in US law. Nevertheless, some law graduates in the LLM USLS program may elect to specialize in a particular area of US law. LLM USLS students may complete a concentration by completing the required courses for the LLM USLS program and completing a minimum of 16 units of courses selected from the concentration course lists. Concentrations are available in Corporate and Commercial Law, Immigration Law, Labor and Employment Law, Litigation and Lawyering Skills, Real Estate / Property Development Law and US Legal Practice. To apply for a concentration, students should obtain the 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, Room 3301.

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; and any change involving dependents, such as adding dependents, or 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 University when traveling.

### **2. Full Course of Study and Continuous Enrollment Requirements**

A full course of study for JD students is twelve (12) units per semester. A full course of study for LLM and SJD students is eight (8) units per semester. Students must seek academic advising to be certain they maintain a full course of study while attending Golden Gate University. 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 speak with the DSO 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.

#### **c. Optional Practical Training**

F-1 students may spend up to one year after graduation working in the US in a law-related position. 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 the DSO.

**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 the DSO.

**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 spouses 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 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 (560 Kearny 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 Golden Gate University 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 3301 or 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 Web site at [www.ggu.edu/school\\_of\\_law/international\\_non\\_us\\_students/financial\\_aid](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 University. An updated list of the affected countries can be found on the US Immigration and Customs Enforcement Web site: [www.ice.gov/pi/specialregistration/index.htm](http://www.ice.gov/pi/specialregistration/index.htm).

## **I. DEPARTMENT OF HOMELAND SECURITY (DHS)**

On March 1, 2003, the immigration functions of the Immigration and Naturalization Service (INS) were transferred to three new bureaus within the Department of Homeland Security (DHS). The USCIS (Citizenship and Immigration Services) is responsible for most applications and adjudications that were, in the past, handled by INS. The USICE (Immigration and Customs Enforcement) is responsible for immigration investigation, detention, removal, intelligence, and SEVIS. The USCBP (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 an international 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 in room 3301 or 3315.

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

(Approved by Faculty February 7, 2006)

Golden Gate University's Law School is committed to achieving equal educational opportunity and full participation for persons with disabilities. In compliance with Section 504 of the Rehabilitation Act of 1973, and Title III of the Americans with Disabilities Act of 1990, and the Unruh Civil Rights Act, it is the Law School's policy that no qualified individual shall, on the basis of disability, be excluded from participation in, or be denied the benefits of, any university sponsored program or activity.

It is the Law School's policy that enrolled students who have disabilities shall be given reasonable accommodations and auxiliary aids and services to the extent necessary to comply with state and federal laws. For each student, these accommodations and auxiliary aids and services will specifically address those functional limitations of the disability, which adversely affect equal educational opportunity. Furthermore, the Law School has recognized its legal obligation to make reasonable adjustments or accommodations designed to provide overall educational program accessibility for otherwise qualified persons with disabilities. In providing greater access to qualified students with disabilities, the Law School demonstrates its belief that the legal profession will benefit from the skills and talents of these individuals.

Golden Gate University School of Law seeks to accommodate students with disabilities on an individual basis. Individual students are given reasonable and necessary accommodations based on specific information and assessment data documented by a qualified professional. The Office of Student Services makes available information as to the existence and location of services, activities and facilities that are accessible to and usable by persons with disabilities. The Associate Dean for Law Student Services shall administer the program for adjustments or accommodations.

The designated ADA / Section 504 Compliance Officer for the Law School is the Associate Dean for Law Student Services, who is the senior Law School administrator responsible for campus policies affecting law students with disabilities and for ensuring Law School compliance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973 . She may be reached by calling 442-6614. The associate dean, in consultation with faculty, counsel and other experts when necessary, ensures that these policies are both educationally sound and responsive to the needs of students with disabilities. While the Law School will strive to accommodate students as fully as possible, reasonable adjustments or accommodations do not include measures which fundamentally alter the academic program of the Law School or which place an undue financial burden on the Law School.

## **A. DEFINITIONS**

**1. Person with a Disability:** Any person who (i) has a physical or mental impairment which limits one or more major life activities; (ii) has any other health impairment that requires special education or related services; (iii) has a record or history of such impairments; (iv) is being regarded or treated by covered entities as having, or having had, any physical condition that makes achievement of a major life activity difficult; or (v) is being regarded or treated by covered entities as having, or having had, a disease, disorder, condition, cosmetic disfigurement, anatomical loss, or health impairment that has no present disabling effect but may become a physical disability.

**2. Otherwise Qualified Person with a Disability:** An individual with a disability who meets the academic and technical standards requisite to admission and participation in the Law School's educational program and activities. The qualifications for participating in the Law School's educational program include but are not limited to the ability "to understand, analyze, apply and communicate legal concepts."

## **B. ADMISSIONS POLICY AND PROCEDURES**

### **1. Admissions Policy**

In the admission process, the Law School does not discriminate on the basis of a disability. Any information concerning an applicant's disability provided during the admissions process shall be on a voluntary or optional basis and shall be kept in accordance with state and federal laws relating to confidentiality

When assessing the qualifications of an applicant with a disability, evaluators consider other relevant factors, including the undergraduate record, educational program, work experience, and any other information that the applicant supplies.

### **2. Post Admission Inquiries**

After admission of an applicant, the Law School will invite and encourage voluntary self-identification by students with disabilities for purposes of verifying the disability and identifying the reasonable accommodations that the Law School will provide to the student. The Law School will strive to determine the accommodations to be provided before the student matriculates in an effort to have accommodations in place when the student commences study. Early planning is essential for many of the resources and accommodations provided. The Law School asks that students seeking accommodations contact the Associate Dean for Law Student Services at the earliest possible date, and no later than two weeks before the start of a class, in order for the Law School to effectively assist students with their individual needs.

## **C. POLICY AND PROCEDURES FOR ENROLLED STUDENTS**

### **1. Policy of Non-Discrimination Based on Disability**

The Law School shall provide reasonable academic adjustments or accommodations necessary to afford equal opportunity and full participation in all Law School programs for qualified students with professionally verified disabilities. These adjustments or

accommodations will be provided in the most integrated setting appropriate to the student's needs. In particular:

- a. Students with disabilities shall have the opportunity to participate in Law School programs, and activities such as scholarly publications, interscholastic competitions, clinics, and externships, if they qualify for such programs or activities.
- b. No registered student organization shall discriminate in its membership practices on the basis of disability.
- c. The Law School will not provide assistance to outside organizations or persons that discriminate against students on the basis of disability.
- d. To the extent necessary to accommodate a student with a particular disability, and to the extent deemed reasonable and consistent with the academic program, course examinations and other procedures for evaluating students' academic achievement will be adapted and administered so as to minimize the effect of the disability and accurately measure the student's achievement in the course.
- e. The Law School shall provide personal counseling, academic advising, and career services without discrimination on the basis of disability. In particular, qualified students with disabilities will not be counseled toward more restrictive career objectives than are other students with similar interests and abilities.
- f. In providing financial assistance to qualified students, the Law School may not provide less assistance, limit eligibility for assistance, or otherwise discriminate on the basis of disability.
- g. The location of programs within the physical plant will provide equal access to mobility and visually impaired students to the extent reasonably possible. In the design of new construction or renovation of existing buildings and facilities the Law School will strive to incorporate principles of barrier free design.

## **2. Procedures for Determining Disability and Accommodations**

Each student bears the responsibility of timely initiating a disability-related request for accommodations, auxiliary aids and/or services with the Associate Dean for Law Student Services prior to the time such an accommodation, auxiliary aid and/or service is needed.

## **3. Examples of Accommodations**

The following are examples of accommodations, auxiliary aids and/or services and the suggested period of time for requesting them. The list is not exhaustive and the time frames are recommended ones. Students may request accommodations, auxiliary aids and/or services at any time prior to the time that such an accommodation, auxiliary aid and/or service is needed; the availability of these may be affected, however, by a request made later than the stated time frames.

⇒ **Auxiliary Aids and Services**

1. **Note-takers** -The request should be made within the first ten(10) business days of each quarter, or as soon as the student recognizes the need for notes;

2. **Typists/Scribes** -The request should be made at least seven (7) business days in advance of date the service is needed.

3. **Reader Services/Books On Tape** should be requested as early as possible. It is the student's responsibility to obtain the syllabus from the professor in order to identify the required textbooks and reading assignments for the course. If the syllabus is not available three weeks prior to the first day of instruction, the student is encouraged to ask the professor at that time that is, three weeks prior to the first day of instruction to identify textbooks and reading assignments for the first three weeks of the quarter. Should the student encounter difficulty contacting the professor or obtaining syllabus or reading information at that time, the student should immediately contact the Associate Dean for Law Student Services for assistance.

4. **Interpreters and Real-Time Captioners** - The request should be made at least seven (7) business days in advance of the date the service is needed;

5. **Alternate Media** - the date service is needed The request should be made at least seven (7) business days in advance of.

⇒ **Examination and Paper Accommodations:** Students with a documented disability may request an accommodation in regard to an examination or paper. The request shall be in writing and made through the office of the Associate Dean for Law Student Services. After reviewing the requested examination or paper accommodation and determining the appropriate accommodation, the Associate Dean for Law Student Services will take the steps necessary to begin putting appropriate exam and/or paper accommodations in place. It is best for students to contact the office of the Associate Dean for Law Student Services before the beginning of the quarter or within the first two weeks of each quarter to request that such accommodations be effected. At a minimum, students should request exam or paper accommodations at least seven (7) business days prior to the date of the examination or due date of the paper.

⇒ **Request for Modification of Academic Requirements**

1. **Eligibility:** A student with a documented disability may request a modification of certain generally applicable academic requirements (for example, the number of units to be taken in an academic quarter, substitution for otherwise required courses, course retakes or completion of courses, certain aspects of academic standing, etc.).

2. **Procedure:** The request shall be made to the office of the Associate Dean for Law Student Services in writing as early as possible (that is, at least ten (10) business days before the beginning of the academic quarter or as soon as the need arises) and should be accompanied by documentation of the disability which supports the request. The request shall also include the requesting student's name, address, e-mail address and phone number.

#### **4. Verification of Physical or Mental Impairment**

A student with a physical or mental impairment, other than a learning disability, must provide professional verification certified by a licensed physician, psychologist, psychiatrist, audiologist, speech pathologist, rehabilitation counselor, physical therapist, occupational therapist, or other professional health care provider who is qualified in the diagnosis of the disability. The verification must reflect the student's present level of functioning of the major life activity affected by the disability.

The student shall provide the verification documentation to the associate dean for law student services. The cost of obtaining the professional verification shall be borne by the student.

If the initial verification is incomplete or inadequate to determine the present extent of the disability and appropriate accommodations, the Law School shall have the discretion to require supplemental assessment of a physical or mental impairment. The cost of the supplemental assessment shall be borne by the student.

If the Law School requires an additional assessment for purposes of obtaining a second professional opinion, then the Law School shall bear any cost not covered by any third party payer.

#### **5. Verification of Learning Disability**

A student with a learning disability must provide professional testing and evaluation results that reflect the individual's present level of processing information and present achievement level. Generally, medical verification of AD(H)D should not exceed 5 years. Cognitive-educational evaluations should be no older than 3 to 5 years. The cost of obtaining the professional verification shall be borne by the student.

The three criteria necessary to establish a student's eligibility for learning disability adjustments or accommodations are: (1) average or above average intelligence as measured by a standardized intelligence test which includes assessment of verbal and non-verbal abilities; (2) the presence of a cognitive-achievement discrepancy or an intra-cognitive discrepancy indicated by a score on a standardized test of achievement which is 1.5 standard deviations or more below the level corresponding to a student's sub-scale or full-scale IQ; and (3) the presence of disorders in cognitive or sensory processing such as those related to memory, language, or attention.

Documentation verifying the learning disability must:

1. Be prepared by a professional qualified to diagnose a learning disability, including but not limited to a licensed physician, learning disability specialist, or psychologist;
2. Include a diagnostic statement identifying the disability.
3. Include the testing procedures followed, the instruments used to assess the disability, the test results, and a written interpretation of the test results by the professional;
4. Reflect the individual's present level of functioning in the achievement areas of reading comprehension, reading rate, written expression, writing mechanics and



vocabulary, writing, grammar, and spelling; and

5. Reflect the individual's present level of functioning in the areas of intelligence and processing skills.
6. Include a recommendation for accommodations, adaptive devices, assistive services, compensatory strategies, and/or collateral support services.

The assessment must provide data that support the requests for any academic adjustment. In the event that a student requests an academic adjustment or accommodation that is not supported by the data in the assessment, or if the initial verification is incomplete or inadequate to determine the extent of the disability, then it is incumbent on the student to obtain supplemental testing or assessment at the student's expense.

If the Law School requires an additional assessment for purposes of obtaining a second professional opinion, then the Law School shall bear any cost not covered by any third party provider.

For students seeking accommodations for AD(H)D, attention deficit disorder, students will be required to meet the following requirements for documentation:

1. Documentation must include the name, title, professional credentials, area of specialization, employer, and state in which the individual is licensed or otherwise approved to practice.
2. Appropriate professionals for diagnosing AD(H)D are licensed clinical or educational psychologists and medical doctors (usually a psychiatrist with a specialization in AD(H)D).
3. Documentation for AD(H)D is required in two parts:
  - i. Letter from psychologist or psychiatrist providing the dates of evaluation and DSM-IV diagnosis;
  - ii. Results of a cognitive-educational evaluation which demonstrate the functional limitations of the individual in an academic environment caused by the AD(H)D. The report should substantiate the need for specific academic accommodations. Cognitive-educational evaluations are typically performed by psychologists or learning specialists. For specific documentation requirements for cognitive-educational testing, please refer to the Learning Disability Documentation Guidelines.

#### **6. Verification of Temporary Disability**

Students seeking accommodations on the basis of a temporary disability must provide documentation verifying the nature of the condition, stating the expected duration of the condition, and describing the accommodations deemed necessary. A professional health care provider who is qualified in the diagnosis of such conditions must provide such verification. The assessment or verification of disability must reflect the student's current

level of disability and shall be no older than 60 days. The cost of obtaining the professional verification shall be borne by the student.

If the initial verification is incomplete or inadequate to determine the extent of the disability and appropriate accommodations, the Law School shall have the discretion to require supplemental assessment of a temporary disability. The cost of the supplemental assessment shall be borne by the student. If the Law School requires an additional assessment for purposes of obtaining a second professional opinion, then the Law School shall bear the cost.

## **7. Determination of Reasonable Accommodations**

- a. The associate dean for law student services or her designee will review all documents submitted to verify a disability and shall conduct a personal interview to explore the needs of the student in the Law School setting. In those circumstances in which the associate dean for law student services is not qualified to verify a disability, and in all cases in which a student submits documentation of a learning disability, the associate dean for law student services shall consult with a qualified professional about the documentation and the accommodations sought. Any cost incurred in pursuing such a consultation shall be borne by the Law School.
- b. Students will be asked to submit to the associate dean for law student services a history of academic adjustments and accommodations received in post-secondary institutions or in places of employment. Such a history of adjustments and accommodations will be subject to verification by the institution or place of employment that facilitated the adjustments or accommodations.
- c. After considering the verification documents, the results of the personal interview, and the history of academic adjustments and accommodations, and, when appropriate, the report of a qualified consultant, the associate dean for law student services shall propose a schedule of the academic adjustments and accommodations appropriate for the student to receive from the Law School. In arriving at the proposal, the associate dean for law student services shall consult with appropriate faculty, administrative staff of the Law School and professional consultants to the Law School.
- d. Reasonable academic adjustments and accommodations designed to provide equal opportunity to students with disabilities shall be made in the following two areas:
  - ⇒ **Academic Program.** Adjustments in this category include those necessary to enable a student to enroll in, study for, attend and participate in classes, and may include modification of course load.
  - ⇒ **Examinations.** Examination adjustments and accommodations will be made as necessary to minimize the effect of a particular disability.
- e. The associate dean for law student services shall present the proposed schedule of academic adjustments and accommodations to the student in writing.

- f. Each student receiving academic adjustments or accommodations shall meet upon request with the associate dean for law student services to evaluate the effectiveness of the academic adjustments and accommodations in place. Each student shall immediately report any dissatisfaction with an academic adjustment or accommodation to the associate dean for law student services. Additionally, the schedule shall be subject to review and possible termination upon any change in the nature of the student's disability or the student's failure to properly utilize the services provided.
- g. Services for students who improperly procure adjustments or accommodations under this policy will be immediately terminated and the student may be subject to possible disciplinary action, under the Standards of Student Conduct.
- h. Subject to applicable rules of confidentiality, the associate dean for law student services shall provide information to appropriate administrative staff and faculty when necessary to arrange for efficient administration of academic adjustments and accommodations.

#### **8. Procedures for a Student Seeking Accommodations for a Particular Semester**

A student who wishes to receive academic adjustments (including exam accommodations) or auxiliary aids must:

- a. Submit to the associate dean for law student services a Request for Accommodations form each semester by the announced deadline. That form requires the student to include his or her semester schedule.
- b. Inform the associate dean for law student services immediately of any subsequent changes in the schedule.
- c. Notify the associate dean for law student services if the student plans to make up an Incomplete.
- d. Inform the associate dean for law student services of any changes in his or her condition which affect the need for academic adjustments or auxiliary aids.
- e. Request additional or different academic adjustments or auxiliary aids by submitting a timely written request to the associate dean for law student services with supporting documentation, if requested.
- f. Complete a form acknowledging receipt of accommodations for each exam.
- g. Notify the associate dean for law student services in writing if the student experiences problems with any academic adjustments or auxiliary aids provided by the Law School.

## **9. Records and Privacy**

- a. The Law School shall maintain confidential records within the Student Services Office relating to academic adjustments and accommodations based upon disability. The records shall include the documentation submitted to verify the disability.
- b. All documents produced by consultants in the performance of services for the Law School shall be and shall remain the property of the Law School.

## **10. Disqualified Student Appeals**

Upon receipt by the academic standards committee of a petition for probation or re-admission from a student who identifies himself or herself as disabled, the petition will be supplemented by a report from the associate dean for law student services providing, in a summary chronological form any available information regarding the nature of the disability; the extent to which it affects the student's ability to participate or perform in the academic program; the academic adjustment(s) requested by the student; those adjustments granted, if any; and any other information contained in the student's file relevant to the petition. In any event, the academic standards committee may request to see the actual records of the student maintained by the associate dean for law student services.

## **11. Post-Graduation Policy and Services**

- a. The Law School will assist students in documenting accommodations received during Law School as an aid in requesting accommodations for bar examinations.
- b. The Law Career Services Office will aid all graduates, with or without disabilities, in developing career opportunities after the completion of studies at Golden Gate University School of Law.
- c. The Law School has a policy of non-discrimination on the basis of disability in all alumni activities that are a part of the official program of the Law School or that involve the participation of applicants or enrolled students.

## **12. Grievances**

All student-initiated grievances shall be heard according to the following procedures:

### **a. Informal Resolution**

A student who believes that he or she has encountered a violation of the policies listed herein is encouraged to notify the associate dean of law student services as early as possible after the incident. In the event that the party against whom the grievance is filed is the associate dean for law student services, then the grievance shall be filed with the associate dean for academic affairs. The associate dean for law student services (or the Academic Dean) may dispose of the matter informally or refer it for hearing to a hearing by the ADA appeals panel.

If the matter is handled informally and the aggrieved student agrees with its disposition, the disposition shall be final. If the matter is handled informally and the

aggrieved student disagrees with its disposition, a hearing the ADA Appeals panel shall be held.

Before final action on a grievance, the associate dean for law student services (or the Academic Dean) may impose any appropriate measure on an interim basis when there is reasonable cause to believe that such action is needed for the health, safety, or welfare of the student or other members of the Law School community or to avoid disruption to the academic process. Notice shall be given expeditiously of action hereunder. Where interim measures are imposed, the grievance process shall proceed in an expedited manner.

Except as provided above, the parties to the grievance shall maintain the status quo and no services shall be removed or additional obligations imposed.

**b. Formal Resolution**

To institute a formal grievance, the student shall file a written grievance with the associate dean for law student services (or the associate dean for academic affairs, if the associate dean for law student services is a party in the grievance). The grievance will then be forwarded to the ADA Appeals Panel.

The student and the respondent shall be given written notice, within a reasonable time prior to the hearing, including a brief statement of the factual basis of the grievance, the Law School policies or regulations in regard to the matter and the time and place of the hearing.

The student and the respondent shall have the opportunity to present documents and witnesses and to confront and cross-examine witnesses.

The Panel shall make an adequate record of the hearing by written memorandum, tape recording, or otherwise.

The hearing shall be closed unless the student requests that it be open.

The ADA Appeals Panel shall render an expeditious written decision which shall include findings of fact, conclusions, and, if appropriate, remedies.

The Panel shall have the discretion to prescribe its procedures for matters not addressed herein. For example, the Panel may require that oral evidence be taken only on oath or affirmation and/or that any relevant evidence be admitted if it is the sort of evidence on which responsible people are accustomed to rely in the conduct of serious affairs, regardless of the existence of any common law or statutory rule that might make improper the admission of the evidence over objection in civil actions

The committee may seek independent testimony from experts whether or not the parties presented testimony from experts at the hearing.

**c. Appeal to the Dean**

An aggrieved student may appeal the decision of the ADA Appeals Panel to the Dean of the Law School in writing within 10 days of the date of the decision.

On appeal, the Dean shall review the written decision of the ADA Appeals Panel. The Dean may affirm or reverse or modify the panel's decision.

The Dean shall issue a written decision affirming, overruling, or modifying the decision of the hearing committee. A copy shall be sent to the student and the members of the ADA Appeals Panel.

If the Dean overrules or modifies in any respect the decision of the panel, his or her written decision shall include the reasons for the modification of the decision of the panel.

The decision of the Dean of the Law School is final.

**d. Expedited Grievance Procedures**

Expedited grievance procedures shall be utilized where there is a time-sensitive grievance, for example, a dispute over a student with disabilities' exam accommodations or matters related to an impending bar examination.

In addition, any grievance may be designated for expedited grievance process by the associate dean for law student services or the Academic Dean.

The informal resolutions process of expedited grievances shall be concluded within 3 days of the filing of the grievance. If the matter is not resolved informally within that time, the matter shall be referred to a hearing. The ADA Appeals Panel shall be convened within 7 days of the referral for hearing.

The panel shall issue a decision within 7 days after conclusion of the hearing. Any appeal to the Dean shall be made within 3 days of the date of the decision of the Panel. The Dean shall issue a written decision within 5 days of the appeal.

# DISCRIMINATION & HARASSMENT POLICY

## A. STATEMENT OF POLICY

Golden Gate University is committed to creating a university-wide environment free of all forms of discrimination, harassment, exploitation, or intimidation. As members of an organization that holds high the principals of mutual respect, teamwork, and honest communications, each of us shares in the responsibility for ensuring an atmosphere in which students, faculty, and staff are consistently treated with both consideration and respect, and are protected from unlawful discrimination or harassment, including sexual harassment or assault.

## B. SUMMARY OF POLICY

This policy provides members of the university community with information about applicable federal and state standards that apply to this policy; behaviors that constitute unlawful discrimination, harassment and sexual assault; the university's guidelines on interpersonal relationships among students, faculty and staff; reporting and investigation procedures in the event of a complaint; and additional resources in the event of sexual assault.

University employees and students are expected to read and follow this policy in its entirety.

## C. APPLICABLE STANDARDS

In accordance with federal and state law, Golden Gate University policy prohibits discrimination or harassment based on race, color, national origin, ancestry, gender, gender identity, sexual orientation, marital status, pregnancy, childbirth, medical condition related to pregnancy or childbirth, religion, religious creed, age, veteran's status, physical or mental disability, medical condition, or any other basis that is protected by law. Under the law, these forms of description are referred to as one's membership in a "protected class" of people. Applicable laws governing these prohibitions include Titles VI and VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act of 1967, Title IX of the Education Amendments of 1972, 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, the California Fair Employment and Housing Act, and all other applicable federal, state and local antidiscrimination laws.

For the purpose of this policy, "discrimination" is any decision, act, or failure to act which interferes with or limits a person's or group's ability to participate in or benefit from the services, privileges, or activities of the university when such decision, act, or failure to act is based on the person's status as a member of a protected class.

Claims for harassment that are not based on an individual's membership in a protected class shall be handled under the applicable disciplinary process.

The university's policy prohibiting discrimination and harassment applies to all individuals involved in university operations, including students, faculty and staff; applicants for admission or employment; and any persons doing business with or for the university.

#### **D. SEXUAL HARASSMENT**

Sexual harassment may be viewed as gender-based discrimination. Prohibited forms of sexual harassment include but are not limited to the following kinds of behaviors:

- *Verbal conduct*, such as sexual epithets, derogatory jokes or comments, slurs, or unwanted sexual advances;
- *Visual conduct*, such as derogatory or sexually-oriented posters, photography, cartoons, drawings, or gestures;
- *Physical conduct*, such as assault, unwanted touching, or blocking/interfering with an individual's ordinary movement or activities;
- *Misuse of property*, such as using university computers, e-mail, or web services as a mode of communicating prohibited verbal or visual messages;
- *Abuse of authority*, such as making submission to sexual advances a term or condition of an individual's academic advancement or employment;
- *Unprofessional conduct*, such as creating an academic or employment environment that could reasonably be perceived as intimidating, hostile, or abusive.

Sexual harassment may take many forms. It may be subtle and indirect or blatant and overt. It may be conduct affecting an individual of the opposite sex or conduct affecting an individual of the same sex. It may occur between peers or between individuals in a hierarchical relationship. The fact that someone did not intend to sexually harass an individual is no defense to a complaint of sexual harassment. Regardless of intent, it is the effect and characteristics of the behavior that determine whether the behavior constitutes sexual harassment.

#### **E. INTERPERSONAL RELATIONSHIPS**

Golden Gate University seeks to maintain a professional educational environment. Actions of faculty members and employees that are unprofessional or appear to be unprofessional are inconsistent with the university's educational mission. It is essential that those in a position of authority not abuse, nor appear to abuse, the power and influence with which they are entrusted. Therefore, it is in the university's interest to provide clear direction and education with regard to interpersonal relationships among faculty, staff and students.

Romantic and sexual relationships, including those which are consenting or appear to be consenting, between Supervisor (meaning any person in authority over another to hire and/or make employment or salary recommendations or oversee task performance or who is in a position to influence employment determinations by other supervisors) and Employee (meaning any person reporting to the supervisor or reporting within the chain of command to



the supervisor); between any instructional staff and a student; and between any employee and a student have the potential for extremely serious consequences and must be avoided.

### **1. Potential for Abuse of Authority & Influence**

Individuals entering into a consensual relationship must recognize that:

- a. the reasons for entering such a relationship may be a function of a difference in authority and influence between the individuals;
- b. where the difference in authority and influence exists, even in a seemingly consensual relationship, there are limited after-the-fact defenses against charges of sexual harassment; and
- c. the individual with the greater authority and influence in the relationship may bear the burden of responsibility.

Codes of ethics for many professional associations forbid professional-client relationships, and the relationships enumerated above should be viewed in this context. In the case of instructor and student, for example, the respect and trust accorded the instructor by the student, as well as the controlling influence exercised by the instructor in giving grades, academic advice, evaluations, and recommendations for further employment greatly diminish the student's actual freedom of choice in an amorous or sexual relationship.

### **2. Conflict of Interest**

Conflicts of interest may arise in connection with consensual romantic and/or sexual relationships between instructional staff and students, supervisors and subordinates, or between employees and students. It is a generally accepted ethical principle in our society, reflected in the university's "Employment of Relatives" policy that individuals are precluded from evaluating the work of others with whom they have intimate familial relationship, or from making hiring, salary or similar financial decisions concerning such persons. The same principle applies to consensual romantic and/or sexual relationships.

### **3. Responsibility For Reporting Relationships Between Employees**

Faculty, supervisors and other employees should understand that there are substantial risks in even an apparently consenting relationship. This is particularly evident where a difference in influence or authority exists. Even if the conflict of interest issues are resolved, charges of sexual harassment or violation of the university's "Employment of Relatives" policy may develop, even when both parties have consented to the relationship. The faculty member, supervisor or other employee may, by virtue of his or her position of authority and responsibility, bear the burden of accountability.

If a proscribed romantic and/or sexual relationship exists or develops, the parties involved shall report it to an appropriate supervisor. For example, a faculty member must report the matter immediately to the department chair and/or dean; an employee must report the matter to his/her supervisor. Once notified, the supervisor, in conjunction with HR, will assess individual situations for the protection of individual and university interests. Failure to report such a relationship may result in disciplinary action, up to and including termination.

Any member of the university community who is troubled by an apparent romantic and/or sexual relationship between employees of the university should contact the director of human resources. The Human Resources department will make inquiries consistent with the informal sexual harassment complaint procedure described below. At any time, the director of human resources may initiate a formal complaint as described below.

#### **4. Relationships Between Faculty or Staff and Students**

Golden Gate University should embody the highest standards of professionalism, integrity, and mutual respect. The professional obligations of a university employee include refraining from any conduct that poses a serious risk of undermining the educational environment for any student at the university. Faculty/staff members must be free to evaluate and assist students fairly and without favoritism. All students must be free to engage intellectually with faculty/staff. Relationships formed between faculty/staff and students are affected by the context of the university environment, which includes the unequal distribution of power between faculty/staff and students.

For these reasons, and in furtherance of a positive educational and professional environment, the university prohibits relationships of a sexual and/or romantic nature between faculty/staff and students. These relationships have profound effects upon the student body, other faculty/staff members, and the involved students and faculty/staff members themselves. They inappropriately take the student-faculty/staff relationship out of an academic context and complicate that relationship with issues of a romantic and/or sexual nature. They also may create a hostile, discriminatory and/or unacceptable environment for other members of the university community.

The prohibition on romantic or sexual relationships between students and faculty or staff is intended to dispel any unfairness or appearance of unfairness that can be caused by such relationships. Rather than chilling meaningful personal relationships between faculty/staff and students, these policies are intended to enhance the roles of professors, administrators and staff, as teachers, scholars, counselors, mentors, and friends of students. These rich personal relationships between faculty/staff and students are an important strength of the university community.

This prohibition shall not apply to consensual situations where the faculty or staff member had a sexual and/or romantic relationship with the student in question prior to the time that the student enrolled at the university. However, a faculty or staff member with such a pre-existing relationship with a student normally should avoid roles with direct academic, supervisory or professional responsibility for that student and must disclose the existence of that relationship to the director of human resources at the time of the student's enrollment.

If a proscribed romantic and/or sexual relationship exists or develops, the parties involved are required to promptly report it to the director of human resources. Failure to report such a relationship may result in disciplinary action, up to and including termination of the involved employee and up to and including expulsion of the student from the university.

Any member of the university community who is troubled by an apparent romantic and/or sexual relationship between an employee of the university and a student should contact the director of human resources. The Human Resources department will make inquiries consistent with the informal sexual harassment complaint procedure described below. At any time, the director of human resources may initiate a formal complaint as described below.

## **5. Sexual Assault**

Sexual assault may be defined as the imposition of non-consensual sexual conduct, including but not limited to sexual intercourse, oral copulation, penetration by a foreign object, or touching of the intimate parts of another. Sexual assault is absolutely prohibited, and any member of the university community found guilty of its commission may be subject to the sanctions hereinafter described. In addition, criminal and civil penalties may be imposed by state or federal authorities.

Consent generally means positive cooperation. The person must act freely and voluntarily and have knowledge of the nature of the act involved. A current or previous dating or marital relationship is not sufficient to constitute consent. The use of drugs, alcohol or any other intoxicant may prevent a person from giving consent.

Acquaintance rape, or date rape, is sexual intercourse undertaken by a friend or acquaintance without the consent of the other. Acquaintance rape is punishable in the same manner and to the same degree as similar conduct between strangers. Similarly, other acts of sexual assault are not affected by any acquaintanceship between the parties involved.

## **F. REPORTING DISCRIMINATION OR HARASSMENT**

The university understands that victims of discrimination or harassment are often embarrassed and reluctant to report these acts for fear of being blamed, concern about being retaliated against, or because it is difficult to discuss these matters openly with others. However, no student or employee should have to endure discriminatory or harassing conduct, and the university therefore encourages persons to promptly report any such incidents so that corrective action may be taken. Who to make the report to, and how to report it, is described below.

### **1. Help and Information**

The university's director of human resources serves as the university's Title IX Compliance Officer. In this role, the Director is the campus's primary resource on issues relating to perceived discrimination or harassment. Any person who would like advice or assistance in dealing with any instance of perceived discrimination or harassment, or in understanding this policy, should contact the director of human resources.

The dean of students and the associate dean for law student services ("deans of students" for purposes of this policy) are also valuable resources for students who have concerns

about discrimination or harassment. Students are encouraged to contact one or both of these deans of students at any point in the process for help and advice.

## **2. Making the Initial Report**

- a. *If the accused is a student*, the incident should be reported to one of the deans of students, and/or the director of human resources.
- b. *If the accused is an employee of the university*, the incident should be reported to the director of human resources. This includes faculty and staff.
- c. *If the accused has a business relationship with the university*, the incident should be reported to the director of human resources. This includes vendors and contractors.
- d. *In other cases*, if the accused is not a student or an employee of Golden Gate University, and has no business relationship with the university, and the violation did not take place in a university-related setting, the university has no authority to take disciplinary action.

Individuals may also report illegal acts and/or violations of university policy via the university's anonymous compliance reporting system, EthicsPoint.

Any individual who has been the victim of a sexual assault is encouraged to notify the university immediately. Whether or not an individual makes an official complaint to the university, he or she is strongly urged to seek immediate help, which may include receiving medical evaluation and treatment, and obtaining information, support and counseling.

Victims of sexual assault also may choose to report the matter to appropriate law enforcement authorities. Please see the information in the attached Appendix for more specific contact information. The university will make all reasonable efforts to assist students, faculty or staff in working with law enforcement.

## **3. Retaliation**

No individual shall be penalized in any way for having reported or threatened to report discrimination or harassment, nor for cooperating with or participating in an investigation of a complaint or at a hearing concerning discrimination or harassment. Retaliation by any member of the university community against such an individual is prohibited and shall be considered a serious violation of university policy. Retaliation includes threats, intimidation, reprisals, and any adverse actions related to an individual's employment or education.

## **4. Confidentiality**

Where sexual harassment or assault has been reported, the university will make every effort to preserve the complainant's privacy and protect the confidentiality of his or her information. However, complete confidentiality cannot be guaranteed. University personnel may need to inform other individuals to protect their safety or rights, in fairness to the persons involved, or in response to legal requirements. In addition, the university is required by law to report to the police certain statistical information about incidents occurring on campus which does not disclose individual identities. Finally, as noted below, the university may on its own initiative investigate allegations of

discrimination or harassment, even in situations where the victim or initial complainant does not wish to proceed with an investigation, leading to a necessary disclosure of the name of the affected person and the facts of the underlying allegations.

## **G. COMPLAINT PROCEDURES**

The university has put in place these complaint procedures that apply to complaints of misconduct by students, faculty and staff. The following informal and formal complaint procedures apply specifically and solely to any problem of perceived discrimination or harassment, including sexual harassment or assault.

### **1. Informal Complaint Procedure**

Depending upon the nature and seriousness of the discrimination or harassment reported, any individual who believes that he or she has been treated inappropriately first may want to attempt to resolve the matter informally, by discussing the situation honestly, thoroughly, respectfully, and in a timely manner, with the other person who is involved. *An attempt at an informal resolution is not, however, a prerequisite for bringing a formal complaint.*

In attempting to deal with the problem informally, the aggrieved individual may seek the advice and assistance of any appropriate university official. For example, a student may wish to speak with his/her academic adviser; a member of the faculty may wish to speak with his/her department chairperson or dean; or a staff member may wish to speak with his/her supervisor. Alternatively, any member of the university community may consult with the director of human resources.

An informal complaint need not be in writing.

- If the complaint is directed at a member of the university faculty or staff, the matter may be concluded with an informal discussion between the appropriate academic or administrative dean, the director of human resources, and the alleged offender, whom the director of human resources will inform about the nature and substance of the complaint.
- If the complaint is directed at a student, the matter may be concluded with an informal discussion between the appropriate dean of students, the director of human resources, and the student against whom the complaint was made.
- If the complaint is initiated against a dean of students, the matter may be concluded with an informal discussion between the director of human resources, the appropriate vice president, and the dean of students.
- If the complaint is initiated against the director of human resources, the matter may be concluded with an information discussion between the vice president of operations and the director of human resources.

In each case, the person against whom a complaint has been made shall be informed about the nature and substance of the complaint. The focus of the discussion shall be to raise the sensitivity of the person complained about to incidents of the kind alleged for the purpose of attempting to avoid similar incidents in the future. The discussion should be held within 30 days after the filing of the complaint.

After the discussion with the alleged offender, the director of human resources, the dean of students, and/or an appropriate university official shall meet with and inform the complainant of the discussion and that the matter is forthwith closed, and shall confirm such fact in writing. If the complainant then wishes to pursue the matter, he or she may initiate a formal complaint at any time within one year of the date of the conduct which is the basis of the complaint.

Any university manager who becomes aware of a situation that involves alleged discrimination or harassment should keep a written record relating to the case (e.g., dates and summaries of conversations). The manager should also contact the director of human resources to ensure that the Director has an overview of all complaints that have been voiced. The university also encourages the complainant to keep a written record relating to his or her attempt to resolve the problem informally. This documentation may be helpful in cases where a problem persists despite the informal efforts to resolve it.

Any university employee who becomes aware of a situation that involves alleged discrimination or harassment should inform his or her manager of the facts regarding the case.

It is important to note that in any situation involving alleged discrimination or harassment, including sexual harassment or assault, the university owes a duty to the university community as a whole as well as to the complainant, and is obligated to conduct a thorough and timely investigation to its conclusion, even if the complainant requests that an investigation not be conducted or that an investigation be discontinued.

## **2. Formal Complaint Procedure**

If the problem is not informally resolved to the satisfaction of the individual, or if he or she does not want to deal with the problem informally, a formal complaint may be brought. In addition, a formal complaint may be brought at any time by any member of the university community – student, faculty, or staff – who believes that discrimination or harassment has occurred. Investigation and proceedings will differ depending upon whether the alleged violator is a student, faculty or staff, or a third party.

## **3. Formal Complaint: Investigation and Proceedings Where the Alleged Violator is Faculty or Staff**

A formal complaint may be filed with the director of human resources, which should in ordinary circumstances be filed within thirty (30) days of the alleged incident of harassment or discrimination. Prompt filing is encouraged. In instances of discrimination or harassment, including sexual harassment or assault, reported against a university faculty or staff member, the director of human resources will be responsible for investigation, and may at his or her discretion refer the matter to a special investigator. A

formal investigation will generally involve interviews with the complainant, with the alleged violator(s), and, where appropriate, with witnesses; and, again where appropriate, a joint meeting between the involved parties.

All university personnel shall make every effort to maintain confidentiality with respect to the complainant and shall only divulge the name of the complainant, the circumstances of the complaint, and the disposition of the matter, to those people who have a legitimate need to know.

Within sixty (60) working days of the filing of the complaint, if an external investigator is engaged, the investigator will issue a report to the director of human resources. Within ten (10) working days of the issuance of the investigator's report, the director of human resources shall submit a written summary to the vice president of operations and/or the vice president of academic affairs, including a description of any recommended corrective actions to be taken. If it is one of these vice presidents against whom the complaint has been filed, the director of human resources will make a determination as to the most appropriate university official to have responsibility for making a final decision about the case.

The vice president's or designated official's decision in the case, including a description of any corrective or remedial action taken, shall be submitted in writing to each involved party (with a copy to the director of human resources) within twenty (20) working days of the receipt of the recommendations of the director of human resources

Where a determination is made that an employee has engaged in unlawful discrimination or harassment, or sexual assault or complicity in sexual assault, that employee will be subject to university disciplinary procedures. Possible disciplinary action can include, but is not limited to:

- a. Formal letter of reprimand
- b. Suspension from employment
- c. Termination of employment

#### **4. Formal Complaint: Investigation and Proceedings Where the Alleged Violator is a Student**

A formal complaint may be filed with one of the dean of students, and should in ordinary circumstances be filed within thirty (30) days of the alleged incident of harassment or discrimination. In instances of discrimination or harassment, including sexual harassment or assault, reported against a university student, the appropriate dean of students will be responsible for investigation, and may at his or her discretion refer the matter to a special investigator. A formal investigation will generally involve interviews with the complainant, with the alleged violator(s), and, where appropriate, with witnesses; and, where appropriate, a joint meeting between the involved parties.

All university personnel shall make every effort to maintain confidentiality with respect to the complainant and shall only divulge the name of the complainant, the circumstances of

the complaint, and the disposition of the matter, to those people who have a legitimate need to know.

Within sixty (60) working days of the filing of the complaint, if an external investigator is engaged, the investigator will issue a report to the appropriate dean of students. Within ten (10) working days of the issuance of the investigator's report, the dean of students shall submit a written summary to the vice president of academic affairs, including a description of any recommended corrective actions to be taken. The vice president's decision in the case, including a description of any corrective or remedial action taken, shall be submitted in writing to each involved party (with a copy to the dean of students) within twenty (20) working days of the receipt of the recommendation of the appropriate dean of students.

Where a determination is made that a student has engaged in unlawful discrimination or harassment, or sexual assault or complicity in sexual assault, that student will be subject to university disciplinary procedures. Possible disciplinary action can include, *but is not limited to*:

- a. Barring of access to the campus
- b. Probation
- c. Suspension from admission
- d. Expulsion from the university, including withholding of any degree not yet awarded
- e. Revocation of any degree already awarded.

Pending his or her decision, the appropriate dean of students may impose a variety of administrative actions against a student charged with discrimination or harassment, including restriction of privileges and services, interim suspension, exclusion from certain on-campus facilities, including classrooms, libraries or administrative areas, academic probation, and/or suspension from the university or expulsion from the university, including withholding of any degree not yet awarded.

#### **5. Formal Complaint: Investigation and Proceedings Where the Alleged Violator is a Third Party**

In instances of discrimination or harassment, including sexual harassment or assault, reported against a vendor, contractor or any other person doing business with or for the university, the director of human resources will be responsible for investigation, which generally shall follow the procedures established for handling a complaint against staff. Pending his or her decision, the director of human resources may impose a variety of administrative actions and disciplinary sanctions appropriate to the circumstances, which may include termination of the business relationship and reporting to federal, state or local regulatory agencies. The appeal procedure available to faculty, staff or students is not available to third parties, and the decision of the director of human resources will be final.

#### **6. Appeal Procedure**

An appeal procedure is available to faculty, staff or students who are not satisfied with the outcome of the disciplinary proceedings. A written request for further review must be submitted to the director of human resources within five (5) working days of the receipt



of the written decision of the appropriate dean of students (for students), the vice president of academic affairs (for faculty) or the vice president of operations (for staff).

Within five (5) working days after the appeal is filed, all documentation relating to the investigation, including the investigator's report, the director of human resources' or appropriate dean of student's recommendations and the vice president of operations or vice president of academic affairs' decisions will be sent to the office of the university president or his/her designee. These documents will constitute the appeal record. The president or his/her designee will review the appeal record, and may at his/her discretion review other facts relating to the complaint.

Within fifteen (15) working days of the receipt of the appeal documentation, the president or his/her designee will render a final decision in the matter, copies of which, including notice of any corrective action taken, will be provided to the involved parties. This decision of the president or his/her designee shall be final in all respects and not be subject to review under any other complaint procedure.

**A NOTE ABOUT TIME FRAMES:** The university's complaint procedures reflect the university's commitment to resolving problems in an expeditious manner. Every reasonable attempt will be made to adhere to the time frames specified, but there may be occasions when it will be necessary to make exceptions. Such occasions could relate to the circumstances and complexity of the matter, the time demands and schedules of the parties involved, or the time of year that a complaint is filed (e.g., many faculty members and students are not available during semester breaks or over the summer months). It is the goal of the university to balance the need for an expeditious resolution with the need to make a full and accurate investigation. If it is deemed necessary to alter the time frames specified in these policies, all parties will be notified of the amended schedule.

## **H. OTHER RESOURCES / AGENCIES FOR REPORTING DISCRIMINATION AND HARASSMENT**

In addition to notifying the university about harassment or retaliation complaints, affected individuals may also direct their complaints to the California Department of Fair Employment and Housing ("DFEH"), which has the authority to conduct investigations of the facts. The deadline for filing complaints with the DFEH is one year from the date of the alleged unlawful conduct. If the DFEH believes that a complaint is valid and settlement efforts fail, the DFEH may seek an administrative hearing before the California Fair Employment and Housing Commission ("FEHC") or file a lawsuit in court. Both the FEHC and the courts have the authority to award monetary and non-monetary relief in meritorious cases. Individuals can contact the nearest DFEH office or the FEHC at the locations listed in the university's DFEH poster or by checking the state government listings in the local telephone directory.

Individuals also may file a complaint relating to prohibited harassment in employment with either the Federal Equal Employment Opportunity Commission. They also may bring a complaint concerning discrimination on the basis of race, color, national origin, gender or disability to the attention of the Office for Civil Rights in the U.S. Department of Education.

Any member of the university community may seek assistance from the director of human resources regarding how to contact the state and federal agencies with a claim of discrimination or harassment.

## **I. INTENTIONALLY FALSE REPORTS**

Discriminatory activity and harassment, and particularly sexual harassment or assault, often is not witnessed by others, and reports of such activity cannot always be substantiated by additional evidence. Lack of any such additional evidence should not discourage an individual from reporting any incident in violation of this policy. However, individuals who make reports that are later found to have been intentionally false or made maliciously, without regard for truth, may be subject to disciplinary proceedings and/or sanctions.

## APPENDIX TO DISCRIMINATION & SEXUAL HARASSMENT POLICY

### RESOURCE GUIDE FOR VICTIMS OF SEXUAL ASSAULT

#### SEXUAL ASSAULT AWARENESS AND PREVENTION

Sexual assault can happen anywhere. Research findings suggest that approximately 25 percent of women and 5 to 10 percent of men have been raped. (Psychology of Women Quarterly, Vol. 20, 1996.) The research further suggests that the highest number of assaults occur among 18 to 21 year-old women. (Journal of American College Health, Vol. 45, 1997.) Sexual assault is a widespread problem on college campuses across the country, with as many as one in five female students being victimized during their undergraduate careers, according to government statistics. Because less than 5 percent of these students report their assault to the police, the response of colleges to this problem is extremely important. This guide is offered as a resource for becoming aware of the issues involved, the actions you can take to prevent or respond to a sexual attack, and the resources available to victims, their families and friends.

#### WHAT TO DO IF YOU ARE SEXUALLY ASSAULTED

The following are actions you can take after a rape or other sexual assault:

- Get to a safe place immediately.
- Leave the scene of the crime as is. Do not drink, eat, shower, douche, wash your hands, comb your hair, brush your teeth, or change your clothes. Such activities destroy physical evidence that could be used in the possible prosecution of the perpetrator.
- Contact a friend who can help you and support you.
- Contact the campus or community resources listed below for treatment and counseling.
- **Get medical attention right away.** Even if you do not want to report the event to the police, you may have injuries, sexually transmitted diseases, or a pregnancy that requires medical care. Take a change of clothes to the hospital because those worn during the assault may be collected as evidence. Hospitals can also provide you with emergency contraception upon request.
- Consider contacting Community Violence Solutions (800/670-7273) to advocate on your behalf at the hospital. If you wish, the police may also meet you at the hospital.
- When you get a quiet moment, record everything that you remember happening in detail. This may help you through your own healing process as well as with any legal action you may decide to take.

The importance of seeking immediate medical attention cannot be overstated. While the university Counseling Services will support and act as a resource for any student, the most comprehensive, complete medical care is available at a local hospital emergency room.

## HOSPITAL EMERGENCY NUMBERS

San Francisco General Hospital  
**415-206-8000**

UCSF Hospital  
**415-476-1000**

Kaiser Permanente Medical Center  
**415-833-2000**

## RIGHTS OF A SURVIVOR

- You have the right to receive medical care and mental health treatment.
- You have the right to participate in legal procedures only after giving informed consent.
- You have the right not to be asked questions about prior sexual experiences.
- You have the right to keep your name from the media.
- You have the right to be protected against future assaults.
- You have the right to report to the police.
- You have the right not to report to the police.
- You have the right to be given as much credibility as a victim of any other crime.
- You have the right to be treated with dignity and respect.

## HOW TO HELP A FRIEND

- Give your friend the chance to talk about the experience and her or his feelings. Be supportive and thoughtful in your responses. Do not overreact. Do not question your friend's actions or judgment. Believe your friend, and let your friend know you do.
- Show interest, but do not pry or ask for specific details which may make the survivor relive the experience. Allow your friend to be silent. You do not have to speak when she or he stops talking.
- Support your friend in making decisions about whom to tell and how to proceed, but recognize your own limitations. No one expects you to be an expert in counseling or sexual assault. Therefore, avoid making strong recommendations to the survivor. Instead, listen and then ask how you can help.
- Do not touch or hug your friend without permission.
- Realize that as a friend you yourself may need counseling to cope with the events your friend may have shared with you.

## REPORTING THE ASSAULT

San Francisco Police:	911 or 415-553-0123 (anytime)
Domestic Violence Reporting	415-553-9220
SF DHS Child Abuse Reporting	415-558-2650/1-800-856-5553
Adult/Elder Protective Services	415-355-6700

## ONGOING SUPPORT

Immediately following the assault, and later when you may find you need support and counseling, there are university and community resources available to you. The following people are trained to offer you this kind of support and counseling:

- University Counseling Services: 415-442-6578 (M-Th 9-6:30; F 9-5)
- Community Violence Solutions: 1-800-670-7273 (RAPE)
- San Francisco Rape Treatment Center: 415-206-3222
- San Francisco Women Against Rape 415-647-7273

## CRISIS LINES: 24 HOUR / 7 DAYS A WEEK

WOMAN, Inc.	864-4722/1-877-384-3578
La Casa de Las Madres	1-877-503-1850
La Casa de Las Madres (Teen Crisis Line)	1-877-923-0700
Riley Center	415-255-0165
Asian Women's Shelter	1-877-751-0880
National Domestic Violence Hotline	1-800-799-7233
San Francisco Women Against Rape	415-647-7273
SF Suicide Prevention	415-781-0500/1-800-SUICIDE
SF General Hospital Psych. Emergency	415-206-8125
Youth Crisis Line	1-800-843-5200

*If you are in danger or need immediate medical help, call 911.*

# POLICY ON ALCOHOL AND OTHER DRUGS

(Approved by the President's Cabinet: October 3, 1995)

It is the policy of Golden Gate University to provide a University environment free of drug and alcohol abuse. Golden Gate University prohibits the unlawful manufacture, distribution, possession, dispensations' and/or use of alcohol, illicit drugs, controlled substances, and/or illegal drugs on property it owns or controls. Golden Gate University complies with federal and state laws regarding the possession, sale, and consumption of alcohol and other drugs (Drug-Free Workplace Act of 1988; the Higher Education Act of 1986; Drug-Free Schools and Communities Act of 1986; Drug-Free Schools and Communities Act Amendments of 1989; Anti-Drug Abuse Act of 1988).

Federal and State laws prohibit the possession, sale and consumption of alcohol by anyone under 21 years old. Persons under 21 years of age are minors and therefore may not purchase, possess, or consume alcoholic beverages. Under strict supervision, alcohol may be served at approved events. Any individual or recognized group sponsoring an event associated with Golden Gate University must obtain approval before an event when alcohol will be available. Federal and State laws prohibit the sale and use of drugs not prescribed by a physician or available for regular retail sale. Any student known to be possessing, using or distributing such drugs is subject to serious University disciplinary action (suspension or dismissal) and arrests under the state and federal laws. Medications used at the University must be taken and/or disposed of properly and according to safe and acceptable medical practices. The University will facilitate counseling and referral to treatment as appropriate.

## **A. REVIEW PROCESS FOR POLICY ON ALCOHOL AND OTHER DRUGS**

Approved by the President's Cabinet: October 3, 1995

The Associate Dean of Student Affairs is that person designated by the University to be responsible for the administration of University policies concerning alcohol. Working closely with representatives from the faculty, SGA, SBA, the Law School, and Human Resources, the Dean will conduct a review of Golden Gate University's policies on alcohol and other drugs every two years to ensure that the University is in compliance with federal and state laws and that policies effectively address conditions regarding students, University organizations, student activity policies, and University employment issues.

## **B. POLICY ON SERVING ALCOHOLIC BEVERAGES AT UNIVERSITY SPONSORED/ HOSTED EVENTS**

Approved by the President's Cabinet: October 3, 1995

1. To ensure the consumption of alcoholic beverages is kept in perspective at University-sanctioned events, whether the event is at the University or not, it is the policy of Golden Gate University that:

- a. Persons under the age of 21 years are prohibited from possessing any alcoholic beverage at Golden Gate University or at any event sponsored by the University or by a University organization.
- b. Alcoholic beverages shall not be served at University-sanctioned events unless prior written approval is obtained.
- c. The individual or group sponsoring an event is responsible for compliance with applicable laws, regulations, and University policy.
- d. No person shall be served any alcoholic beverage if that person is or may be under the legal drinking age. All individuals wishing to be served an alcoholic beverage may be required to present a valid identification card that includes birth date or age.
- e. No person shall be served any alcoholic beverage if that person is, or may be, intoxicated.
- f. No person under the age of 21 shall present any written evidence of his or her age that is false, fraudulent, or not actually his or her own to purchase or be served, or to try to purchase or be served, any alcoholic beverage or to gain access or to try to enter any event or activity at which any alcoholic beverage is being served.
- g. No person shall in any way misrepresent the age of another person or help another person to misrepresent his or her age so that such person can be served or try to enter any event or activity in which alcohol is being served.
- h. Individuals are responsible for their behavior and the behavior of their guests. Inappropriate behavior by individuals connected with the University and/or their guests may subject either or both to disciplinary action.
- i. Alcoholic beverages may not be sold at any event held at the University unless legal authority and University approvals are obtained ahead of the event.
- j. Individuals who illegally possess alcoholic beverages are subject to having the beverage confiscated, dismissal from the event, referral for University disciplinary action, and/or notification of law enforcement authorities.
- k. Drinking games, and/or hazing of any kind will not be tolerated.
- l. If alcohol is to be served at an event and if the availability of alcohol is to be mentioned in any advertising, then the availability of nonalcoholic beverages must also be stated.
- m. Policies and procedures concerning University events (room reservations, contract reviews, etc.) must be addressed before approval to serve alcohol at an event. Regulations governing locations where the University operates or hosts events (hotels, military bases) must also be addressed. Students are responsible for all necessary documentation.
- n. Increases in the approved quantity of alcohol and alcohol brought to an event by anyone present is not allowed without the written approval of the authorizing agent.
- o. The Associate Dean of Student Affairs or designate may impose whatever conditions thought necessary to control the serving of alcoholic beverages at all events, whether or not at the University.
- p. Bartenders must be hired or employed for events where alcohol will be served. However, students, employees, hotels, and restaurants, serving for the sponsoring organization, who agrees to take responsibility for monitoring alcohol distribution according to policies, procedures, and the law, may substitute for hired bartenders. All individuals serving drinks must be of legal age.

- q. Security personnel must be hired for events where alcohol will be served. However, students, employees, hotels, and restaurants, working for the sponsoring organization, who agree to take responsibility for monitoring alcohol distribution according to policies, procedures and the law, may substitute for security personnel. All security personnel must be of legal age.
  - r. The only alcohol allowed at events on campus is beer and/or wines.
  - s. Nonalcoholic beverages (i.e., soft drinks, sparkling water) must be served and featured as prominently as the alcoholic beverages. The serving of matching nonalcoholic beverages (nonalcoholic beer/wine) is encouraged.
  - t. Food in sufficient quantity for the number of people attending the event must be available.
  - u. The event must remain in the area approved for the event (signs should be posted informing individuals of this policy and the area in which alcohol is allowed).
2. In order to obtain approval to serve alcohol at University-sanctioned events, whether the event is at the University or not, it is the policy of Golden Gate University that:
- a. Approvals are necessary whenever alcohol is available at events sponsored by students, student organizations, alumni organizations, and general University events, whether the event is at the University or not.
  - b. Persons requesting approval for serving alcoholic beverages at events sponsored by the University are required to complete and submit a Request for Approval to Serve Alcoholic Beverages at University Sponsored/Hosted Events.
  - c. For University sponsored/hosted events (including classes) where students are likely to be present, approval to serve alcohol must be obtained from the Dean of Student Affairs, Regional Campus Provost, or Associate Dean of Students in the Law School.
  - d. For University sponsored/hosted events where the primary attendees are other than students, approval to serve alcohol may be obtained from one the following University officers: President, Associate Dean of Student Affairs, Executive Assistant to the President, Regional Campus Provosts, Associate Dean of Students, Law School, Vice President for Operations.
  - e. Forms are available from the Division of Student Affairs or online.

### **C. ADDENDUM TO THE POLICY ON ALCOHOL AND OTHER DRUGS**

Approved: Crisis and Safety Committee

Golden Gate University

February 22, 1999

#### **1. Overview**

The supplemental guidelines listed here in Section V are in addition to those stated in Golden Gate University's policy on alcohol and other drugs. They pertain to all student-sponsored events of the university and were developed and approved by the Crisis and Safety Committee on February 22, 1999. Committee members and guests for that meeting were:

Co-chair - Michael S. Miller, Dean of Student Affairs

Co-chair - Ryan Van Ommeren, Director of Facilities

Member - Peggy McGuire, Executive Director, Office of the President

Member - Cathy Glaze, Associate Dean of Students, Law School



Member - John Fyfe, Director, Quality Assurance  
Member - Joseph Coyne, Assistant Dean and Director of Career and Counseling Services  
Member - Ed Davidson, Director, Facilities  
Member - Jan Aspelund, Director, Human Resources  
Guest - Manpreet Gill, Student Government President  
Guest - Stacey Cook, Director of Student Life  
Guest - Amy Hage, Law School Student Services

2. Supplemental Guidelines for Serving Alcohol at Student-Sponsored Events on Campus  
Effective Date: March 1, 1999

a. Security

1. The San Francisco Police Department (SFPD) must be retained through Facilities for student-sponsored events on campus when alcohol is served.
2. A professional staff member must be present for student-sponsored events on campus when alcohol is served.

b. Logistics

1. Crisis policies and procedures (attached) must be followed for student-sponsored events.
2. Alcohol may only be served in a designated area.
3. Beer may be served only 8 oz cups.
4. Incident Reports must be filed immediately for any occurrences. The student (s) sponsoring the event, along with security are responsible for filing such reports.
5. Alcohol may only be consumed in the area designated for the party. Alcohol may not be removed from that area. The student (s) sponsoring the event, along with security are responsible for posting notices that indicate the confines of the party and that alcohol may not be removed from that area.

c. Workshops

1. SG, SBA, and student-organization officers must attend an alcohol awareness seminar, sponsored by the University, prior to the authorization of alcohol for student-sponsored events. The seminars will be organized by the Associate Dean of Student Affairs.
2. The alcohol awareness seminars will also cover security and crisis policies.

**D. LEGAL SANCTIONS UNDER LOCAL, STATE AND FEDERAL LAW**

(Unlawful possession, use, or distribution of illicit drugs and alcohol)

**San Jose, California**

State sanctions will apply.

Imprisonment of up to six months or \$25 to \$1,000 fine.

**Los Angeles, California**

State sanctions will apply.

Fines ranging from \$50 to \$250.

**Monterey, California**

State sanctions will apply.

Fine of \$50 dollars.

**Sacramento, California**

State sanctions will apply.

Imprisonment of up to six months and a fine of up to \$1,000.

**San Francisco, California**

State sanctions will apply.

Fine ranging from \$25 to \$100 per offense.

**Walnut Creek, California**

State sanctions will apply.

Imprisonment of up to six months; fine of up to \$1,000.

**E. LEGAL SANCTIONS UNDER STATE LAW**

California

Imprisonment of up to 24 years and/or fines from \$100 to \$8,000.

Six months imprisonment and a \$1,000 fine.

**F. GENERAL UNIVERSITY INFORMATION ABOUT ALCOHOL AND DRUGS**

**Health Risks Associated with Substance Abuse and Alcohol Abuse:** Golden Gate

University recognizes substance and alcohol abuse not only as a likely health, safety, and security issue, but also as an illness. Early treatment is important for successful rehabilitation. The toxicity of some drugs can lead to much more rapid and severe physical and psychological consequences

**Substance and Alcohol Counseling and Treatment:** Students and employees who are concerned about problems relating to substance/alcohol use, abuse, and rehabilitation should be aware of various treatment programs. The University offers an Employee Assistance Program (EAP). This program, which is available to all regular employees, offers confidential telephone assistance, a referral service and follow up. The Employee Assistance Program (EAP) provides a constructive way for employees to voluntarily deal with drug and other substance-related problems. For further details, and the telephone number of the EAP, please contact human resources. Students may consult with a member of the Center for Counseling and Psychological Services (CCPS).

**University Sanctions for Violations of Policies on Alcohol and Other Drugs:** Golden Gate University has the authority to initiate disciplinary proceedings when violations of policies on alcohol and other drugs come to the attention of University Officials. Students should consult the Golden Gate University Student Hearing and Appeal System for information about disciplinary proceedings. Employees should consult with the Office of Faculty and Staff Human Resources.

1. Disciplinary action regarding students could result in:
  1. Warning - a notice in writing to the student that the student is violating or has violated University regulations.

2. Probation - a written reprimand for a 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.
  3. Loss of privileges - denial of specified privileges for a designated period.
  4. Fines - previously established and published fines may be imposed.
  5. Restitution - compensation for loss, damage or injury. This may take the form of appropriate service and/or monetary or material replacement.
  6. Discretionary sanctions - work assignments, service to the University or other related discretionary assignments (assignments must have the prior approval of the Associate Dean of Student Affairs).
  7. University suspension - separation of the student from the University for a definite period, after which the student is eligible to return. Conditions for readmission may be specified.
  8. University expulsion - permanent separation of the student from the University.
  9. No further action.
2. Employees who unlawfully manufacture, distribute, dispense, or possess, illegal drugs or employees who use controlled substances, illegal drugs and/or alcohol that affects their work performance and/or the safety of others shall be subject to disciplinary action up to, and including, termination of employment.

Within thirty (30) days of receiving notice of a conviction for a criminal drug statute violation or abuse of alcohol and/or controlled substances and/or illegal drugs in the workplace, Golden Gate University will apply disciplinary action. As part of its disciplinary action, the University may require the employee to satisfactorily complete a drug/alcohol rehabilitation program approved by the University and paid for by the employee. Regular employees are encouraged to review their health insurance programs to identify possible rehabilitation programs that may be covered.

**Criminal Sanctions for Violations of Policies on Alcohol and Other Drugs:** The unlawful possession, use, or distribution of illicit drugs alcohol is punishable by federal and state laws. Please note that the laws cited here are valid at the time of the publication of this document and are subject to change without notice.

## JD STUDENT RECOMMENDED SCHEDULES

To earn the JD degree, students must complete 57 units of required courses and 31 units of elective courses for a total of 88 units. Full-time students usually complete the degree requirements in three years, part-time students in four.

The following are recommended schedules for JD students based on when they start law school and whether they are attending on a full or part-time basis or are in the Honors Lawyering Program. These schedules are provided as basic models. A student's academic and program status, participation in summer sessions, and specific course schedules, will affect a student's schedule.

All JD students are welcome to seek academic advising from the Law Student Services Office to ensure their course selections work to meet the School of Law's program requirements and the students' individual needs. LLM and SJD students should see their program directors for suggested courses.

The following bar subjects are not required, but are recommended: Community Property (2), Criminal Procedure II (3), Remedies (2), and Sales (2).

**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. Students are encouraged to take some summer courses in order to avoid taking consistently heavy course loads.

**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)

**Second Year*****Fall Semester***

Constitutional Law I (3)

***Spring Semester***

Constitutional Law II (3) *Take immediately following Constitutional Law I.*

**Subsequent Years**

Students may follow programs of their own choosing (to the extent not prescribed by the Academic Standards Committee), provided they complete:

**Second Year**

Appellate Advocacy (2)

**Second or Third Year**

Business Associations (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. Required courses are offered at least once a year in the evening. Students should take them when they are offered.

**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)

**Second Year*****Fall Semester***

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

***Spring Semester***

Constitutional Law II (3) *Take immediately following Constitutional Law I.*

Criminal Procedure I (3)  
Property II (3) *Take immediately following Property I.*

**Subsequent Years**

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

**Second Year**

Appellate Advocacy (2)

**Second or Third Year**

Business Associations (4)  
Evidence (4)  
Professional Responsibility (2)

**Third or Fourth Year**

Wills and Trusts (4) *Recommended after Property II.*  
Solving Legal Problems (2)

## **Honors Lawyering Program**

### **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)

### **Second Year**

#### ***Summer Semester***

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

#### ***Second Semester of Second Year***

Constitutional Law I (3)

#### ***Second Year and/or Third Year***

Business Associations (4)  
Criminal Procedure I (3)  
Professional Responsibility (2)

### **Third Year**

HLP Legal Drafting (1)  
And/or  
Wills and Trusts (4) with  
HLP Wills and Trusts Lab (1)

## **January “MYA” Admission (Full-Time)**

Students admitted in January take 14 units of coursework in the first spring semester. They then take between 12 and 16 units of coursework per semester. Students must have their first summer and fall terms' schedules approved by the associate dean or director 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) *Take immediately following Civil Procedure I.*  
Constitutional Law I (3)  
Property I (3)  
Torts I (3)  
Writing & Research II (1)

### **Second Year**

#### ***Second Spring Semester***

Constitutional Law II (3) *Take immediately following Constitutional Law I.*  
Criminal Procedure I (3)  
Property II (3) *Take immediately following Property I and enroll in the same section.*  
Torts II (3) *Take immediately following Torts I and enroll in the same section.*

### **Subsequent Years**

Students may follow programs of their own choosing (to the extent not prescribed by the Academic Standards Committee), provided they complete the following:

#### **After Two Semesters**

Appellate Advocacy (2)

#### **After Three Semesters**

Business Associations (4)  
Evidence (4)  
Professional Responsibility (2)  
Wills and Trusts (4) *Recommended after Property II.*

#### **After Four Semesters**

Solving Legal Problems (2)

## 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 is also available on GGU4YOU and in each semester's course schedule, available from the Law School Registrar's Office.

### **ASEAN Broadcasting, Satellite, and Media Law (2.00 units)**

**LAW-800Q**

This course explores current issues in broadcasting, satellite, and media law as it relates to international and domestic television and satellite services in the ASEAN countries. A comparative analysis of national laws and policies will be used for the evaluation of representative business cases in each country for the provision of satellite television broadcasting, satellite delivered services, and terrestrial broadcasting. This course is only offered through the Summer Bangkok Program.

### **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 LL.M. in Taxation Program. J.D. 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 LL.M. in Taxation Program. J.D. 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.

**Advanced Tax Research (1.00-2.00 units)****LLM-317B**

Advanced Tax Research offers students the opportunity to put what they learned in Tax Research to practical use in an individual study context. On a topic of their choosing, students write a paper or create a study guide that demonstrates mastery of the multitude of tax research material that exists in print and online.(Offered through the LL.M. in Taxation Program. J.D. students seeking to enroll must obtain the approval of the program director.)

**Advanced Torts (3.00 units)****LAW-720D**

This course is an intensive examination of business torts, defamation, privacy, and wrongful use of litigation proceedings. Students who have previously taken Privacy, Defamation & Other Relational Torts may not enroll in this course. Prerequisite: Torts (4 unit version) or Torts I and Torts II.

**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 learn approaches to negotiation and conflict resolution, and to understand various dispute resolution processes, principally mediation and arbitration. Students will be exposed to simulated negotiations and mediations and will be expected to participate in exercises and to act as advocates and/or mediators. Guest lecturers may include a hostage negotiator, an aikido master, a retired superior court judge now serving as a JAMS mediator, and prominent mediators and arbitrators. Prerequisites: Civil Procedure I and II.

**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 & Social Justice Sem (3.00 units)**

**LLM-372**

This seminar examines the legal aspects and international trade policy related to countries in the Asian/Pacific Basin, including China and Japan, and the ASEAN nations, with a view toward examining current issues of globalization and social justice. Prerequisites: International Law, plus either Comparative Legal Systems, International Business Transactions, or International Human Rights Seminar.

**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 LL.M. in Taxation Program. J.D. 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 Associations (4.00 units)**

**LAW-802A**

This course covers the formation, financing, structure, control, and management of business associations, including corporations, partnerships, and limited liability entities. The course also

examines agency principles and uniform acts related to business associations and selected provisions of the Securities Exchange Act of 1934.

**Business Contracts (2.00 units)**

**LAW-816B**

This course focuses on the nature and purpose of various basic agreements found in business settings, including contracts to protect confidentiality of information, for consulting and for provision of services. Each session is comprised of a practical drafting and/or negotiation exercise, followed by lecture in a seminar style in which the various types of agreements and their component parts will be described and analyzed. The goal is to provide students with sufficient background information to dissect and understand the moving parts in an agreement, together with the real-world challenge of negotiation and drafting. (2 units) Prerequisites: Contracts I & II, Writing & Research I & II. Preferred: Business Associations.

**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 U.S. employers and to foreign individuals under existing law. Students further familiarize themselves with the federal agencies that regulate the dispensation of temporary and permanent immigration benefits in business, employment, and investment contexts, and develop insights into counseling and procedures for obtaining those benefits. The course also addresses related issues, such as employer compliance with federal employment eligibility verification requirements, and, to a lesser extent, export control issues, the impact of mergers and acquisitions, the intersection of immigration and employment law, and tax aspects of immigration.

**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 (3.00 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 lossrestrictions. (Offered through the LL.M. in Taxation Program. J.D. 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 (3.00 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 U.S., European Union, and international law governing sales agreements. Topics include contract formation and interpretation, dispute resolution, and remedies for breach. Sources will include the (U.S.) 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 Justice (2.00 units)**

**LAW-761A**

This course compares the U.S. 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, U.S.); same-sex marriage (France, Denmark, U.S.); sexual harassment (France, U.S.); affirmative action (France, India, U.S.); discrimination remedies (France, Britain, U.S.); religious apparel in public schools (France, Turkey, U.S.); and reparations (Germany, U.S.). This course is offered only through the Paris Summer Program.

**Comparative Intellectual Property Law (2.00 units)**

**LAW-764A**

This course compares the U.S. approach to Intellectual Property law with that of European countries. A further description will be posted when available. 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 Labor Law (2.00 units)**

**LAW-765A**

This course compares the US approach to labor law with that of European countries. A further description will be posted when available. This course is offered only through the Paris Summer 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 (1.00-2.00 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 (3.00 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.

**Conflict of Laws (3.00 units)****LAW-820**

This course explores the problems that arise when a lawsuit is filed in one state and concerns people or events in other states or countries. The primary issue is which state's law should



govern the litigation. A second issue is whether the resulting decision will be recognized in other states. Prerequisites: Civil Procedure I and II.

**Consolidated Returns (3.00 units)**

**LLM-333**

This course examines the concept and history of consolidated returns, filing eligibility, intercompany transactions, SRLY, and other loss limitation rules, tax allocation, basis adjustments, earnings and profits calculations, and consolidated return elections and procedures. Prerequisites: Federal Income Taxation of Corporations and Share-holders; Advanced Corporate Tax. (Offered through the LL.M. in Taxation Program. J.D. students seeking to enroll must obtain the approval of the program director.)

**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.

**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 U.S. (3.00 units)**

**LAW-823**

This in-depth analysis of U.S. 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 LL.M. students are required to take this course, Trademark Law of the U.S., or Patent Law of the U.S.

**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 LL.M. in Taxation Program. J.D. students seeking to enroll must obtain the approval of the program director.)

**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 adviser. To qualify, students must demonstrate competence in legal writing and research and obtain written authorization from an international student adviser. May be taken a maximum of three times. Open only to students in LLM programs. Graded on a Credit/No Credit basis.

**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 adviser. To qualify, students must demonstrate competence in legal writing and research and obtain written authorization from an international student adviser. May be taken a maximum of three times. Open only to students in SJD program.

**Cyberlaw & Privacy (3.00 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; email/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.

**Disability Rights Law (2.00-3.00 units)****LAW-841D**

This course focuses primarily on the Americans With Disabilities Act and its intersection with the Rehabilitation Act, Fair Housing Act, Air Carrier Access Act and Individuals With Disabilities Education Act. Issues include what constitutes a physical or mental disability, mitigating measures, interactive consultation, reasonable accommodation, and accessibility; as well as constitutional concerns, such as the impact of the Eleventh Amendment. Students may also undertake an approved individual study project for extra 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 LL.M. in Taxation Program. J.D. 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 LL.M. in Taxation Program. J.D. students seeking to enroll must obtain the approval of the program director.)

**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.

**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 (3.00-4.00 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 LL.M. 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 LL.M. director, and a practitioner in the field.

**Environmental Law and Justice Clinic (1.00-3.00 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 the 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 LL.M. in Taxation Program. J.D. 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 LL.M. in Taxation Program. J.D. 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

**Executive Compensation (2.00 units)****LLM-335**

This course considers nonqualified retirement plans including stock option plans, top hat plans, excess benefit plans, and related issues. (Offered through the LL.M. in Taxation Program. J.D. students seeking to enroll must obtain the approval of the program director.)

**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 LL.M. in Taxation Program. J.D. 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 U.S. 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 LL.M. in Taxation Program. J.D. students seeking to enroll must obtain the approval of the program director.)

**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 LL.M. in Taxation Program. J.D. 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 LL.M. in Taxation Program. J.D. students seeking to enroll must obtain the approval of the program director.)

**Federalism Seminar (2.00 units)****LAW-742**

Can the U.S. 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 U.S. 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.

**Gender and the Law (2.00 units)****LAW-885A**

This course addresses a variety of gender-based private and public law controversies. 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.

**Graduate Legal Writing & Research (2.00 units)**

**LLM-396**

This course provides students with an overview of U.S. legal research tools and techniques, along with an introduction to writing a memorandum of law. The first ten class sessions are devoted to learning about U.S. legal resources, including practice materials, court rules, and computer-assisted legal research. The last few class sessions will provide students with an opportunity to learn how to write a memorandum of law. This course is required for U.S. Legal Studies LLM students. Students in the International LLM program may enroll with the professor's permission if space is available.

**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 Legal Drafting Lab (1.00 units)**

**LAW-863H**

The course will focus on critiquing existing documents and creating new ones, particularly as they relate to basic real estate practice. The practice of real estate law is often one of the first areas of practice for new lawyers. As a lawyer, you must be able to analyze existing documents and draft clear, effective new documents for clients. This course is to help you do that. In-class drafting exercises may include documents relating to landlord and tenant law, easements and covenants, purchasing or selling residences, including condominiums, shopping centers and hazardous waste problems. This course is open only to students in the Honors Lawyering Program.

**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.

**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 Expenditure.

**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 U.S. 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 U.S. 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, grantor trusts, and income in respect of a decedent. The course will focus on federal income tax issues, although state taxation of estates and trusts will also be addressed. (Offered through the LL.M. in Taxation Program. J.D. students seeking to enroll must obtain the approval of the program director.)

**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 LL.M. Seminar (3.00 units)****LLM-310A**

Students meet with the director of the LL.M. 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 LL.M. in intellectual property law program.)

**Intellectual Property Law Survey (3.00 units)**

**LAW-823E**

An introduction to the U.S. 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 (2.00 units)**

**LAW-846B**

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 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, U.S. reservations, U.S. legislation, and war crimes documents, are then examined in detail with appropriate classifications of human rights in accordance with their contents or substance and the chronological and generational stages of their development.

**International 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 U.S. 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 U.S., or Trademark Law of the U.S.

**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 LL.M. in Taxation Program. J.D. students seeking to enroll must obtain the approval of the program director.)

**International Trade & Environmental Protection (3.00 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 recommended but not required.

**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 U.S. 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 U.S. Legal System (3.00 units)**

**LLM-350**

Students study the structure and procedures of the U.S. 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 U.S. Constitution. Open only to international students in LL.M. 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: Federal Tax Procedure; Estate and Gift Taxation; Estate Planning; Probate Procedure and Litigation. Enrollment in this course requires the permission 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 3 to 5 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.

**Legal Reasoning (3.00 units)** **LAW-735A**

This course covers the elements of legal reasoning and problem solving, with an emphasis on analytical writing. This course is for mid-year admission students who have completed only one semester of study.

**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.

**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 Expenditure (Offered through the LL.M.

in Taxation Program. J.D. 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 U.S. citizens living abroad, foreign nationals in the United States, and nonresident aliens. Analysis includes comparative law, estate and gift tax treaties, conflicts of law, and choice of law in selected jurisdictions. Prerequisite: Estate & Gift Taxation; Estate Planning. Recommended: Income Taxation of Trusts & Estates; International Taxation. (Offered through the LL.M. in Taxation Program. J.D. 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.

**Ocean and Coastal Law (2.00 units)**

**LAW-860A**

This course provides an overview of the major themes in the contemporary uses of the world's oceans and coastal regions and the legal institutions that govern such uses at the national and international level. Topics covered include delimitation of marine boundaries and jurisdiction,

regimes to protect marine habitats and critical ecosystems, fisheries and marine mammal conservation regimes, and specific issues associated with U.S. marine and coastal waters.

**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 LL.M. in Taxation Program. J.D. 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 U.S. 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 U.S. 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 Law Survey or Patent Law, or permission of the professor.

**Patent Law of the U.S. (3.00 units)**

**LAW-875**

This course explores U.S. 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 Law Survey or permission of the professor. A technical background is a plus. Intellectual Property LL.M. students are required to take this course, Copyright Law of the U.S., or Trademark Law of the U.S.

**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.

**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 LL.M. in Taxation Program. J.D. students seeking to enroll must obtain the approval of the program director.)

**Pre-Bar Bar Review (0.00 units)**

**LAW-863B**

This yearlong non-credit, no tuition course reviews the subjects covered on the California Bar Exam. It is available to GGU Law students in their final year of study.

**Principles of Valuation (1.00 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. (Offered through the LLM in Taxation Program. JD students seeking to enroll must obtain the approval of the program director.)

**Privacy, Defamation, and Other Relational Torts (3.00 units)**

**LAW-720G**

This course is an intensive examination of relational torts, including privacy, defamation, interference with economic relationships, interference with family relationships, and abuse of the litigation process. Prerequisite: Torts.

**Private International/Conflict of Laws (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 (Offered through the LLM in Taxation Program. JD students seeking to enroll must obtain the approval of the program director.)

**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 I and Torts II.

**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 U.S. 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 LL.M. in Taxation Program. J.D. 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 (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 LL.M. in Taxation Program. J.D. students seeking to enroll must obtain the approval of the program director.)

**Real Estate Transactions Seminar (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 (2.00 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. Prerequisites: Constitutional Law II and Property II

**SJD Additional Residency (0.00 units)**

**SJD-911**

This course is for S.J.D. 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 S.J.D. 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 S.J.D. 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, advisers, 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.



**Sarbanes-Oxley (1.00 units)****LLM-359A**

The passage of the Sarbanes-Oxley Act in 2002 was in response to financial scandals, such as Enron and WorldCom, where those in charge had failed to exercise proper due diligence. Today, an understanding of Sarbanes-Oxley is required for anyone with a corporate or tax practice. This course will address the causes of recent failures of corporate governance and the responsiveness of Sarbanes-Oxley to address such failures. The goal of the course is to better prepare tax students to advise and assist those who are affected by Sarbanes-Oxley. (Offered through the LL.M. in Taxation Program. J.D. students seeking to enroll must obtain the approval of the program director.)

**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: Criminal Law & Procedure (2.00 units)****LAW-728P**

The Law School offers advanced Special Problems courses in Property, Civil Procedure, Constitutional Law, Criminal Law, Criminal Procedure, Evidence, Contracts, and Torts. Students analyze problems in the subject matter covered by the course. The focus is on written and analytical skills. Prerequisites: Criminal Law & Criminal Procedure I

**Special Problems: Evidence (2.00 units)****LAW-728K**

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. Prerequisite: Evidence

**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. Prerequisite: Tax Characterization. (Offered through the LL.M. in Taxation Program. J.D. 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 LL.M. in Taxation Program. J.D. 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 LL.M. in Taxation Program. J.D. students seeking to enroll must obtain the approval of the program director.)

**Tax Fieldwork/Pro Bono Clinic (1.00-3.00 units)**

**LLM-397**

Prerequisites: Federal Tax Procedure, Estate & Gift Taxation, and Estate Planning

**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. (Offered through the LLM in Taxation Program. JD students seeking to enroll must obtain the approval of the program director.)

**Tax Policy (2.00 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 LL.M. in Taxation Program. J.D. 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 LL.M. in Taxation Program. J.D. 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 LL.M. 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. J.D. 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. (Offered through the LLM in Taxation Program. JD students seeking to enroll must obtain the approval of the program director.)

**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. (Offered through the LLM in Taxation Program. JD students seeking to enroll must obtain the approval of the program director.)

**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 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 LL.M. in Taxation Program. J.D. students seeking to enroll must obtain the approval of the program director.)

**Torts I (3.00 units)**

**LAW-720A**

This course examines the elements of and defenses to intentional torts, negligence and introduces strict liability. The legal principles in each subject area and the policies underlying them are extensively analyzed and explored.

**Torts II (3.00 units)**

**LAW-720B**

This course examines strict liability, liability for defective products, defamation, privacy and economic and business torts. The legal principles in each subject area and the policies underlying them are extensively analyzed and explored. 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 U.S. (3.00 units)**

**LAW-891**

This course covers U.S. 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 LL.M. students are required to take this course, Copyright Law of the U.S. or Patent Law of the U.S.

**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 U.S. 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. (Offered through the LLM in Taxation Program. JD students seeking to enroll must obtain the approval of the program director.)

**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.

**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 LL.M. programs.

**Women's Employment Rights Seminar (3.00 units)**

**LAW-885S**

The Women's Employment Rights Seminar is a required companion course for students enrolled in the Women's Employment Rights Clinic (LAW-885B) 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.

**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 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.