

**GOLDEN GATE
UNIVERSITY
SCHOOL OF LAW**

**STUDENT
HANDBOOK**

2009–2010



SCHOOL OF LAW
OFFICE OF STUDENT SERVICES

August 2009

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. **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*, and the updates will be reflected in the online version at http://www.ggu.edu/school_of_law/law_student_services/student_handbook. Refer to the *Student Handbook* for the duration of your law school career. By having it easily accessible online, you will have answers at your fingertips.

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

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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 website. In addition, all students are subject to the rules, policies, and procedures of Golden Gate University, even those not specifically described in this handbook.

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

A new edition of this handbook is published at the beginning of each academic year. All students should carefully review the new edition each year as all students are subject to all sections of the current handbook, except that continuing students who matriculated in prior academic years are governed by the Grading Policies portion of the Academic Standards of this current 2009-2010 handbook and by all other portions of the Academic Standards in the handbooks for their respective matriculation years.

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 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 Golden Gate University holds high the principles of mutual respect, teamwork, and honest communications, each member of the Golden Gate community 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 street level, in the main lobby adjacent to the university switchboard and information desk. Except where noted, locations in this handbook are at the main building, 536 Mission Street.

Law Career Services, Law Alumni Services, the Environmental Law and Justice Clinic (ELJC), the Women's Employment Rights Clinic (WERC), and some additional faculty offices are located at 62 First Street on the second floor. During the winter of 2010, these offices will be relocated to 40 Jessie Street.

The Golden Gate University café, the bookstore, Student Accounting Services, and Wellness Resources are located in the new 40 Jessie Street building directly behind 536 Mission Street.

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 School's main phone number is 442-6600. All telephone numbers referenced in this handbook are in the 415 area code.

C. FACILITY HOURS

- ⇒ **536 Mission Street:** Sunday through Friday – 7:30 am to 11 pm; Saturday – 7:30 am to 8:30 pm.
- ⇒ **62 First Street:** Monday through Friday – 7:30 am to 7 pm; Saturday/Sunday – Closed. (valid for fall 09 term only)
- ⇒ **40 Jessie Street:** Monday through Friday – 7:30 am to 7:30 pm
- ⇒ **Law Library:** Monday through Thursday – 7:30 am to 10:30 pm; Friday – 7:30 am to 9 pm; Saturday – 10 am to 7 pm; Sunday – 10 am to 10:30 pm.

- ⇒ **Law Library Computer Labs:** Monday through Thursday – 7:45 am to 10:15 pm; Friday – 7:45 am to 8:45 pm; Saturday – 10:15 am to 6:45 pm; Sunday – 10:15 am to 10:15 pm.
- ⇒ **Bookstore (40 Jessie Street):** Monday through Thursday – 9 am to 7 pm; Friday 9 am to 2 pm; Saturday & Sunday closed (limited weekend hours during start of term – check website for specific hours).
- ⇒ **Student Services Center (40 Jessie Street):** Monday through Thursday – 10:00 am to 6:30 pm; Friday – 10:00 am to 5:00 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 and admitted students with information regarding the JD program, campus tours and additional assistance as needed throughout the admissions process.

- ⇒ **ALUMNI SERVICES OFFICE**
442-7824 or *alumni@ggu.edu*
Hours: Monday-Friday – 9 am to 5 pm

The Alumni Services Office provides opportunities for current students and alumni to interact throughout the Bay Area and beyond. After graduation, School of Law alumni are encouraged to maintain a relationship with faculty, staff, and students. The Alumni Services Office arranges the swearing-in ceremonies for GGU alumni when they pass the California Bar Exam, networking mixers, professional programs, the Annual Alumni Awards Luncheon, the School of Law reunion program and other key events for School of Law alumni. Graduates of GGU are automatically enrolled in the GGU Alumni Association, an organization of 63,000 alumni worldwide who share their interest in and commitment to Golden Gate University, which includes the Alumni Association Board of Directors and the Dean's Advisory Board. School of Law alumni support GGU by making financial contributions and volunteering through a variety of activities and programs organized by Alumni Services, Law Career Services and the Office of University Advancement. GGU alumni are eligible for benefits and services available through the Alumni Services Office, including lifetime career services, an online alumni directory, access to University and Law Libraries, a free subscription to alumni publications, *ggu* and ***Golden Gate Lawyer***, tuition discounts, a GGU Visa card, auto and medical insurances, membership in a national credit union, hotel discounts and invitations to events.

⇒ **BAR EXAM SERVICES OFFICE**

442-6641 or rfong@ggu.edu

Hours: Please e-mail 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, administration & enrollment services, director of administration and the director of 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, government and private loan programs, 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 – 10 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, administers exams, records grades, performs degree audits, awards degrees, orders and mails diplomas, and certifies graduates to the bar examiners.

⇒ **LAW STUDENT SERVICES OFFICE**

442-6615 or *lawstudentservices@ggu.edu*

Hours: Monday through Friday – 9 am to 5:30 pm with evening hours on varying days each week (please call for information); additional evening appointments available upon request.

The Law Student Services Office provides guidance and information to students on a variety of issues and acts as liaison between students and faculty/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. Disability Accommodations

The disability services coordinator coordinates the provision of accommodations for students with appropriately documented disabilities. More information can be found in the “Accommodations for Students with Disabilities” section in the “Administrative Rules and Procedures” portion of this handbook and in the “Disability Services” section of this handbook.

c. Health Insurance

The Law Student Services Office offers a health insurance plan from Kaiser Permanente to all registered JD students. Additionally, the Law Student Services Office maintains information about low-cost dental and vision insurance from other third party insurance providers. Graduate law students may contact the University’s Office of Student Affairs on the third floor of the 40 Jessie Street building, for information about various health insurance options.

d. 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 complete and submit a Locker Agreement Form to the law student services program coordinator. Students must abide by the rules provided in the Locker Agreement Form, which is available from the Law Student Services Office or website. Please note that violation of these rules, including tampering with lockers as school property (including graffiti or use of stickers) is strictly prohibited and subject to discipline under the Standards of Student Conduct.

e. Athletics and Recreation

There are many health clubs within walking distance of Golden Gate University. The SBA offers subsidized memberships to 24 Hour Fitness; students may contact SBA representatives for more information. The School of Law also has developed an arrangement with the nearby Satori Yoga Studio, providing students with discounted yoga classes. (Please visit the Law Student Services Office for more details.) The university’s Office of Student Affairs has information on GGU affiliated sports clubs.

f. Housing

A list of resources for housing and information about Bay Area neighborhoods is available from the University’s Office of Student Affairs on the third floor of 40 Jessie Street. The Law School Admissions Office also publishes an annual housing guide to acquaint prospective students with housing and public transportation resources throughout the Bay Area.

⇒ **WELLNESS RESOURCES**

442-6578 or wellness@ggu.edu

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

Wellness Resources helps students evaluate their personal or health situations and helps them connect with the best resources to serve them, whether they are looking for a yoga class, massage practitioner, psychotherapist, acupuncturist or medical doctor. Wellness Resources offers a number of free and no-cost, confidential in-person counseling sessions for students. They also offer workshops to support students in creating work/life balance and in mastering the stress of managing multiple obligations to school, work and family.

⇒ **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 while providing legal counsel to those who might not otherwise receive it.

⇒ **GRADUATE LAW PROGRAMS OFFICES**

(415) 442-7234

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

The Graduate Law Programs Offices provide support to students in the following programs: LLM in Environmental Law, LLM in Intellectual Property, LLM & SJD in International Legal Studies, LLM in Taxation, and LLM in United States Legal Studies.

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 **Drucilla Stender Ramey** is responsible for the overall administration of the School of Law.

⇒ **Associate Dean for Academic Affairs**

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

⇒ **Associate Dean for Budget, Administration & Enrollment Services**

Associate Dean for Budget, Administration & Enrollment Services **Greg Egertson** manages the business affairs of the School of Law and supervises law school offices for admissions and financial aid.

⇒ **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 disability services program, academic advising, and student compliance with academic and administrative rules.

⇒ **Associate Dean for Library Services**

Associate Dean for Library Services **Michael Daw** oversees 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.

⇒ **Director of Administration & Technology Services**

Director of Administration & Technology Services **Paul Gibson** oversees the law

school Dean's Office and Faculty Center and is responsible for day-to-day operations; coordination of all law school payroll; processing of financial, payroll, and human resources matters; and all Law School Administration and Technology matters.

⇒ **Director of Admissions**

Director of Law School Admissions **Angela Dalfen** oversees the recruiting, application and admissions process for prospective law students in the JD Program.

⇒ **Director of Financial Aid**

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

⇒ **Administrative Director for Graduate Law Programs**

The Director of Administration for Graduate Law Programs is responsible for ensuring consistent application of administrative policies and procedures of the graduate law programs and for managing the administrative support staff. They oversee admissions and matriculation of LLM and SJD applicants, advise JD and LLM students on graduate law course selection, coordinate and implement marketing and recruiting efforts for the Graduate Law Programs and manage all special projects and events for the Graduate Law Programs including the Annual Fulbright Symposium.

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

Director for 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 **Amy Barron Chung** oversees the Law School Registrar's Office, including law exam administration, grading, registration, student records, and certifying 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 website at www.ggu.edu/law.

STUDENT COMMUNICATION

A. LAW SCHOOL NEWS

After the publication of this handbook, the School of Law's official method of communicating policies and procedures to students is *Law School News (LSN)*, a weekly newsletter published by the School of Law. **Students are required to read LSN on a regular basis to keep up to date on important policies, deadlines, and time-sensitive information.** In addition, the *Student Handbook* is subject to change, as policies and procedures may change at any time during the year. Students will be notified of changes through notices included in *LSN*.

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

LSN is published every Monday (Tuesday, when Monday is a holiday) during the fall and spring terms while classes are in session. It is distributed via email to all law students' registered e-mail accounts. Additionally, it is posted in central locations around the School of Law campus; outside the Law Dean's Suite on the second floor, and on Law Student Services' glass covered bulletin board on the third floor. *LSN* also is available in PDF on GGU4YOU while logged in from the "Student" tab.

Faculty, staff, and student organizations may submit announcements for publication in *LSN* pursuant to the guidelines listed below. Anyone wishing to submit an article should e-mail it to lawschoolnews@ggu.edu. For more information, call 442-6615.

Submission Guidelines

- *LSN* is published weekly during the fall and spring semesters.
- The deadline for each edition of *LSN* is 2 pm on the Tuesday prior to the Monday that the issue will be distributed.
- Late submissions may not be printed.
- The editors may choose not to include articles, and articles may be edited for content grammar, etc.
- *LSN* does not print opinion pieces.
- Due to time and space constraints, *LSN* will not run unsolicited material more than twice and will not investigate unclear announcements.
- Submissions should be concise and of publishable quality and style (pre-edited for spelling and grammar).
- Events or announcements missing a confirmed date, time, and location will not be published or listed in the Events Calendar.
- Please reserve the room for your event **before** submitting the posting to *LSN*.
- If resubmitting the same article for reprint in consecutive weeks, submit the title of the article with the words "pick up" written underneath them.
- All postings should be sent via email to lawschoolnews@ggu.edu.

- Questions regarding *LSN* should be directed to lawschoolnews@ggu.edu.

***LSN* Style Guidelines**

- A page is roughly 750 words, including titles. Departments given pages must limit their entries to 750 words.
- Event announcements should be clear and concise and should include the following information in the format provided: title; brief description (one to two sentences); who is invited to the event; and date, time and place. For example:

Meet the Recruiters Interview Panel

Hear what legal employers have to say about resumes, cover letters, interviews and what they are really looking for in applicants! All students who are planning to interview for jobs this semester are encouraged to attend on **Wednesday, August 30**, from noon to 1 pm in room 3214.

- A full column is roughly 275 words including titles. All articles should be brief and not exceed one column.
- Dates should be written as follows: Monday, August 21. Do not add “rd, th, st or nd” to dates.
- For hours, do not add the additional minutes. Times should be as follows: 7 pm or 7:30 pm.
- Time spans should be written as follows: 9 am to 3:30 pm or 5:15 to 6 pm (Do not use 10 – 11 am).
- Add one space between the end of the hour and the am or pm (e.g., 7 pm).
- Do not add periods into am or pm, do not capitalize.
- JD, LLM and US do not have periods.
- Add only one space after a period before starting a new sentence.
- Order events chronologically.
- All submissions must be written in paragraph form with full sentences. No flyers will be accepted.
- Do not indent paragraphs.
- To highlight a word or event, **bold** or underline it. DO NOT CAPITALIZE.
- For on campus phone numbers, do not include the area code: 442-XXXX. All other phone numbers should be written as follows: 415-555-1212.
- One exclamation point is enough!
- In accordance with GGU Alcohol Policy, you may not advertise the presence of alcohol at any event.
- When written within a sentence, the word “room” does not need to be capitalized (see example above).

Thank you for adhering to these guidelines when submitting to *Law School News*.

B. GGU4YOU

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

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 still are available, students are strongly encouraged to use GGU4YOU to have the best chance of enrolling in their preferred course sections.

C. STUDENT E-MAIL ACCOUNTS

All students are required to check their e-mail regularly. Students should establish personal e-mail accounts for receipt of e-mail from the Law School and provide their e-mail addresses to the Registrar's Office to be kept on record. Students should send messages from the addresses on record in order to verify their identities. Students who send messages from addresses other than those that are on record will not be given confidential information.

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 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.

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 FLYER 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 its face. Posting individuals or groups must bring only two copies of the flyer to Law Student Services for approval *before* making photocopies of the flyer in larger quantity to post. Law Student Services will keep for reference one copy of each flyer with the name and contact information of the posting individual written on the back. Law Student Services will keep copies until the end of semester during which the event took place. Copies must be made at the individual’s or group’s expense.

Individuals and groups are limited to posting twelve flyers on university premises. Multiple flyers in one location will be removed. All flyers must be posted using only the official Law Student Services blue tape. The blue tape should be on the back side of the flyer, not on the outside edges, and flyers should be posted in an orderly fashion. Flyers can be posted in most designated areas up to two weeks in advance of the event.

Any materials that have not been approved by Law Student Services will be removed. Any flyers posted in a non-approved area will be removed or discarded, and the posting individuals or groups may be subject to discipline under the Standards of Student Conduct.

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

⇒ Approved flyers may be placed on:

- Sign stands located in the elevator lobbies of each floor.
- Third floor door to the Law Student Services Office.
- Second floor door to the SBA Lounge.
- Second floor door to faculty office suites.
- SBA Lounge bulletin boards (with SBA/SORG permission).
- Room/suite designator signs (only for events taking place in that room at that time and also for administrative notices as deemed appropriate by Law Student Services).

⇒ No flyers may be placed on:

- Any room/suite designator sign. (See exceptions noted above.)
- The exterior of any building (including columns, balconies, and railings).
- Any window (interior or exterior).
- Any wall (elevator walls, brick walls, cement walls and painted walls), including the stairwells.
- Any emergency exit door, or the area immediately adjacent to the exits.
- Any directional signs or maps (including evacuation maps).
- Classroom doors.
- Any whiteboard/chalkboard in any classroom, conference room or lab.
- Restroom walls, mirrors, partitions and doors.

- Inside of any elevator; however, a flyer may be placed in an elevator placard, if empty, with the permission of Law Student Services.
 - On any piece of equipment, including vending machines.
2. Non-GGU Law Related Flyers (sales of vehicles, apartments rentals, etc.) – Location Restrictions
- ⇒ Approved flyers may be placed on:
- Second floor bulletin board above computer station.
 - Second and third floors bulletin boards near back elevator (outside the Admissions Department and Faculty Center).
- ⇒ No flyers may be placed on:
- Same as for Law Related Flyers.
 - Sign stands located in the elevator lobbies of each floor.
 - SBA Lounge bulletin boards without permission of SBA/SORGS.
 - Third floor door to Law Student Services Office.
 - Second floor door to SBA Lounge.
 - Second floor door to faculty office suites.
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 posting.
4. Any defacement, unauthorized alteration or removal of another individual's or group's flyer(s) can result in discipline under the Standards of Student Conduct.
5. Please note that displaying copyrighted or trademarked language or images, including popular imagery such as cartoons without a license likely will be considered copyright infringement. Hence, using such material on flyers can result in fines or prosecution.

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 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 e-mail 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 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 10:00 pm Monday through Friday and after 3:30 pm on weekends, a GGU staff member may be contacted by calling 442-7093.

A. ESCORT SERVICE

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

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

B. LOST AND FOUND ITEMS

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

C. PERSONAL PROPERTY INSURANCE

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

PERSONAL COMPUTER TECHNICAL STANDARDS

A. COMPUTER NETWORK ACCESS

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

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 second floor of 40 Jessie Street.

3. Personal Concerns

JD students with personal concerns that are interfering or may interfere with their ability to attend classes, study, or take exams should promptly contact the associate dean or director for student services to discuss how to address the situation. 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 and director for student services are available by appointment or on a drop-in basis. Appointments can be in-person or over the telephone. 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 and support through GGU's Wellness Resources office, which helps law students incorporate healthy lifestyle choices to enhance their academic success. Services include consultation, assessment, drop-in and short-term counseling, couples therapy, and support groups for newcomers. Students may attend workshops on stress and time management and other student success and work/life balance topics. Wellness Resources also helps students find appropriate holistic and complementary practitioners and services. Privacy is always respected, and all records are confidential and maintained separately from academic records. Wellness Resources is staffed by a licensed marriage and family therapist/health educator, health education interns, and pre-licensed counselors 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. Wellness Resources is located in room 320 of the university's Student Affairs Office, 40 Jessie Street; 442-6578.

B. ACADEMIC ADVISING

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

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

Students are responsible for enrolling in required courses and monitoring their progress towards completing their degree requirements by their anticipated graduation dates. 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, unit loads based on their program status, and any conditions imposed by the Academic Standards Committee. After the first year, less than one-half of full-time students’ remaining units need to be in required courses. Most upper division students take some elective and required courses each semester. Students should carefully read the following:

- ⇒ This *Student Handbook*, particularly the “Schedules and Course Descriptions” section;
- ⇒ Current course descriptions (available on GGU4YOU and the website);
- ⇒ *Law School News* (available online);
- ⇒ The *Course Schedule* and accompanying scheduling notes for each term (available from the Law Registrar’s Office, the website, and on GGU4YOU); and
- ⇒ Course syllabi (often available on GGU4YOU).

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

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

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

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 population and spend a significant amount of time and effort developing programs and organizing activities to support their members and enrich the law school experience for everyone. Student groups publicize their activities in the Events Calendar in *Law School News* and by posting approved fliers on School of Law bulletin boards. Each organization has a mailbox in the Student Bar Association (SBA) Lounge.

A portion of each student's fees goes to the SBA, whose officers make decisions about what activities and programs to fund throughout the year. SBA meetings are public, and all students are encouraged to attend and participate in SBA meetings and events. All students are encouraged to vote in SBA elections, which are held every spring.

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

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 Angela Dalfen, assistant director for public interest and 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 portion of their fees 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 student conduct hearing panel and attends meetings of the Golden Gate University Board of Trustees as a representative of the Law School student body.

⇒ **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.

⇒ **ACLU-NC (GGU STUDENT CHAPTER)**

The ACLU of Northern California works to preserve and guarantee the protections of the Constitution's Bill of Rights. We aim to extend these freedoms to segments of our population who have traditionally been denied their rights, including people of color; lesbians, gay men, bisexuals, and transgendered people; women; mental-health patients; prisoners; people with disabilities; and the poor. In addition to the litigation for which the ACLU-NC has been known over the past seven decades, we also educate the public, inform the media, lobby legislators, organize grassroots activists, and disseminate information about our constitutional freedoms.

⇒ **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)**
CIAO is the on-campus National Italian American Foundation (NIAF) affiliate, and 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.

⇒ **CORPORATE ASSET-MANAGEMENT PROPERTY INVESTMENT AND TAX ASSOCIATION**

The mission of The Corporate Asset-Management Property Investment and Tax Association of Law Students (“The Capital Group”) is to provide opportunities for its members to learn about current business, tax, real estate, and other finance related issues from working professionals and Golden Gate University School of Law faculty, to facilitate a forum where its members can discuss business, tax, real estate, and other finance related issues with each other, to arrange networking opportunities for its members to meet and interact with practicing attorneys and other professionals who work in the relevant fields, and to aid the Golden Gate University School of Law in creating and promoting a dynamic environment for the study of law and the professional development of its law students.

⇒ **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.

○ **IRANIAN LAW STUDENTS ASSOCIATION**

The ILSA of Golden Gate University seeks to promote the professional and cultural advancement of the Iranian community in the Bay Area. ILSA strives to strengthen the Iranian and Middle Eastern communities by participating in cultural, social, and charitable events.

⇒ **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 REPRODUCTIVE JUSTICE (LSRJ)**

LSRJ 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

Students should visit the Law Library website for extensive information about the Law Library and resources for students: www.ggu.edu/lawlibrary.

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

The law library has a collection of more than 320,000 volumes as well as access to a number of online subscription services. The library also houses two computer labs and an extensive microform collection. The knowledgeable staff is available to help law students understand legal research methods, to answer specific questions, and to carry out the tasks necessary to keep the law library operating efficiently.

Contact information:

Circulation	415.442.6680
Reference	415.442.6692
Director	415.442.6682
Law Library Web Page	http://www.ggu.edu/lawlibrary/

Hours

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

A. ACCESS POLICY

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

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

B. CIRCULATION DESK/COURSE RESERVE

Library staff and student workers are available at the desk to check books in and out of the library, answer directional questions, sign out course reserve materials, and accept requests for inter-library loans

C. INFORMATION AND RESEARCH ASSISTANCE

The reference librarians who staff the reference desk assist with legal research and answer informational questions. The reference and Open Reserves collections are near the reference desk, and OPAC terminals are located nearby.

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

D. OPEN RESERVE AREA

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

E. EXAMS ON FILE

Essay exams with examples of model answers are located the plaza level in the library. They also are available on our website, www.ggu.edu/lawlibrary.

F. MICROFORMS

Microforms are on the lowest 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. Use the reader-printers to make copies.

G. GOVERNMENT DOCUMENTS

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

H. INTERLIBRARY LOANS/ACCESS TO OTHER LIBRARIES

Items not available in our collection may be borrowed through interlibrary loan. For more information, ask at the circulation or reference desk. The law library has reciprocal access arrangements for Golden Gate law students with two other law libraries in the Bay Area. For

more information, contact a reference librarian.

I. ON-LINE CATALOG

Search the online catalog to find the location of the resources in the law library collection.
<http://library.ggu.edu>

J. COMPUTER LABS

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

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

K. COMPUTER-ASSISTED LEGAL RESEARCH (CALR)

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

L. COMPUTER-ASSISTED LEGAL INSTRUCTION (CALI)

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

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 all floors of the law library. Copies cost 10 cents. Copy cards can be purchased only through the card dispenser, which is located on the first floor, near the Open Reserves. The card dispenser accepts \$1 or \$5 bills; please start with a one-dollar bill.

O. CIRCULATION POLICY

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

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

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

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

P. GROUP STUDY ROOMS

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

Q. CELLPHONES

Cellphone use is not permitted in the law library. It is expected that library patrons will set their cellphones to silent alert. If a cellphone call needs to be taken or made, the student must do so outside the library in order to avoid disturbing others.

R. FOOD

No food is permitted in the law library. Beverages, however, are permitted.

LAW CAREER SERVICES

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

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

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

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

A. ELIGIBILITY FOR SERVICES

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

B. USE OF LAW CAREER SERVICES

Students may use the resources of 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 for 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 full-time, first-year students are not eligible for personal 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. JD STUDENT EMPLOYMENT LIMITATIONS

ABA Standard 304(f) prohibits JD students from being employed in excess of 20 hours per week during any week in which the student is enrolled in more than 12 semester units. (Hours worked for clinic credit are not counted towards the 20 hours.) First year full-time students may not be employed at all. Failure to comply with this requirement may be considered a violation of the Standards of Student Conduct. Full-time upper division students who anticipate that they will be employed more than 20 hours per week during the semester must request a change to the part-time academic program.

E. LCS RESOURCE LIBRARY CIRCULATION POLICY

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

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

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

F. LCSONLINE AND RECRUITING PROGRAMS

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

G. CANCELLATION POLICIES

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 fewer than 48 hours in advance, will be required to send a letter of apology to the employer and provide the associate dean for Law Career Services with a copy. The student will not be permitted to participate in the on-campus interview program until the associate dean for law career services receives a copy of the apology letter. Cancellations, especially with short notice, reflect poorly on the student and on the School of Law.

H. EMPLOYMENT OFFERS

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

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

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

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

The key components of these guidelines for your review are:

a. Part III. Principles for Candidates

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

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

NALP member schools and their students, along with NALP employers, should comply with the timing standards set forth in Part V of NALP Principles and Standards.

I. NON-DISCRIMINATION POLICY

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

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

The use of LCS services constitutes adherence to this policy.

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

J. 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 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, the School of Law is making a limited exception for the US Armed Forces and JAG. Students may contact Susanne Aronowitz, associate dean for law career services, if they have questions regarding the Law School's non-discrimination policy.

K. EMPLOYMENT SURVEYS AND REQUESTS FOR INFORMATION

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

Upon graduation, LCS will also seek information from students regarding their post-graduate employment status. This data will be provided anonymously in an aggregated form to the ABA, NALP, US News & World Report, employers, current students, alumni and prospective students to provide insight into hiring practices and salary trends.

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

SPECIAL PROGRAMS

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

A. LAW REVIEW

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

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

Approximately 40 second-year and third-year students staff the law review. Membership on law review is determined in two ways: by first year grades (top 15 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 be scheduled to complete 29 units of the required first year courses by the end of the spring semester. Minimum academic requirements for an invitation to join law review include a 2.75 GPA and a grade of at least “B” in Legal Writing and Research II at the end of the spring semester.

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.

Informational sessions are held prior to the spring write-on competition. Dates and times of these sessions will be published in *Law School News*. Students with questions about law review should contact the editor-in-chief at 442-6690.

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 Law School students to be published alongside esteemed faculty and environmental law professionals. The ELJ publishes two journal editions annually.

The “Symposium Edition” is published every fall and contains lead articles written by academics and professionals, as well as student notes, comments and/or summaries. Its

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

To be eligible for the ELJ, applicants must be JD or LLM students in good academic standing and have a minimum required course GPA of 2.5. JD students may apply after completion of their first semester of law school or when they are scheduled to complete 30 credits. The application processes for writers and editors are held simultaneously, but the requirements are slightly different for editorial positions. There are two ways to become a member of ELJ: grade-on or write-on. All JD students can qualify for the ELJ as writers through a grade-on process whereby students in the top 15% are automatically invited to participate. Additionally, write-on competitions are held in the middle of both fall and spring semesters.

ELJ is a one year commitment and members earn three academic credits. Two units are awarded for the first semester and one unit for the second semester. Members who choose to continue on ELJ for a second year become Associate Editors. Second year members are eligible to run for the Editorial Board; board members receive scholarship funding.

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 students’ academic success. For first year students, enrollment in Legal Analysis in the spring semester is determined by students’ academic performance during the fall semester.

D. CLINICS AND EXTERNSHIPS

The School of Law offers students opportunities to participate in a variety of clinical experiences. **Students who are interested in enrolling in an on-site clinic, a field placement clinic or the judicial externship program should review the “Course**

Descriptions” section of this handbook and the *Clinical Legal Education Program Student Handbook*, which is available online.

1. On-Site Clinics

- ⇒ Environmental Law & Justice Clinic
- ⇒ Women’s Employment Rights Clinic

2. Field Placement Clinics

- ⇒ Capital Post-Conviction Defense Clinic
- ⇒ Civil Field Placement Clinic
- ⇒ Criminal Litigation Clinic
- ⇒ Environmental Law Clinic
- ⇒ Family Law Field Placement Clinic
- ⇒ Homeless Advocacy Field Placement Clinic
- ⇒ Pro Bono Tax Clinic
- ⇒ Real Estate Clinic

Students who have completed 29 units, are in good academic standing, and have received consent of the particular field placement instructor or the director of externship programs, are eligible to enroll in any of the field placement clinics.

Part-time students who have completed 21 units, and are otherwise eligible, may seek permission from the director of externship programs to enroll in a field placement clinic. Students on academic probation are not eligible to apply to any clinic without permission from the associate dean or director for student services.

3. Judicial Externships

To be eligible for a judicial externship, a student must have completed 40 units and must meet other GPA and course prerequisites.

Note:

Students may not take more than **13 units** in externship and other clinical program courses. Courses that count toward this unit limitation include all clinics, externships, and the Street Law Program. Students may not enroll in more than one clinic per term. In rare circumstances and with consent of the instructor, the associate dean or director for student services may approve a total of 14 units.

E. HONORS LAWYERING PROGRAM (HLP)

The Honors Lawyering Program is an intense academic and practice-focused program. In HLP, students attend a regular first year curriculum, participate in an intensive skills-focused summer session, followed by a full-time fall apprenticeship. In the spring, they take required and elective courses, including one HLP required course. During their last year, students complete a second apprenticeship. More information is available in the “Honors Lawyering

Program” section of this handbook.

F. JOINT DEGREE PROGRAMS

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

1. JD/MBA Degree

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

Interested students should submit to the law registrar an *Application for Joint JD/MBA Program* which requires approval of the director for student services and which is available online or from 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 graduating. JD students wishing to withdraw from the joint degree program must submit a *Petition for Change of JD Academic Program* form.

2. JD/PhD Degree

The JD/PhD degree in clinical psychology is offered in partnership with 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 first year of law school.

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

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 listed on the *JD Specialization Certificate Application* available online or from 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 and in the commencement program.

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. Immediately following their first-year, HLP students participate in an intensive skills-focused summer session where they learn both substantive law and practical skills, and later apprentice full-time during the fall semester. In the spring, HLP students return to full-time classes. During their last year, HLP students choose from a more flexible schedule, but still participate in skills-focused courses and are required to 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 admittees to the program will depend upon the number of students already enrolled in the program and the quality of the applications. All eligible students will be considered, regardless of whether they applied to HLP as part of the regular admission process.

3. Part-Time Students

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

4. Joint Degree Programs

Students enrolled in the JD/MBA program are eligible for HLP and should consult with the director for student services regarding their schedules. 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 Financial Aid Office as a non-HLP student until these steps are completed.

C. REGISTRATION AND REQUIRED COURSES

In March, first-year HLP students will receive a hard copy summer registration form, which each student will sign and submit to the HLP director. The HLP director will assign each student to a course section. 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. Third Semester

HLP students take 13 units during their first summer, 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; CR/NC)

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

2. Fourth Semester

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

3. Fifth and Sixth Semesters

The school may offer optional additional HLP courses, such as HLP Wills and Trusts, which includes a co-requisite lab component. Students may not enroll in the lab separately from the course.

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

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.

1. First Apprenticeship

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

2. Second Apprenticeship

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

Students may earn clinic units for the second apprenticeship. HLP students are held to the same clinic and externship prerequisites as non-HLP JD students. In some instances, students may find themselves volunteering extra hours at their apprenticeships to meet the 280 hour minimum. 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 or December as part of the Law Career Services orientation sessions. HLP students also are required to attend these sessions.

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

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

Membership in HLP authorizes the HLP and LCS staff to view copies of grade reports and transcripts for HLP apprenticeship placement purposes, and to share apprenticeship placement information with fellow HLP students and faculty. The HLP director can supply students with an unofficial copy of their transcript 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 that is available in LCS. Once complete, HLP students must deliver the placement form back to LCS.

4. Funding Options

There are three main funding options for HLP apprenticeships:

a. Wage/Salary/Stipend

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

b. Federal Work-Study

Most students 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. 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.

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

5. Fall Semester Enrollment

Students may enroll in up to five (5) units of coursework during the fall semester while they are working at full-time apprenticeships. With the approval of 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 (6) 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 Independent Study for two (2) units and seek permission from the HLP director to enroll in HLP Independent Study 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. The student must comply with all rules and guidelines related to the Independent Study course.
- c. Based on the agreement between the faculty supervisor and the student, the research and writing assignment(s) can be either in the traditional seminar paper format or based more on the clinical/experiential focus of the student’s apprenticeship. The latter type can include analysis of a legal or social institution related to the student’s apprenticeship; an experiential paper exploring the development of lawyering skills in the apprenticeship context; a paper involving the analysis of ethical considerations observed in, or related to, the apprenticeship; or a similar paper designed by the faculty supervisor and the student.

6. Monitoring

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

the beginning of the fall semester.

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

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

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 required course GPA falls between 2.4 and 2.5, the student may petition the HLP Committee to remain in the program. The decision to grant or deny the petition is at the Committee's discretion, and conditions may be placed on a student's continuation in the program. Any student who does not take a prerequisite for an HLP summer course prior to the summer session 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 might not be allowed to do an HLP apprenticeship in the fall. Disqualified students must meet with the HLP director to determine next steps.

G. GRADING

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

Lawyering Skills must be taken for a letter grade. HLP Lab (Law Firm) is graded on a credit/no credit basis and is 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 dean or 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

The Financial Aid Office works closely with HLP staff to correctly ‘package’ HLP students’ aid 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. Students should refer to their scholarship award letters for more information.

K. GRADUATION

An Awards Ceremony and Honors Lawyering Program Reception is held in late spring for HLP graduates and families. Graduates will receive a Certificate of Completion of the Honors Lawyering Program. HLP students receive a notation in the School of Law commencement program indicating that they are graduates of the Honors Lawyering Program.

ADMINISTRATIVE RULES & PROCEDURES

A. OFFICIAL TRANSCRIPTS FROM UNDERGRADUATE INSTITUTION

Newly matriculated JD students must ensure that official transcripts from their undergraduate degree granting institutions are on file with the Law Registrar's Office at the beginning of their first term. Students will be notified if a transcript has not been received. **JD students who do not have transcripts showing completion of undergraduate degrees on file will not be permitted to sit for final exams.** Unofficial transcripts from LSDAS/LSAT do not suffice.

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

B. STUDENT RECORDS

1. Student's Rights Regarding Their Education Records

Golden Gate University (GGU) 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, GGU maintains education records containing personally identifiable information of former students as part of a database of biographical and pledge/gift information about university alumni and friends.

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

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

If you want to inspect a record, you should submit a written request to the 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 inspect the records at GGU's San Francisco campus, copies of the records will be made available by regular mail at the cost of \$0.25 per page, upon satisfactory proof of your identity.

If the records contain information on more than one student, you shall have the right to inspect and review only such part of the records as relates to you. You will not be permitted to inspect and review financial records of your parents, or

confidential recommendations (regarding university admission, application for employment, or receipt of an honor or honorary recognition) for which you have signed a waiver of your right of access.

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

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

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

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

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

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

responsibilities for the university.

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

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

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

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

If you would like your directory information not to be disclosed, please fill out a Request to Prevent Disclosure of Directory Information form available from the 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 Registrar’s office and remains in effect until you revoke it in a signed written request to that same office. During the time it is in effect, GGU will not disclose your directory information except upon your signed written request.

- d. The right to file a complaint with the 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.

3. Records Retention Policy

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

C. SELECTION OF COURSES AND REGISTRATION

For current information on course selection and registration procedures (including the course schedule for the upcoming semester), students should refer to the *Course Schedule*. The *Course Schedule* is made available around the middle of the prior semester, and may be found on the GGU website, in the Law Registrar's Office, and on GGU4YOU. 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 the GGU website, GGU4YOU, and in the "Schedules and Course Descriptions" section of this handbook.

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

Both the dean and director for law student services are available for individual academic advising. Please call 415-442-6615, or drop by Law Student Services to schedule an appointment. Additional evening hours are available upon request.

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

All JD students are enrolled in either "full-time" or "part-time" academic programs. For academic purposes, full-time students must enroll in 12-16 units per fall or spring semester

and must comply with the ABA employment limitations set forth in ABA Standard 304(f) as described below. For academic purposes, part-time students should enroll in 8-12 units per fall or spring semester, but cannot enroll in more than 12 units without an approved overload (see below). All students may enroll in a maximum of 8 units in the summer session, except for those in the Honors Lawyering Program, who may enroll in a maximum of 13 units in the summer session.

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

E. WAIVER OF JD PROGRAM RULES

Students who want to enroll in overload units for their program types must first complete a *Petition for Waiver of JD Program Rules* form and submit it to the director for student services for approval. According to ABA Standard 304 (e), JD students may not be enrolled in more than 17 units at any time. Overload units are approved in limited circumstances. Registration for overload units will not be processed unless the approved petition form is on file with the Law School Registrar's Office. Students requesting a waiver of rules may not register for overload units online via GGU4YOU.

Students do not need to change their program status or submit a *Petition for Waiver of JD Program Rules* if they have 25 or fewer units remaining in their last year, or 12 or fewer units remaining in their last semester. Students are well advised to speak with a financial aid counselor if they have questions about how their enrollment may impact their financial aid.

Please note that these enrollment maximums do not relate to the requirements for eligibility for financial aid or VA benefits. Financial aid and VA benefits eligibility is based on students' term enrollment status classifications, not their program types. See section G below for more information.

F. JD STUDENT EMPLOYMENT LIMITATIONS

ABA Standard 304(f) prohibits JD students from being employed in excess of 20 hours per week during any week in which the student is enrolled in more than 12 semester units. (Hours worked for clinic credit are not counted towards the 20 hours.) **The School of Law prohibits first year full-time students from being employed at all.** Failure to comply with these requirements may be considered a violation of the Standards of Student Conduct. Full-time upper division students who anticipate that they will be employed more than 20 hours per week during the semester must request a change to the part-time academic program.

An exception to the first year work limitation may be granted in very limited circumstances. The factors which will be considered include whether the student has full control over any work obligations (e.g. a dance instructor can decline a class), the anticipated time commitment (e.g. a couple of hours now and then), and the maturity of the student in understanding the demands of law school. The student must seek written approval from the dean or director for law student services.

Although first year students are not prohibited from participating in extra-curricular activities or volunteer opportunities, they should carefully manage their time and maintain the required focus on their academics. If a student is feeling overwhelmed with obligations outside of school, he or she should immediately consult with the dean or director of law student services.

G. ENROLLMENT STATUS CLASSIFICATIONS FOR FINANCIAL AID PURPOSES

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

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

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

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

** Except for HLP students.

H. VETERANS AFFAIRS BENEFITS

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

I. 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 exams; and to impound their exams. Students who fail to maintain good financial standing with the university will be denied participation in any deferred payment plans and/or some forms of financial aid.

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

b. Prior Balances

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

c. Time of Payment

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

d. Form of Payment

The university accepts payment in cash, personal check, travelers' checks, credit cards (MasterCard, Visa, American Express), and wire transfers. Credit card payments may be made over the phone by calling the cashier at 415-442-7839. Checks should be mailed to: Golden Gate University, Student Accounting Services, 536 Mission St., San Francisco, CA 94105-2968 or presented in person to the cashier on the second floor at 40 Jessie Street. Students' account numbers must appear on all checks and money orders to ensure they are credited to the appropriate 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 Eligibility

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

- a. Submitted Free Applications for Federal Student Aid (FAFSA);
- b. Supplied additional documents requested by the Law Financial Aid Office;

- c. Accepted or declined their award offer; and
- d. Completed any and all additional loan application materials.

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

3. **Installment Payment Plan**

The university offers an installment payment plan through Tuition Management Systems (a payment plan management provider) to students in good financial standing. International students are not eligible for the installment payment plan in their first term at the university. Students may elect to have funds automatically debited from their checking accounts or credit cards. In order to participate in this plan, students must enroll with Tuition Management Systems (TMS) and pay TMS a \$55 non-refundable processing fee each term. Students may enroll with TMS via its website 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 website www.afford.com/ggu, or by calling TMS at 1-800-722-4867. TMS will assess a late payment fee of \$35 per occurrence to students who submit payments late. The university will assess delinquent accounts a 1.5% finance charge per month beginning 30 days after the final due date for the term.

4. **Corporate Reimbursement Plan**

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

a. **Payments and Payment Due Dates**

The payment due dates are: February 5 for the fall term, July 5 for the spring term, and October 5 for the summer term. TMS will mail an invoice 30 days following the end of the term, with payment due within 15 days. TMS will mail one statement to students enrolled in this payment plan. Payments may be made via the TMS website www.afford.com/ggu 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 \$35 per occurrence to students who submit payments late. The university will assess delinquent accounts a 1.5% finance charge per month beginning 30 days after the due date for the term.

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

The university offers a corporate/agency direct billing plan through the Office of Student Accounting Services to students whose employers agree to pay their tuition and/or fees up front, without grade or course completion limitations. The university will bill students' employers directly for all authorized costs, and payments will be due 30 days after billing. Questions about corporate/agency direct billing should be directed to the Office of Student Accounting Services at 415-442-7839 or sas@ggu.edu.

a. **Eligibility**

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

b. **Students' Responsibilities**

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

6. **Alumni Scholarship Program**

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

J. WITHDRAWAL TUITION CREDIT AND REFUND POLICIES

1. **Withdrawal Tuition Credit Policy**

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

Withdrawal from a course (commonly known as "dropping a course" if done by the end of the second week of the term) is official once the 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 address on record with the Law School Registrar's Office. The date the written notice is received by the Law School Registrar's Office will be the official date of withdrawal. Oral notification of intent to withdraw is insufficient.

Students should refer to the Academic Calendar to determine the last day to drop courses without tuition charge. After instruction begins for a term, fees are not refundable except in the case of a course being canceled by the Law School. Tuition credits remain on 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 to Golden Gate University.

a. **Regular Courses**

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

<u>Withdrawal Date</u>	<u>Credit Amount</u>
Official withdrawal prior to the start of instruction	100%

Official withdrawal during the first or second week of instruction as stated in the academic calendar	100%
Official withdrawal after the second week of instruction	None

b. Intensive Courses

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

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

c. Tuition Credits for First Year JD Students

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

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

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

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

e. Return of Title IV Calculation

Students receiving Title IV Federal Student Aid funds (i.e., Stafford, PLUS and Perkins loans) who withdraw from all of their courses for a term (complete withdrawal) must notify the Law Financial Aid Office after "dropping" their courses via GGU4YOU or by submitting *Schedule Change Request* forms to the Registrar's Office. In some cases, when students go on approved leaves of absence or withdraw from law school, the Financial Aid Office must return Title IV Federal Student Aid funds to their lenders. The calculations for return of such funds is based on students' official withdrawal date, as indicated on their *Withdrawal* or *Request for Leave* forms. If students do not submit the forms, their

official withdrawal date will be determined from the date of complete withdrawal from all courses for the term. Students may be required to return funds for which they are no longer eligible based on this calculation. Up through the 60 percent point in each term, a pro rata schedule is used to determine the amount of Title IV funds students have earned at the time of withdrawal. After the 60 percent point of the term, students have earned 100 percent of the Title IV funds, and no return of federal student aid will be required.

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

f. Revocation of Institutional Scholarships

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

g. Refunds of Credit Balances

To receive refunds of credit balances resulting from tuition credits in accordance with the School of Law Withdrawal Tuition Credit Policy, students must submit written requests to Student Accounting Services. Requests may be submitted by e-mail to sas@ggu.edu or by letter. Refund checks will be mailed to students’ addresses on record unless a different address is noted in the request. Students who have requested Direct Deposit of refunds will have the refund directly deposited to the bank provided. Credit card refund requests must include the last four digits of the credit card number and the expiration date of the credit card that was used to pay the charges. To receive refunds for personal checks deposited within 60 days, students must submit proof the checks have cleared their banks, such as bank statements.

h. Student Financial Petitions

Students who are confronted with unexpected circumstances that require them to withdraw from some or all courses after the drop deadline (generally the end of the second week of the term) may petition 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 website. 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. If the petition is approved, the university will apply credit balances toward future tuition charges within the next twelve-month period. In rare cases, credit balances resulting from financial petitions will be refunded to students. Credit balances resulting from petitions for students receiving Title IV funds will be returned to the appropriate financial aid program or lender. Students who owe balances, either because they did not pay their charges in full or because some or all of their Title IV funds were returned, will need to make payment arrangements with Student Accounting Services.

i. **Account Disputes**

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

K. ENROLLMENT VERIFICATION

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

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

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

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

L. CHANGE OF JD ACADEMIC PROGRAMS

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

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

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

M. 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.

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

1. Transfer of Units from Consortium Schools

Under the Northern California Law School Consortium, a cooperative arrangement entered into by Golden Gate University, University of San Francisco, Santa Clara University, University of California at Berkeley, and University of California at Davis, Golden Gate University students who obtain advance approval may enroll in one course during the fall and/or spring at another consortium school. A maximum number of six (6) units may be earned through the consortium. The following policies also apply:

- a. Students who have received permission to take consortium courses must enroll in LAW-701 at Golden Gate University and pay tuition at their home school. Golden

Gate University students pay for consortium courses at Golden Gate University as well as comply with the procedures below for transferring units.

- b. Students must complete the *Northern California Law School Consortium* form, available from the Law Registrar's Office, after obtaining permission to take a consortium course and enrolling in LAW 701.
- c. Generally, host schools will accept cross-registration from consortium students shortly before the start of the term. Students should contact host schools to inquire about registration periods for visiting students and any other limitations or special requirements.

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. Students needing to relocate during law school may apply for visiting away status, described below.

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);
 - 2. The course is an elective course offered at Golden Gate University that same semester; or
- b. All courses taken at other schools must be taken for a letter grade. If permission is given to take a clinic/seminar combination, where the clinic component is not letter-graded, transferability of all units will be determined by the grade received for the letter-graded component.
- c. For courses to be transferable, students must receive grades equivalent to a "C" or better, as determined by the law registrar at Golden Gate University. Grades equivalent to a "C-" or lower are not transferable, and the units will not count toward graduation. However, the grades will be considered in evaluating students' eligibility for financial aid.
- 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, regardless of the grade earned. The transcripts must include or be accompanied by the other law school's grading policy or system. Failure to provide an official transcript may delay graduation and/or certification for a bar exam. The deadline for receipt of transcripts is February 15 for courses taken during the fall term, July 15 for the spring term, and October 1 for the summer term.

- e. When our law registrar receives transcripts from host institutions indicating transferable courses, a notation of "Transfer Credit, [X] University" and the number of units will be added to the students' Golden Gate University transcripts. However, the letter grades will not appear on Golden Gate University transcripts. Transferable units will be counted toward the total number of units required for graduation, but are not factored into students' GPAs. Non-transferable courses will not be recorded at Golden Gate University. Students needing proof of specific courses and grades for employers or others may present transcripts from the host institutions.

4. Students Transferring to Golden Gate University

Transfer students must provide complete syllabi (not just course descriptions) to the director for student services at least two weeks before the first day of classes. The amount of credit transferred depends upon the grades earned and whether the course is comparable to our curriculum. A maximum of 29 hours of course credit may be transferred. Only courses in which the student received a grade of "B-" or above are eligible for transfer. Courses taken on a credit/no credit basis generally will not transfer. However, if the applicant can show that the credit/no credit grade is equivalent to a "B-" or above, credit will be considered. If credit is not given and the course is required for graduation, the course must be re-taken at GGU.

Transferable units will be counted toward the total number of units required for graduation, but are not factored into students' GPAs. See the Procedures for Transferring Units section of this handbook for more information.

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

O. VISITING AWAY AT AN ABA LAW SCHOOL

In those rare instances where circumstances beyond a student's control require a student to relocate during law school, 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, subject to ABA and AALS restrictions. Students who visit away must be in good standing and follow all procedures described in the section above to transfer units from another ABA-approved law school.

Students on 'visiting away' status must complete all required courses at GGU, regardless of whether those courses are required at the host school. In rare cases, the director for student services may grant permission to take required courses while visiting away. Required courses will not be waived simply because a student does not plan to take the California Bar Exam.

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.

P. CREDIT FOR NON-LAW COURSES

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

Q. POLICY ON CONTINUOUS ENROLLMENT

JD students admitted to the School of Law are expected to pursue, without interruption, the complete course of study leading to the degree of Doctor of Jurisprudence. Enrollment in the summer session is optional. If students, for good reason, are unable to complete a semester or are unable to return for the next regular semester, they must submit a request for a leave of absence, described below.

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

R. LEAVES OF ABSENCE FOR JD STUDENTS

If students are unable to complete a semester or are unable to return for the next regular semester, they must submit a [*Request for Leave of Absence or Visit Away Status*](#) form to the director for student services. A leave of absence will be granted only for documented, exigent circumstances of a non-recurring nature, such as acute illness of oneself or a dependent. Leaves will not be granted for academic or financial reasons. Students who wish to be considered for a leave of absence must be in good academic standing and must be making satisfactory academic progress. JD students who fail to comply with the policy on continuous enrollment (above) may be administratively withdrawn from the School of Law.

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

1. Leaves of absence may be granted for one or two regular terms and may not be granted for a period longer than one academic year, except in exigent circumstances. The year begins from the start of the first term on leave. First year students granted leaves may be required to be on leave for a full year due to the year-long first year program. JD students are allowed to take only one leave of absence during their careers at GGU School of Law. Once students register for courses at the end of their leaves, they have officially returned from leave. After that, no extension of their leaves may be granted and no subsequent leaves of absence will be allowed, absent exigent circumstances.
2. In order to extend a leave of absence, students must submit written petitions for an extension to the director for student services **before** the expiration of their original leaves. Students who wish to return to the School of Law before the expiration of their leaves of absence must comply with the appropriate notice deadlines in the section below. Students who fail to provide timely written notice or to request an extension of a leave before the original leave expires may be denied permission to return to Golden Gate University and may be administratively withdrawn.
3. Students who receive permission to take a leave of absence in the middle of a term must complete the appropriate paperwork concerning the courses in which they are enrolled, in addition to completing the [*Request for Leave of Absence or Visit Away Status*](#) form. For each course, students must do one of the following: (1) complete the course requirements and earn credit or a grade; (2) withdraw from the course; or (3) request an incomplete grade. The director for student services determines what options are available for which courses depending on students' individual circumstances and the nature of each course and its place in the JD curriculum.
4. When students return from leaves of absence, they must submit the *Notice of Intent to Return from Leave of Absence* form to the director for student services by the following deadlines: June 1 for fall; October 1 for spring; and March 1 for summer. To be considered to have officially returned from leave, a student must complete registration (*i.e.*, pay in-full or make other arrangements to pay registration charges) by the last day of General Registration for that term. Students are well advised to consult with the Office of Financial Aid regarding deadlines for applying for aid.
5. All JD students returning from leaves 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.
6. JD students who have completed a minimum of two semesters and are on leaves of absence during the spring semester nonetheless will be evaluated for good standing at the end of that spring semester. JD students who return from leave are evaluated for academic standing following the completion of the first fall or spring semester back from leave.

7. JD students who decide not to return from approved leaves of absence must submit a *Withdrawal from Law School* form. JD students who do not return from their leaves by the third semester after the start of their leaves will be administratively withdrawn, and a notation regarding administrative withdrawal will be made on their transcripts.

S. WITHDRAWAL FROM JD PROGRAMS

1. JD Students Who Voluntarily Withdraw

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

- a. Complete a *Withdrawal from Law School* form and participate in an exit interview with the director for law student services; and
- b. Participate in an exit interview with the Law Financial Aid Office and complete the Official Withdrawal Process. (See the “Withdrawal Tuition Credit and Refund Policies” section of this handbook for more information.)

2. JD Students Deemed to Have Withdrawn

JD students who do not obtain 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 steps for voluntary withdrawal, above;
- b. Fail to enroll in the next succeeding fall or spring semester without securing approval for leave of absence or visiting away status; or
- c. Fail to enroll following the end date specified for any approved leave of absence or visiting away.

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

3. Effect of Withdrawal from the School of Law

JD students who voluntarily withdraw from the Law School, or who are administratively withdrawn for any reason, must reapply for admission and be readmitted as entering first year students before they may enroll in Law School courses again. Readmission of JD students who previously withdrew from Golden Gate is unusual, and no assurances can be given that such students will be readmitted. Students who withdraw are encouraged to take a minimum of two years to resolve any issues which led to withdrawal or to prepare academically to succeed in law school. If students are readmitted, the courses they completed previously will not count towards their new JD degree programs. In other words, students who are readmitted must start their JD degree programs from the very beginning. However, their prior academic history will continue to appear on their transcripts and will be considered in the review process for readmission to the law

program. Students may not receive Title IV Federal Aid for courses they previously completed, regardless of grade received.

T. FULFILLING COURSE REQUIREMENTS

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

A student who does not take the final exam or who fails to submit a paper on time without first having officially withdrawn from the course, successfully petitioned for an incomplete, rescheduled the exam, or obtained permission to submit the paper late, may receive a “WF” (Withdrew Failing) grade on the exam or paper and for the course, regardless of whether the student had elected to take the course CR/NC. For more information, see “Extension of Deadline to Complete Course Requirements” below and the “Examination Procedures” section of this handbook.

1. Withdrawal from (“Dropping”) Courses

Withdrawal from a course (commonly known as “dropping a course”) 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 *Schedule Change Request* forms. 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 by the Law School Registrar’s Office will be the official date of withdrawal. Students should refer to the Law School’s Withdrawal Tuition Credit Policy and the Academic Calendar to determine the effect of withdrawals on their accounts.

a. Permission to Withdraw

First year JD students may withdraw from courses only with the permission of the associate dean or director for student services, and only in exigent circumstances. Upper division JD students on academic supervision or academic probation must obtain permission for any changes to their schedules from the associate dean or director for student services. All other upper division JD students may withdraw from upper division courses without permission for any reason until the end of instruction. Students cannot “drop” courses online via GGU4YOU after the end of the second week of the term, but instead must submit *Schedule Change Request* forms to withdraw from courses. Students wishing to withdraw from courses after the end of instruction also must obtain the approval of the associate dean or director for student services or their LLM program director, depending on their academic program. Upon approval, students may withdraw from exam-graded courses until the last business day before the exam, and from non-exam-graded courses until the last business day of the examination period for the term. However, no student may withdraw from a course after all work upon which the student will be graded is due. Withdrawal will be subject to normal tuition forfeiture policies.

b. Withdrawal Notations on Transcripts

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

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. Extension of Deadline to Complete Course Requirements for Courses Which Do Not Have a Proctored Final

All papers, series of papers, clinic hours, or assignments must be completed and submitted at the time specified by the instructor, which is no later than the last day of the final exam period, according to the academic calendar, for the term in which the student is to receive credit. Students unable to meet this deadline must secure an Extension of Deadline from the associate dean or director for student services or LLM program director **before the assignment is due**. Such extensions will be granted only for documented exigent circumstances.

U. INCOMPLETE COURSE ATTEMPTS

Where compelling circumstances prevent a student from completing the requirements of a course in a timely manner, the student may request an incomplete by submission of the *Petition for Incomplete Course Attempt* form. [See above section on Extension of Deadline for

1. Requesting an Incomplete

- a. Students unable to complete a course may either request an extension of the deadline for completing course requirements or may request permission to re-enroll in the course within the next year.
- b. Approval for incomplete course attempts is granted only for exigent circumstances, which must be documented and attached to the petition. JD students must obtain the written consent of the director for student services. LLM students must obtain the

written consent of their LLM program director. The 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.

- c. The *Petition for Incomplete Course Attempt* form must be submitted by the date of the last class meeting for courses that have class meetings, or by the last day of instruction for the term as indicated in the academic calendar for courses that do not have class meetings, such as independent study courses. However, a petition for an incomplete may not be submitted after all work upon which the student will be graded is due. Failure to request an incomplete by the appropriate date results in an automatic waiver of the right to request an incomplete.
- d. Students do not receive a refund of tuition for a course in which they receive an incomplete, but in most cases do not have to pay again upon re-enrollment. Students may not receive Title IV financial aid when they complete the course for which an incomplete is being requested. See below for re-enrollment information.
- e. At the time the incomplete is approved, the director for student services or LLM program director will determine, in consultation with the course instructor, whether students will be allowed to re-enroll in the course or receive an extension of deadline to complete course requirements. Students will not be given an extension of deadline to complete any course graded by a final exam.
- f. 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. However, no student may withdraw from a course after all work upon which the student will be graded is due. The withdrawal will be subject to normal tuition forfeiture policies.
- g. Extensions of deadline to complete course requirements are only available for courses for which the student has completed all requirements except for work that can be completed outside the classroom, such as a final paper or clinic hours. The instructor must approve the petition and set a new deadline. At the very latest, all work must be completed within one academic year of the end of the initial course.
- h. If a student receives an extension of deadline to complete course requirements for the student's intended graduation term, the student must resolve the incomplete course by the deadline indicated below, or the student's graduation will be postponed until the term in which the course is completed. The deadline for resolving an incomplete course before the grade is automatically converted to "W" (Withdrawn) is not altered by these deadlines. Deadlines for resolving an incomplete course attempt in order to graduate are: January 31 for fall; June 30 for spring; September 15 for summer. The incomplete course is deemed to be resolved when the instructor submits the final grade to the Registrar's Office.
- i. If students wish to request a second incomplete grade for the same course, a new *Petition for Incomplete Course Attempt* form must be submitted. If students'

subsequent petitions are denied, they may re-enroll in the course but will be subject to the tuition rate in effect at the time of re-enrollment.

2. Re-enrollment to Resolve an Incomplete

- a. Students who intend to resolve an incomplete course attempt should not register for the course, but should submit a *Notice of Intent to Complete Course* form to the Law Registrar's Office. This form should be submitted during the time period for which the student is eligible to register for courses for that term. Note that students are not guaranteed enrollment if their preferred sections already are full.
- b. Students are not charged tuition upon re-enrollment. Consequently, units for courses students are completing are not included in calculating their eligibility for financial aid. Students who are only re-enrolling in courses for which they were granted an incomplete and not in any new courses will be charged the fees for the term, but no tuition. Students must advise the Law Financial Aid Office via email when they are re-enrolling for a course. Students are strongly encouraged to consult with the Financial Aid Office regarding the impact re-enrolling to resolve an incomplete may have on their financial aid.
- c. All incomplete courses must be completed within one academic year of the end of the initial course. For example, an incomplete course initially attempted in the fall term must be completed by the last day of the exam period of the following fall term. If a student fails to resolve an incomplete course within this timeframe, or fails to secure an extension of the deadline (below), the incomplete automatically converts to a notation of "W" for "Withdrawn."
- d. The law school does not guarantee that every course will be offered every academic year, so re-enrollment may not be an option. The deadline to resolve an incomplete course may be extended by the director for student services if a student is unable to re-enroll in the course because it is not offered or there is no space available prior to the expiration of the incomplete grade. See below for completion deadlines.
- e. Course Substitution: In limited circumstances, the student may seek written approval from the associate dean or director for student services or their LLM program director to substitute another course of equal or less unit value. If the substitute course is of less value than the original course, the student is not entitled to a refund of tuition.
- f. Upon re-enrollment in a classroom course, the student must comply with all course requirements as established by the instructor, including attendance and assignments. In other words, the student is 'starting over,' regardless of when during the semester the incomplete was granted.
- g. Conversion to "W" Notation: When the *Notice of Intent to Complete Course* form is received by the Registrar's Office, the student will be enrolled in the new course attempt subject to seat availability, and the incomplete grade for the original attempt permanently will be changed from an "I" for "Incomplete" to a "W" for "Withdrawn". When the instructor reports a final grade, it will be recorded for the

term during which the student completes the course.

V. EXAMINATION PROCEDURES

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

1. Standards of Conduct

Every student is required to act with honesty and integrity in regard to all academic matters in the School of Law. At a minimum, this means that a student shall not give, accept, or utilize any assistance in examinations or written work that has not been specifically authorized by the instructor for the particular course. **Students must not attempt to contact instructors 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” (Withdrew Failing) in that course, even if the student had elected to take the course Credit/No Credit. A student who decides not to take some or all exams and chooses to withdraw from the School of Law immediately should contact the associate dean or director for student services or their LLM program director. Completion of the appropriate paperwork in a timely manner will keep a “WF” grade from appearing on a student’s law school transcript. For more information, see the “Fulfilling Course Requirements” section of this handbook.

3. Exam Accommodations

Students with disabilities who need accommodations for exams must contact the disability services coordinator and complete a *Request for Accommodation* form by the stated deadline. (See “Policy and Procedures for the Provision of Services to Students with Disabilities” section of this handbook.) A student who has special exam accommodations (such as ExamSoft, language accommodations, rescheduled exam) should notify the exam coordinator by submitting the appropriate forms by the stated deadline.

4. 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.** Consequently, students taking midterm exams must remove their exam numbers from their midterm 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 some courses, such as 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 also will need their exam numbers to claim blue books and/or final papers after the end of the term.

It is the students' responsibility to maintain the anonymity of their exam numbers. Students are not to share their exam numbers with any faculty member or any other students for any reason. Any student who is found to have disclosed their exam number to a faculty member before grades have been posted or who shares their number with another student before the end of the term may be referred to the associate dean for student services for disciplinary action. If a student feels their anonymity has been compromised, they should contact the exam coordinator promptly and directly.

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

5. **ExamSoft Procedures**

All students are eligible to take their exams on their laptop, provided they are using ExamSoft software. No additional registration or fee is necessary, but the software must be installed prior to the students' first exam date. For minimum system requirements, go to www.examsoft.com/ggulaw. Installation and login instructions are posted in Law School News and on the Law School website. All other communications will be sent to students' email addresses on file with the Law Registrar. Please confirm that this address is working and correct. For any questions or technical assistance, contact the exam coordinator at 415-369-5201 or lawexam@ggu.edu.

Certain computers may not be compatible with ExamSoft. Students should review the Minimum System Requirements at www.ExamSoft.com/ggulaw. In addition to these minimum requirements, a student's laptop also MUST have a wired or wireless network interface card that can connect to the Golden Gate University's network. Students unable to connect to the GGU network will not be permitted to use ExamSoft for their exam. All ExamSoft technical questions must be directed to ExamSoft Technical Support: 1-866-429-8889. Questions regarding network connectivity should be directed to the Enterprise Technology Services (ETS) at help@ggu.edu.

Students using Mac laptops are required to use Apple's Bootcamp to install and run Windows and ExamSoft on their machine. The use of parallels or other virtual machines is strictly prohibited.

Students using ExamSoft must download, install, and register ExamSoft's SofTest software prior to arrival in the examination room. No installation assistance will be given on the day of an examination. Each student using ExamSoft is responsible for ensuring that ExamSoft functions properly on his or her computer. Students who have not successfully installed ExamSoft on their laptops will not be permitted to type their exams.

Students who are unable to reach a “STOP” screen by five minutes prior to the commencement of the exam must handwrite their exams.

Student use of ExamSoft for law school exams is a privilege and not a right. The Law School cannot guarantee that students will be able to use ExamSoft on any given exam. If ExamSoft does not function correctly before or during an exam, students are expected to hand-write their answers in blue books.

Students use ExamSoft at their own risk. Students are responsible for ensuring that the ExamSoft installation process is completed and that the software is functioning properly before they enter the examination room. **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.** The student should write “continued from ExamSoft” on the first page of the first bluebook. No extra time will be given for computer and/or software related problems.

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

It is the student’s responsibility to download the exam file prior to the start of their exam and to upload their exam file after the exam has ended. Students are strongly encouraged to upload the exam file before leaving the exam room. Students are required to upload their exam file in no less than 24 hours after the exam has ended. The status of upload and confirmation of successful upload can be viewed at www.examsoft.com/ggulaw. Students who fail to upload their exam file within 24 hours may receive a “WF” for the course. Any attempt to disable or tamper with SofTest’s security features will be considered a violation of the Standards of Student Conduct.

Students must not delete the exam file from their laptops until grades have been posted. Students who delete exam files without ensuring that the 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.

6. Exam Dates and Rooms

The exam schedule is first published in the Course Schedule for that term. **Exam dates subsequently can change prior to the start of that term.** The exam schedule for each semester is available on the Law Registrar’s web page throughout the semester. Please note that the posted exam schedule is the official schedule. It is highly recommended that students double-check their exam dates and times just before the exam period begins.

Generally, exams during the final exam period begin at 9 am, 2 pm, or 6:30 pm, including Saturday and Sunday (as needed). Exams are usually three hours in duration, but may be shorter or longer. If an exam’s duration is shorter or longer than three hours, **it will still start at the scheduled time and 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 second and third floor lobbies.

Exams might not be in the same room where the class was held. Students may be divided on the basis of hand-writing and typing, but students also may be combined in rooms of both hand-writers and typists. Students may be combined with other sections or courses within one exam room. Students requiring accommodations during testing should contact the disability services coordinator by the published deadline for exam accommodations requests.

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

The School of Law reserves the right to set rescheduled exams to begin at any time during the exam period between 9 am and 6:30 pm, Mondays through Sundays. A makeup exam originally scheduled to start in the evening may be rescheduled during the day, and vice versa.

An accommodated exam usually is scheduled on the same day as the regular exam, but may be scheduled for after the original exam date and may begin or end at any time the building is open. An accommodated exam may begin earlier or later than the normally scheduled exam.

8. **Exam Rescheduling**

a. **Rescheduling Exams in Advance**

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

- i. A student has two School of Law examinations that are scheduled to start within a 23-hour period (not including take home exams or 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; or
- iv. A student's participation in a Law School competition or course work for which the student is receiving academic credit directly conflicts with the examination.

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

Exams will **not** be rescheduled for vacations, airplane tickets, family events, business conflicts, or conferences. 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 or fellow students. 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 suddenly unable to take an exam on the scheduled date must notify the examination coordinator in person or by phone at 415-369-5201 **before the start of the exam and** must leave a detailed voicemail message. Students are prohibited from discussing emergency exam reschedule requests with their instructors. All emergency exam rescheduling requests or questions must be directed to the 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 prior to the rescheduled exam. If an exam is rescheduled due to a medical emergency, a doctor's note indicating a doctor's visit on the original exam date must be submitted. The documentation must specify that the student was physically unable to take the exam at the scheduled time. A student who fails to provide documentation or whose documentation proves unsatisfactory or untimely will be considered to have failed to take the exam and may be awarded a grade of "WF."

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

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

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

c. Failure to Sit for an Exam

Failure to sit for an exam without advance 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.

9. Procedures During Exams

a. Examination Sign-In

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

b. Seating, Food, and Excess Noise During Exams

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

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

Students are prohibited from having cellular phones, pagers, and any other electronic devices on their person during an exam. All electronic devices brought into an exam room should be powered off and at the front of the exam room for the duration of any exam. Any electronic devices found in the exam room that are not in their proper location or that are not powered off, may be confiscated. Any student found in possession of such a device, or that fails to power off their device, will be subject to disciplinary action. 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 water, in a clear container, 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 or a message to the instructor on an exam or blue books, as such an act could result in disciplinary action. **No extra time will be given at the end of the exam to write the exam number on any of the exam materials, and any student who writes after “time” is called, even if writing only their exam number, will be subject to discipline under the Standards of Student Conduct.**

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

d. Questions During an Exam

Students may not speak during an exam. If a question arises during an exam, a student should give the exam proctor a note with the exact question written down. The associate dean for student services and, if necessary, the instructor will be contacted. The response will either be communicated to the student with the question or, if the information affects all students, an announcement will be made.

e. Breaks During Exams

Students may take a brief break during the exam, but must turn their exam materials face down, and/or cover their laptop screen before leaving the room. The student must sign out and back in on the check-out sheet on the exam room door.

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.

Students using ExamSoft must arrive at least 20 minutes prior to the exam start time to set up their computers. ExamSoft users must be present and at the “STOP” screen of their software a minimum of 5 minutes prior to the start time of their exam. Any

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

Failure to contact the associate dean for student services or the exam coordinator, lack of a valid reason for tardiness (as determined by the associate dean for student services), or inability to supply documentation may result in a “WF” grade for the course.

h. Conclusion of Exams

Students must write their exam number, course name, and instructor on all blue book covers before the end of the exam is announced. When the exam proctor calls “time,” students must stop writing or typing, close their blue books or shut down their computers, 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 used (or ExamSoft) and make sure all exam materials have been returned. The proctor will record this information and will initial the sign-out sheet. Students should review the information recorded by the proctor to ensure it is correct before signing the sign-out sheet. In a large class, this process can take up to twenty (20) minutes. Students are asked to be patient during the sign-out process and remain seated; the proctors know the students are anxious to leave the exam room and will work as quickly as possible.

Students who complete the exam earlier than the ten (10) 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 time to be called and the proctor to check them out.

10. Post Exam Procedures

a. Discussion of Exams

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

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

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

Graded essay exams, take-home exams, final papers and multiple choice score reports may be picked up after the end of the term by submitting a *Blue Book/Paper Claim* form to the appropriate 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 an easily accessible location within the Law School, on the announced date, or one week after the form is submitted, whichever is later. Students will be asked to present their School of Law photo ID card before the graded essays or score reports will be released. Incomplete or illegible request forms may take longer to process.

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.

Multiple choice score reports provide information pertaining to the raw score and questions answered incorrectly. Students may view their Scantron form by contacting the exam coordinator at 369-5201 or lawexam@ggu.edu. The multiple choice questions and answers will not be available to students through this process. Students who wish to discuss multiple choice exam questions and answers should contact the professor directly.

c. Past Essay Questions and Sample Essays on Reserve

Most essay questions are put on reserve in the Law Library after grades are recorded and 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.

W. GRADE NOTIFICATION

The Law School Registrar's Office begins recording grades in the student information system after the end of the exam period. 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. 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, as long as there are no conduct issues pending.

Students will receive one of the following grades for each course in which they are enrolled: (1) a letter grade; (2) "CR" (Credit) or "NC" (No Credit); (3) "I" (Incomplete); (4) "W" (Withdrawn); (5) "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 must **not** contact their professors. Students must resolve the "NR" grades within seven days (one week from date of notification) or they will be changed to a "WF" (Withdrew Failing) for letter-graded courses or "NC" (No Credit) for credit/no credit graded courses.

X. GRADE CHANGES

Although instructors are encouraged to review exam answers with their students for educational purposes, the instructor will not change a grade after its submission to the registrar because of a substantive re-evaluation of the quality of an exam 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 or assignments/exercises on which the grade is based or its administration was unfair or improper, it may direct the registrar to change a grade. Requests to the Academic Standards Committee (other than petitions for reinstatement) must be submitted within 60 days of receipt of the grade, conclusion of the course, or receipt of information that raises a question about a grade or course.

Y. DEAN'S LIST

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

To be named to the Dean's List, students must 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. The rules are based on the student's enrollment

for the term as full or part-time, not whether the student is enrolled in a full or part-time program. Students also must have no Incomplete, “NC,” or “NR” grades for the term. Note: Students receiving In Progress (IP) grades in designated elective year-long courses are eligible for Dean’s List consideration. However, final grades in these year-long courses may have a retroactive impact on Dean’s List. Only Law School units are included in the Dean’s List determination for joint degree students. Summer abroad program units are not included in the calculation of Dean’s List eligibility. A notation will appear on the official transcripts of students named to the Dean’s List. If one or more of a student’s grades is changed at a later date, such as having resolved an incomplete, and the student wishes to be reevaluated for Dean’s List, the student should contact the Law School Registrar’s Office.

Students who have requested non-disclosure of directory information (see the FERPA section of this handbook) will not appear on the published Dean’s List, but a notation will be made on their transcripts. Students may not note “Dean’s List” on their resumes until they receive official notification from the law school of this achievement.

Z. WITKIN & CALI AWARDS

The Witkin Award may be given in any letter-graded JD course with an enrollment of ten or more students. Nominations for this award are given at the discretion of the instructor and are based on the highest letter grade in the course. In the event of a tie for the highest grade, the instructor should select a single winner by considering other factors that the instructor feels warrant special recognition, such as extraordinary class participation or special 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 or two students in each JD course. Aside from the JD course requirement, there is no restriction on types of courses or number of students in a course, so CALI Awards may be given in small courses and/or courses graded credit/no credit. The CALI Award is given to the most outstanding student in the class, which may be determined by academic achievement, class participation, special contributions made to the class by a student, or other appropriate factors as determined by the instructor. Instructors are encouraged to award the Witkin and CALI Awards to different students.

Students who are nominated for 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 students’ transcripts. After the end of the term, award winners will be posted in *Law School News*, on the Student Achievement bulletin board, and on the Law Registrar’s webpage bulletin board.

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.

AA. JD CLASS RANK

The registrar ranks continuing students twice a year after both the fall and spring semesters. The purpose of ranking first and second year students is to approximate students’ final graduating class rank. All matriculated JD students with active degree programs at the time

of the ranking are ranked. Students who were not enrolled in courses in the most recent semester, but are otherwise active in their programs, such as HLP and JD/PhD students and those on approved leaves, are ranked. December graduates are ranked following the fall semester, despite having graduated, in order to give them a more accurate rank prior to their final graduating class rank (see below). Students who were academically disqualified with no immediate right to petition for reinstatement and those who withdrew from the Law School prior to ranking are not ranked. First year first-semester students who 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 to their e-mail addresses on record. 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* 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 after the ranking is prepared. Class rank will be recalculated upon request if students receive grade changes.

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

Graduating Class Rank

The graduating class is not ranked following the spring semester. Members of the graduating class should continue to use their final fall semester rank until their graduating class rank is provided. Since the graduating class rank includes the students who graduate after the summer session, the ranking usually is not determined until late September.

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

Students may not note their class rank on their resumes until they receive official notification from the law school.

BB. 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. 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. Once the grades for the retaken courses are recorded, they replace the original grades in students' GPA and unit calculations. However, the original grades for courses that are retaken remain on students' transcripts. For further information, refer to the "Academic Standards" section in this handbook. Title IV Federal Aid is not available for repeat courses.

CC. COMMENCEMENT

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

1. **Application Submission Deadline**

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

2. **Graduation Walk-Through**

Graduates are required to wear a cap and gown (to be 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 may apply to "walk early" and participate in the commencement ceremony held the year prior to the one scheduled for their class. Students should submit an *Application for Graduation and Commencement* to the 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 may participate in only one commencement ceremony.

4. **Graduation Communications**

Members of the graduating class receive information about graduation (*e.g.*, cap and gown ordering information, ticket information, diploma name confirmation) through US mail and/or e-mail. Only students with current contact information who have submitted a graduation application will receive these materials and messages. Failure to submit an application by the deadline will result in the student missing important and time sensitive information. Students should submit any address or telephone number changes via GGU4YOU or to the Registrar's Office using the *Profile Change Request* form as early

as possible. This will help ensure that all graduation material is received in a timely manner. In addition, general graduation information is posted on the Law School's website and in *Law School News*.

5. Graduation Fair

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

DD. DIPLOMAS

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

EE. JD GRADUATING CLASS RANK AND HONORS

At the time of the commencement ceremony, students graduating at the end of the spring and summer semesters will not have received their final grades. Therefore, the graduation program will list Jesse Carter Society members (top 15%), Honors (top 10%) and Highest Honors (top 5%) based on GPAs at the end of the fall semester. Following the release of final grades for summer graduates, the law registrar will complete a graduating class ranking of all graduates in the class. Carter Society, Honors and Highest Honors will be re-computed based on this final ranking. Honors and Highest Honors will be reflected on transcripts and diplomas thereafter. Consequently, it is possible for a graduate to be listed as having earned Honors in the commencement program but to end up not having earned Honors once the final ranking is completed. In that case, the graduate's transcript and diploma **would not** list him or her as an Honors graduate. It also is possible for the opposite to occur.

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

FF. CALIFORNIA BAR APPLICATION PROCEDURES

1. First Year Students

First year students 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 State Bar of California website, <http://calbar.xap.com>. A registration card with a registration number will be mailed to each registered student within four weeks from the date of approval of his or her registration. Students must use this number on all subsequent applications and correspondence with the State Bar of California. 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. The application form is lengthy and may require applicants to locate additional information and documentation. It is recommended that applicants begin the process at least eight months prior to the time they intend to practice law in California and at least 180 days prior to being admitted to the bar. The form may be obtained from the State Bar's website at http://www.calbar.ca.gov/state/calbar/calbar_generic.jsp?cid=10115&id=3084. 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 website for that exam. Students must apply online at the Bar's website <http://calbar.xap.com>. All applicable fees and deadlines are listed on the State Bar website. Students should carefully review the instructions for applying for an exam and retain copies of all forms, documents, and correspondence sent to or received from the State Bar of California.

After the California Bar Examiners determine a student's eligibility to sit for the exam, they will mail an examination certification list 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 website at www.ncbex.org.

If required by a state other than California, official copies of transcripts can be ordered online through the National Student Clearinghouse, or from the university's Office of Records & Registration on the second floor at 40 Jessie Street. More information is available by e-mailing records@ggu.edu, online at www.ggu.edu/student_services/records_and_registration_services#N50, 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 receive testing accommodations for the California Bar Exam must complete the *Petition for Testing Accommodations* form. This form and other related forms may be downloaded from the State Bar of California website www.calbar.ca.gov/state/calbar/calbar_generic.jsp?cid=10115&id=1015. 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.

ACADEMIC STANDARDS

The following academic standards pertain to those who matriculate as students during the 2009-2010 academic year. Continuing students who matriculated in prior academic years are governed by the Grading Policies portion of this current 2009-2010 handbook and by all other portions of the Academic Standards 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 STUDENT CONDUCT

Each student should thoroughly read the “Standards of Student 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 from August through May.
2. “Associate dean” means the associate dean for law student services or the person appointed by the associate dean to perform or administer a designated task or program.
3. “LLM program director” means the LLM program director for a particular LLM program.
4. “Student” without other qualification includes both full-time and part-time students.
5. “JD first year courses” means Civil Procedure I and II, Contracts I and II, Criminal Law, Property I and II, Torts I and II, and Writing & Research I and II,
6. “Required courses” means those courses listed in 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, financial aid, or career services 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 Law School Registrar's Office.

D. JD REQUIRED COURSES AND RECOMMENDED ELECTIVES

1. **First year full-time students** 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 part-time 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** also must complete the following required courses before graduation:

Appellate Advocacy (2 units)
Business Associations (4 units)
Constitutional Law I (3 units)
Constitutional Law II (3 units)
Criminal Procedure I (3 units)
Evidence (4 units)
Professional Responsibility (2 units)

Practical Legal Writing (2 units)
Wills and Trusts (4 units)

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

3. **All** students must complete the following by the end of their second year:

⇒ **Appellate Advocacy (2 units)**; and
⇒ **Constitutional Law I and II (3 units each)**.

All part-time students also must complete the following by the end of their second year:

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

4. **Practical Legal Writing (2 units)** is required but may not be taken until students’ final semester of law school. (In limited circumstances, students may seek approval from the dean or director for law student services to enroll in Practical Legal Writing during their penultimate semester.)
5. **Community Property (2 units)**; **Criminal Procedure II (3 units)**; **Remedies (3 units)**; **Sales (2 units)**; and a **Special Problems** course (**2 units**) are recommended but not required courses. Students should be aware that these subjects are tested on the California Bar Exam. Students wishing to take Remedies and/or a Special Problems course should wait until their final year to do so.
6. First year students who placed in the lowest quintile or have a required course GPA below 2.15 at the end of the first semester may be required to take Legal Analysis or another skills course, as directed by the faculty. When space permits, other students may enroll in this course with approval of the associate dean for student services.

E. ABA JD DEGREE TIME TO COMPLETION

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

F. LIMITS ON STUDY OUTSIDE THE CLASSROOM

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

1. Clinics and Externships

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

2. Law Review and Environmental Law Journal

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

3. Independent Study

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

4. Mock Trial and Moot Court

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

5. Joint Degree Program Courses

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

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.....4 years
International Legal Studies4 years
Taxation5 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 at least two of the four courses listed below:

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

2. Elective Courses

Students in this program must complete the remaining 18 units from the courses listed on the law school website for this program.

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 on the law school website for this program.

3. Writing Requirement

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

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 & 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 on the law school website for this program.

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. Corporate Tax (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 on the law school website for this program.

3. Internship/Externship

LLM Tax Students may take up to four (4) units in the internship/externship programs. Students seeking to exceed this amount must receive the express permission of the LLM in Taxation program director.

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 Writing & Research (2 units) or Writing and Research I (2 units); and
- c. Directed Study, Thesis, Curricular Practical Training, or Clinic (1-3 units).

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

2. Elective Courses

Students in this program must complete the remaining 16 units from the courses listed on the law school website for this program.

3. Concentrations

US Legal Studies 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 SJD program director.

2. Dissertation and Candidacy

Each SJD student must work closely with his or her dissertation committee during the residency period. At the end of the second semester in residence, the student must present a detailed outline and draft chapter of the dissertation, and must pass a qualifying oral examination. Students who successfully complete these tasks will be advanced to candidacy. The SJD candidate is expected to work closely with the members of the dissertation committee during the candidacy period and must present a final dissertation in publishable form no later than four years after advancing to candidacy. SJD students are required to register for the fall and spring semesters. Certain students will be required to register for the summer term as directed by the SJD program director.

3. Acknowledgment Form

Each SJD student will receive a copy of the SJD Guidelines and must return the SJD Guideline Acknowledgment Form to the Graduate Law Programs Office.

4. Report of Progress of Work

Prior to registration, all SJD students must receive the approval of the SJD program director as to their course schedules. SJD students are required to provide regular quarterly reports to their dissertation committee members as well as to the SJD program director. SJD students who are at any stage of residency or candidacy may be withdrawn from the program by the program director if the student's work is not conforming to the high standards of writing and research for Doctoral candidates and fails to make normal progress towards their degree.

5. Withdrawal/ Leave of Absence

Students seeking to withdraw from the SJD Program are required to provide written notice to the SJD program director and administrative director of graduate law programs. Students seeking a Leave of Absence will need the written permission of the SJD

program director.

6. Standards of Student Conduct/Plagiarism

All SJD students must abide by the Standards of Student Conduct as stated in this handbook. The School of Law maintains a zero tolerance policy for plagiarism.

Submitted written research materials will be subjected to rigorous scrutiny for any form of plagiarism, including through the use of anti-plagiarism software. Student conduct violations, including plagiarism, will be penalized as set forth in the Standards of Student Conduct section of this handbook.

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. (However, absence from class and/or modification of participation requirements may be appropriate accommodations the School of Law is required to provide in some instances of student disability. Students should contact the disability services coordinator in Law Student Services with any questions about the Policy on Student Requests for Disability Related Accommodations in Attendance or Class Participation.)

At the beginning of each course, each instructor will announce standards for attendance, participation, submission of assignments and papers, and other objective criteria as well as the sanctions for their violation. Instructors may impose sanctions such as reducing a student's grade to the next lowest grade (in addition to the discretionary grade adjustment described in the Grading Policies below), 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 (awarded, at discretion of instructor, to 1 student maximum in any course)

A = 4.0

A- = 3.67

B+ = 3.33

B = 3.0

B- = 2.67

C+ = 2.33

C = 2.0

C- = 1.67

D = 1.0

F = 0.0

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

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

A = superior scholarship and intellectual initiative

A- = very good work

B+ = good work

B = above average work

B- = work demonstrating acceptable competence

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

C = substandard work

C-/D = unsatisfactory work

F = failing work; no academic credit awarded

- c. In no course shall a grade of “C+” or better be given to an examination or paper completed by a JD student that fails to demonstrate the ability of that student to achieve a passing grade on a question of comparable complexity on the California Bar exam; i.e., the exam or paper must demonstrate:
 - 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 JD first year required courses, as defined in section D above, whether taken in the first year of a full-time program or in the second year of a part-time program, will be graded on the curve set out below:

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

b. Other Required Courses

All required courses except those covered by subsection 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 JD 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 JD Students

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

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

d. Honors Lawyering Program (HLP)

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

e. Summer Abroad Programs

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

3. Discretionary Grade Adjustments

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

- a. A grade may be raised or lowered only to the next grade (e.g., from "C" to either "C+" or "C-").
- b. At the beginning of the semester, each instructor gives written notice, by posting the course syllabus online or providing it in class, of his or her intention to adjust grades on the basis of subjective evaluation.
- c. The instructor must maintain reasonable documentation to support such grade adjustments. The registrar will adjust individual students' grades at the direction of the instructor, only after the instructor has assigned and submitted to the registrar unadjusted grades for the entire class, prepared on an anonymous basis.
- d. If the adjustment is made because of non-attendance, then the provisions of the section on "Classroom Attendance, Preparation, and Participation" shall apply.
- e. If the instructor reduces a student's grade for both poor participation and attendance, the student's grade can be reduced by two steps (e.g., from a "B-" to a "C").
- f. The associate dean for student services, in consultation with the instructor, may lower a student's grade to the next lowest grade for academic performance-related violations of the Standards of Student Conduct. This sanction may be imposed in addition to any push/pull and/or attendance grade adjustments.

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 "CR" (credit), and any grade of "C-" or lower shall be recorded as "NC" (no credit). Credit/no credit grades are not included in the calculation of a student's grade point averages.
- b. The deadline for submitting the *Election for Credit/No Credit* form to the Law School Registrar's Office is the day of the last class meeting for the course, or the last day of instruction for the term for courses with no class meetings. However, in no case shall a student be permitted to elect a grade of credit/no credit after all

work upon which the student will be graded is due. Once a student has made the election by submitting this form, the student may not revoke it.

- c. Except for independent study courses, the “credit/no credit” election must be kept confidential. Students must not indicate on their exams, papers, or other assignments or notify their instructors that they are electing to take a course on a “credit/no credit” basis. Failure to abide by this rule may subject the student to disciplinary action.
- d. Once the student has submitted the election form, the decision to take the course credit/no credit may not be revoked unless a grade of “NC” (no credit) is received. Students receiving a grade of "NC" may submit a written request to restore the actual letter grade received. Requests to restore the letter grade must be received by the deadlines indicated below, or the request will be denied:

Fall Semester..... January 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 Dean’s List. (See the section on Dean’s List in the “Administrative Rules and Procedures” section of this handbook.)
- g. After grades are posted, students who elected to take a course “credit/no credit” may ask the registrar for the letter grade awarded by the instructor.
- h. The following courses are always graded on a “credit/no credit” basis. Letter grades are not an option, and the units do not count towards the maximum number of “credit/no credit” election units.

LAW-896J	Capital Post-Conviction Defense Clinic
LAW-896A	Civil Field Placement Clinic
LAW-899C	Competition: Mock Trial
LAW-855	Courtroom as Theater
LAW-896F	Criminal Litigation Clinic
LLM-395	Curricular Practical Training
LLM 307	DOJ Internship
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-834D	Environmental Law Practice
LLM-375E	Environmental LLM Externship
LAW 837D	Family Law Clinic
LAW-863H	HLP Legal Drafting Lab
LAW-809B	HLP Skills Lab (Law Firm)
LAW-807I	HLP Wills & Trusts Lab
LLM-309	IRS Internship
LAW-896C	Judicial Externship
LLM-393	Judicial Externship (LLM Tax)
LAW-861A	Law Review
LAW-861C	Law Review Associate Editors
LAW-861D	Law Review Board
LAW-801E	Legal Analysis
LAW-863C	Legal Methods
LLM 306	Pro Bono Tax Clinic
LAW-883	Real Estate Clinic
LAW-886	Street Law
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 joint degree program, will not appear on a student's Law School transcript. Instead, a summary of transfer credits will appear for courses transferred from another institution.
- b. MBA courses used to fulfill elective requirements for a JD/MBA combined program will not appear on a student's Law School transcript. Instead, a notation will indicate the number of MBA units used to complete the JD degree requirements.

P. ACADEMIC STANDING

1. JD Student First Semester GPA Requirement

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

2. JD Student Requirements for Good Standing

To be in good standing, JD students must earn a cumulative GPA of 2.15 or better in all required courses, as set forth in the "JD Degree Requirements" section of this handbook, and a cumulative GPA of 2.0 or better in all courses, and must have earned a 'D' or better in all required courses at the time of evaluation. All students are deemed to be in good standing until their first official evaluation.

3. JD Student Evaluation Timing

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

4. JD Student Evaluation Outcomes

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

5. LLM and SJD Student Requirements for Good Standing

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

6. LLM and SJD Student Evaluation Outcomes

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

Q. JD PROGRAM ACADEMIC SUPERVISION

JD students whose required course GPAs fall at or above 2.15 and below 2.3 at the time of their academic evaluations (see above section P.3. - JD Student Evaluation Timing) will be placed on academic supervision status under the supervision of the Academic Standards Committee. These students still are considered to be in good academic standing. The Academic Standards Committee will review the records of these students. The Academic Standards Committee has the authority to, among other conditions, require these students to do any or all of the following:

1. Repeat any courses in which a grade of “C-” or below was earned, and/or take a Special Problems course in the substantive area in which a grade of “C-” or below was earned.
2. Complete a course in Legal Methods or another skills course (including writing courses).
3. Complete any or all of the recommended bar courses: Community Property, Criminal

Procedure II, Remedies, Sales, and Special Problems courses.

4. Consult with the Academic Development Program.
5. Limit involvement in extra-curricular activities so as to focus on academics.
6. Meet with the associate dean or director for student services prior to registration each term for schedule approval. The associate dean for student services periodically reports the status of all students on academic supervision to the Academic Standards Committee.

Students will remain on academic supervision until after the following spring semester's academic standing 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 advising registration hold is removed.

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

S. JD PROGRAM AUTOMATIC PROBATION

JD students who receive failing “F” grades in one or more required course(s) shall automatically be placed on academic probation. In order to return to good standing, students must retake (one time) the failed course(s) as soon as the course is offered, earn a grade of at least a “D” in each of the repeated courses, and satisfy the academic standards for good standing by the end of the next academic year. If all of these probation conditions are not met at that time, the student will be academically disqualified from the School of Law.

If JD students receive “F” grades in the first part of a two-part sequenced course, the students may not enroll in the second part of the sequenced course without first repeating and

receiving a grade of “D” or better in the first part of the sequenced course.

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

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. Please see the “JD Program Procedures for Petitioning for Reinstatement” section below for guidelines on petitioning for reinstatement.

1. Not Eligible to Petition for Reinstatement to GGU

a. First year students with first semester GPAs below 1.5

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

b. Upper division students who have not met their probation conditions (see subsection 5 below)

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

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

3. Eligible to Petition for Reinstatement Immediately Following Disqualification

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

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

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

unless they have been disqualified for not meeting their probation conditions.

4. Deadline for Submitting Petitions

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

5. Successful Petitions

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

- a. The student does not resume his/her law school studies for an academic year, or any part thereof.
- b. The student demonstrates success on the 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 or another skills course.
- e. The student takes any or all of the following courses: Community Property, Criminal Procedure II, Remedies, Sales, and a Special Problems course.
- f. The student successfully completes additional writing courses.
- g. The student consults with the Academic Development Program.
- h. The student limits or curbs involvement in extra-curricular activities so as to focus on academics.
- i. The student meets with the associate dean or director for student services prior to registration each term for schedule approval.

6. 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.

7. Unsuccessful Petitions

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

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

8. Time Limits within which to Petition for Reinstatement

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

9. Return to Good Standing

Students on academic probation will have their grades reviewed after the first semester of their reinstatement (whether it be fall or spring) for purposes of determining whether they may continue their studies with the School of Law. Students with a cumulative required course GPA below 2.15 at the completion of that first semester of their reinstatement will be disqualified from the School of Law with no further right to petition. Students who earn at least a 2.15 cumulative required course GPA and meet all other conditions imposed by the Academic Standards Committee are allowed to continue on academic probation until the next official evaluation process is completed (after the spring semester). If students achieve a cumulative required course GPA of 2.15 or better and a cumulative GPA of 2.0 or better after the spring semester, then they are returned to good standing; however, they still are required to satisfy the conditions of academic probation.

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 for Reinstatement* form as a cover sheet and an essay that clearly and completely sets out the bases for the student's petition.
3. A student's petition should clearly state any and all evidence the student wants the Academic Standards Committee to consider. Where a student's medical condition has been a contributing factor, a report from the student's attending physician must be provided. Where other external factors, such as death of a family member are alleged, reasonable documentation should be provided.

4. A student who chooses or is required to wait one academic year before petitioning for reinstatement as provided in the “JD Program Eligibility to Petition for Reinstatement” or “Unsuccessful Petitions” sections of this handbook, or a JD student whose initial petition was denied, must submit a petition for reinstatement the subsequent fall semester by March 1 or such later date as is specified in writing by the 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. (The specific deadline for submitting completed petitions also 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 and strongly encourages students to consider taking that exam and receiving the results **before** submitting a spring petition. (Please visit the State Bar’s website at www.calbar.ca.gov/admissions for further information about this exam, and note that the State Bar permits only those students who have completed one year of legal study to take this exam.)
5. The student must submit the original petition packet plus the number of copies requested (properly copied and collated) to the Law Student Services Office by the stated deadline. 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, at the point the student completes all required courses, at the point the student completes 88 units, and at the point at which the student would otherwise graduate;
- c. The denial by an instructor of a request for a grade change for reasons other than mathematical or clerical error, unless the Committee determines that the exam or

assignments/exercises on which the grade is based, or their administration, were so improper or unfair as to have clearly caused an unfair result;

- d. The requirement that a student on academic probation must achieve a required course GPA of 2.15 or better and a cumulative GPA of 2.0 or better at the completion of the next semester;
- 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 pursuant to the Unsuccessful Petitions section above 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 within 60 days of the decision. This petition should be in writing and should be submitted to the Law Student Services Office, which will forward it to the Academic Standards

Committee. There is no appeal of decisions by the associate dean for 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 preparing students for entry into the legal profession. The standards of professionalism within the legal field and within the School of Law are based on principles of honesty and ethics. The School of Law takes seriously these principles and expects all students to do the same.

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

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 (in conjunction with the Discrimination and Harassment Policy, where applicable).

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 another student to obtain 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. Disobeying assignment or exam instructions and procedures, including those described in the Administrative Rules and Procedures section of this handbook and those provided orally or in writing by a proctor or instructor.
 - e. Altering or interfering with grading or grading instructions, including contacting an instructor between the time the final assignment is submitted or the exam is administered and when grades are recorded or notifying an instructor of the student's prior election to take a course on a "credit/no credit" basis.
 - f. Obtaining or giving aid on an examination or assignment, in writing or orally, unless specifically authorized by the instructor. Students asked for assistance on an assignment or examination are responsible for checking with the instructor before providing such assistance.
 - g. 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.
 - h. Committing any other act in the course of academic work which defrauds or misrepresents, including aiding or abetting in any of the actions defined above.
7. **"Plagiarism"** is the presentation of another person's idea or product as one's own, regardless of intent. 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, but is not limited to:

1. Dishonesty, such as cheating, plagiarism, or knowingly furnishing false information to the School of Law. This includes furnishing false, incomplete or misleading information in one's application to the School of Law and/or as part of any application for financial aid or in connection with a misconduct investigation.
2. Failure to inform the Law School in a timely manner of any and all changes to a student's law school application materials, including offenses committed prior to matriculation as well as during law school.
3. Forgery, alteration, or misuse of School of Law documents, records, or identification.
4. Misrepresentation or helping to misrepresent a student's grades, awards, status, or rank to employers or potential employers.
5. Registering for courses in violation of the required course schedule or any Student Advising Agreement required for students on academic supervision or probation.
6. Engaging in employment in violation of hours restrictions imposed on first year and full-time students.
7. 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.
8. 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.
9. Inappropriate use of personal or University computers on University property including intentionally viewing obscene or offensive computer images or sending derogatory messages about any member of the University community.
10. Theft or attempted theft of or damage to or defacement of property belonging to the School of Law (including lockers), the University, a member of the University community, or a visitor on University property.
11. 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.
12. Unauthorized possession, duplication, or use of keys to any University premises or vehicles or unauthorized entry to or use of University facilities or vehicles.

13. Use, possession, or distribution of illegal narcotic or dangerous drugs on University premises or at School of Law or University sponsored or supervised activities.
14. Public intoxication at School of Law or University sponsored or supervised activities, or use, possession, or distribution of alcoholic beverages except as expressly permitted by law and School of Law or University policies.
15. 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.
16. 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.
17. 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.
18. Failure to comply with directions of School of Law or University employees, 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.
19. Retaliation against an individual who filed or threatened to file a complaint under the policies and procedures set forth in this handbook.
20. 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 view or 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);
 - h. Misuse of the University's online event calendar.

21. 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 or designee. In the event that the matter involves conduct as to which the associate dean is or may be a witness, the associate dean for student services shall recuse himself or herself and shall refer the matter to the associate dean for academic affairs. Notwithstanding the above, the associate dean for student services is not required to recuse himself or herself from further participation in an investigation or a determination that the filing of a formal complaint is necessary, if the associate dean learns of information during the course of investigating an informal or formal complaint and may be required to provide testimony regarding such information.
- c. The name of the complainant, the accused student, and all details with respect to the complaint and its disposition or any formal complaint and its disposition, shall be maintained in a confidential file. All such information shall be kept confidential; provided however, that such information may be disclosed where administratively required, required to complete the investigation, and/or required by legal compulsion or where a complaint is of such a serious nature that the School of Law believes it is obligated to report the matter to employers or potential employers, educational institutions or bar admission agencies seeking information as to applicants or to otherwise take independent formal action. The School of Law may post or describe specific conduct complaints and their resolutions, as long as individuals' names are redacted from any such posting or communication.
- d. The associate dean for student services or designee shall inform the accused student

of the complaint against him or her and shall, as necessary, investigate to determine if or confirm that 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. With due regard for privacy of all individuals involved, the investigation may include checking in with a student's past or current instructors. The complainant, the accused student and any witness having probative information shall be required to cooperate to the fullest extent possible with the investigation of either an informal or formal complaint. This shall include allowing the inspection of electronic files and hard copy drafts of documents. The associate dean may draw adverse inferences from any lack of cooperation by a student.

- e. If the associate dean concludes that no violation has occurred, the matter will be closed. If the associate dean determines or confirms 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.
- f. If the complaint involves conduct regarding a specific course or courses, the associate dean for student services may instruct the registrar to record a grade of Incomplete ("I") pending resolution of the matter.
- g. 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 have merit and cannot be resolved informally on a basis acceptable to the associate dean. 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.g. 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, or the intent to schedule such a hearing; 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 on file with the registrar.

3. Retaliation

No individual shall be penalized in any way for having, in good faith, filed or threatened to file an informal or formal complaint against a student for misconduct, nor for cooperating with or participating in an investigation of a complaint or at a hearing concerning a complaint. Such retaliation is prohibited and shall be considered a serious violation of School of Law policy and standards of student conduct. Retaliation includes threats, intimidation, reprisals, and any adverse actions related to an individual's education or employment. Intentionally making a false complaint, claim or report or providing false information, however, is grounds for discipline including suspension or expulsion.

4. 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 credible 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.

5. 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 at least three (3) members of the full-time faculty appointed by the dean to the Student Discipline

Hearing Committee.

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 direct interest or involvement.

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

6. Conduct of Hearing

Hearings shall be conducted by the 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 adviser, witnesses for both sides, and a representative of the University, including the Law School dean and the associate dean, University administrators, and/or its legal representatives.
- 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 accused student has the right to be assisted by any adviser he or she chooses, at the student’s own expense. The adviser may be an attorney.
- e. The complainant shall have the right to be assisted by advisers, the expense of which may be borne by the University or School of Law.
- f. 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 disability services rules and procedures.
- g. 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 the student shall be given an opportunity to rebut unfavorable inferences.

At least twenty (20) calendar days prior to the hearing, both the complainant and the accused student will provide the other with the names of all witnesses they intend to present, along with a synopsis of the evidence each witness will present. Within five (5) business days prior to the hearing, each side will exchange the names of rebuttal

witnesses along with a synopsis of the testimony that will be presented by such witness. In addition, as soon as possible after formal charges are filed, but not later than twenty (20) days before the hearing, both sides will exchange all documents that will be presented at the hearing. Within five (5) business days of the hearing, both sides will exchange any rebuttal documents. If either party presents witnesses or documents at the hearing for the first time without prior disclosure to the other party, the hearing panel, at its discretion, may decline to hear such evidence or may continue the proceedings to allow the other side to counter such evidence. It shall be the goal of the hearing panel to permit each side a full opportunity to be made aware of the evidence and documents that will be presented by the other party so that surprises at the hearing are eliminated or reduced to the maximum extent possible.

The student and the complainant, or their advisers, shall have the opportunity to cross-examine adverse witnesses, except as the complainant and student otherwise mutually agree. Members of the hearing panel shall also have the opportunity to call and question any witness, including the complainant and the student. Members of the hearing panel may, where class schedules conflict with the timing of the hearing, review the written or video recording of that portion of the hearing the panel member is unable to attend in person.

- h. 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 all parties.
- i. There shall be a single verbatim record, such as a tape or video recording, of all hearings before the hearing panel. The record shall be the property of the School of Law and will be secured within the Law Student Services Office or other secured facility.
- j. All procedural questions are subject to the final decision of hearing panel. The hearing shall be conducted informally and need not strictly comply with evidentiary rules.
- k. After the hearing, the hearing panel shall determine by majority vote whether the student has violated each charge of the Standards of Student Conduct.

7. Recommendation

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

8. Sanctions and Final Disposition

The following sanctions may be imposed by the associate dean upon any student found via informal or formal complaint process to have violated these Standards of Student Conduct:

- 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. **Denial of course credit, an “F,” “WF” or “NC” grade, and loss of tuition:** If the misconduct occurred in connection with a particular course, the student could be sanctioned with loss of credit for the course(s), an “F,” “WF” or “NC” grade, notation of the loss of credit on official transcript, and/or loss of tuition.
- e. **Fines:** imposition of a monetary penalty.
- f. **Withdrawal and/or repayment of scholarship:** withdrawal from course(s) and/or rescission of any offer of future financial scholarship, denial of eligibility for future scholarship, and/or requirement that the student repay scholarship funds already received.
- g. **Restitution:** compensation for loss, damage or injury. This may include appropriate community service (either within the University or outside the University) and/or monetary or material replacement.
- h. **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.
- i. **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.
- j. **Expulsion:** permanent separation of the student from the School of Law.
- k. **Revocation** of a degree.

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.

However, 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. The final disposition, whether through the informal or the formal complaint process, will note whether the misconduct and/or any sanction is reportable. If reportable, a copy of the disposition will be placed in the student’s official file in the Law Registrar’s Office.

The associate dean will inform the accused student in writing of the final disposition of the complaint.

9. Appeals

If the final disposition by the associate dean includes the sanction of suspension or expulsion, a 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 final disposition by the associate dean. Such appeals shall be in writing and shall be delivered to the dean of the School of Law. 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 and why it could not have been discovered and presented at the hearing, 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, and giving the accused student a reasonable opportunity to prepare and to present a rebuttal of those allegations.
- b. To determine 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 of such evidence and/or facts at the time of the original hearing and could not have reasonably discovered such facts. In that event, the dean shall remand the matter back to the hearing panel to review their recommendation in light of the new evidence. The final disposition by the associate dean based upon the reconsidered recommendation by the hearing panel shall then be final with no further right of appeal to the dean of the School of Law.

The dean of the School of Law shall respond to an appeal within ten (10) working days after the student files a notice of appeal. The dean may reduce the sanction on his or her own without further remand to the hearing panel. If the dean determines on appeal that the original hearing was not conducted fairly and substantially in accordance with prescribed procedures, or that the facts were insufficient to establish that a violation

occurred, the matter shall be remanded to the hearing panel for reopening of the hearing to allow reconsideration of the original determination and sanction(s). The final disposition of the associate dean based on the reconsidered recommendation by the hearing panel shall be final with no further right of appeal to the dean of the School of Law.

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. These standards were reviewed in August 2008.

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

Golden Gate University School of Law administers a full range of programs to help students fund their education. Funding can be met with a combination of scholarships, federal work study, federal loans (Perkins, Stafford, PLUS) and alternative loans.

In order to be eligible for federal student loans, a student must:

- Submit a Free Application for Federal Student Aid (FAFSA);
- Be admitted and/or enrolled in the School of Law (at least on a half-time basis);
- Be a US citizen or permanent resident or have an eligible alien status;
- Maintain satisfactory academic progress (see section K below);
- Have registered with the selective service, if required by federal law; and
- Not be in default on any Title IV loan or owe a refund on any Title IV grant.

A separate application is not required for JD students' financial aid. JD students are automatically packaged for fall/spring. A separate financial aid application is needed for summer. All LLM/SJD students must submit a financial aid application available in the financial aid office. 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 complete and submit a FAFSA or a Renewal FAFSA (for those who received financial aid for the previous academic year) to the Federal Processor. The FAFSA or Renewal FAFSA must be filed every year. The **priority deadline is March 2**. Students must indicate in Section H on the FAFSA form that Golden Gate University is the college they plan to attend. Golden Gate University School of Law's Title IV Institutional Code is 001205-29.
2. Students must submit additional documents as requested by the Financial Aid Office, such as a signed copy of their tax returns, W-2 forms, verification worksheets and/or

proof of citizenship/permanent residency.

3. Students who receive financial aid award letters should carefully review the types of aid being offered. Students must accept or reject their award letters online through GGU4YOU. The financial aid award letters for the fall and spring semesters are based on a nine-month academic year 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 sent with the award offer.
5. All first time GGU federal loan borrowers must sign a Master Promissory Note (MPN) for the Stafford Loan, which will stay on file with their lenders. (Students will receive an email notification to sign the MPN online from the Law School's guarantee agency, EDFUND.) The Financial Aid Office will certify a student's Stafford Loans each year upon students' acceptance of their financial aid offer. The amount requested is the amount the student accepts on their financial aid award letter.
6. 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.
7. Students applying for 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.
8. Students requesting additional funding or a late loan certification for a PLUS or private loan must make sure that the certification request is submitted to the Law School Financial Aid Office no later than December 1 for the fall term and May 1 for the spring term. Certification requests received after this date will not be certified.

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

Further information about financial aid may be answered by calling the Financial Aid Office or by e-mailing lawfao@ggu.edu.

C. SCHOOL-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 tuition expenses at Golden Gate University only; it cannot be applied toward semesters visiting away. If a student decides to study abroad for a semester during which he or she has been awarded school-based aid, this aid will be canceled and may not be transferred to any other semester.

1. Federal Perkins Loan

The Perkins Loan is a federally funded fixed 5% interest loan through Golden Gate University School of Law. 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 will be available. The maximum annual award is \$8,000, with an aggregate limit of \$60,000.

2. Federal Work-Study

The Federal Work-Study (FWS) Program was designed by the federal government to expand part-time employment opportunities for students with demonstrated financial need. Through this program, federal funds are used to pay a portion of the student's salary; the job provider is responsible for the remainder. 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 the type of placement, 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 secure federal work-study funding and is not enrolled at least half-time for that semester, the gross amount the student earns will be considered a monetary resource for the next term in which the student is enrolled at least half-time. FWS will not be processed for students who will not be enrolled the following semester.

All work-study recipients are employees of Golden Gate University, even if they are working for an off-campus job provider. Employment is governed by the personnel policies and practices of Golden Gate University. During periods of enrollment, students may work up to 19.5 hours per week, providing there are no conflicts with class schedules. During periods of non-enrollment, or during an HLP apprenticeship, students may submit time sheets for up

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 at minimum. Students cannot work more than 999 hours per academic year. Students should meet with a financial aid counselor for more information.

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

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 also may be considered. Students may not receive School of Law PIWS funds during the same semester they are working for that job provider for academic credit.

Students are not eligible 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 School of Law Financial Aid Office. The job provider must be a government agency or a non-profit organization. A job provider who employs any students under the regular Federal Work-Study Program is not eligible under the School of Law PIWS Program.

D. FINANCIAL AID BUDGET 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 may be subject to action under the Standards of Student Conduct.

E. COMPUTER PURCHASE BUDGET INCREASE

Students receiving financial aid may request a budget increase to reflect the expense of purchasing a computer for 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 PLUS/private loan eligibility.

In order to have the budget increased, the student must first purchase a computer. The computer must be purchased during the academic school year period or when the student is enrolled. Students will need to submit an itemized copy of the receipt(s), including the total cost of the computer, to the School of Law Financial Aid Office. The budget will be increased by the actual cost of the computer, not to exceed \$2,000.

F. EMERGENCY LOANS

If an emergency arises, the School of Law administers an interest-free emergency loan of up to \$1,000. Late submission of financial aid paperwork/loan application does not constitute an emergency. 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 falsification will result in the denial of an emergency loan, possible withdrawal of future financial aid, and may be subject to action under the Standards of Student Conduct. 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. BAR LOANS

1. Private Bar Exam Loans

Bar examination loans are available to graduating students through private lenders to assist with financing the costs associated with taking the bar exam and living expenses during the bar exam study period immediately after graduation. Bar loans are credit-based, and the amount students can borrow varies by lender. Please note the Office of Financial Aid may certify a bar loan through one lender only. Bar loans are in addition to any financial aid a student may have received for the regular school year.

2. GGU School of Law Bar Exam Prep Loans

Golden Gate University School of Law offers an institutional loan to students that are otherwise ineligible to obtain a private bar study loan. The intent of this loan is to assist graduating students in covering the cost of taking a prep course to pass the bar exam. Priority will be given to graduating JD students taking the California bar exam for the first time. Funding is limited to cover up to the total cost of the review courses, not to exceed

\$4,500, plus reasonable living expenses. Loans are awarded on a first come, first served basis.

To be eligible, a student must complete an application and:

- Be sitting for the Bar Exam for the first time;
- Have been denied a private bar loan through one of the private lenders (proof will be required);
- Be in good standing with the university;
- Submit proof of registration for a bar review course;
- Submit a brief statement explaining the need for funding; and
- Submit a letter/statement from their law school bar mentor stating they are participating in the Law School Bar Mentor Program.

H. 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.

I. INSTITUTIONAL SCHOLARSHIP AND GRANT INFORMATION/POLICIES

All School of Law institutional scholarships are applied against tuition for courses taken at Golden Gate University School of Law. Our school policy dictates that a student may not, at any time, receive more scholarship than their tuition expenses for any given semester. Students cannot use these awards to pay tuition at other law schools or other schools within Golden Gate University. However, this does not preclude using the award to pay for units taken through the Northern California Law School Consortium.

For purposes of institutional scholarships, evaluation periods will be at the conclusion of each spring semester. Continued scholarship eligibility will be communicated by the Law School's Financial Aid Office. If a student loses their scholarship, they may not get it back at a later time. Generally, half of all institutional and special scholarship awards are applied against fall tuition and half against spring tuition.

2L HLP students who maintain their merit scholarships after the evaluation period will have their merit scholarships retroactively applied towards their summer tuition. 2L HLP students who are also recipients of Public Interest, Environmental Law and special scholarships will have these awards applied towards their spring semester.

Any change in a student's program or enrollment status will result in the re-evaluation of the award but will not increase the amount or extend the term of the scholarship that was originally offered. Scholarships are granted contingent upon the student's matriculation and successful completion of all courses undertaken. **If a student withdraws from 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.

1. Entering JD Student Scholarships

The Law School Admissions Office awards merit scholarships to eligible entering students 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 in the student's admission letter. To maintain eligibility for a scholarship as a continuing student, a student must earn a minimum 3.0 cumulative required course GPA at the end of each evaluation period..

a. Diversity Scholarships

The Law School Admissions Office awards diversity scholarships during the admissions process to individuals who bring a diversity of background or experience to the law school community. These scholarships 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 in the student's admission letter. To maintain eligibility for this scholarship as a continuing student, a student must earn a minimum 2.5 cumulative required course GPA at the end of each evaluation period.

b. Public Interest and Environmental Law Scholars

The Law School Admissions Office admits students into our Public Interest and Environmental Law Scholars program during the admissions process. These students are awarded specific scholarships, 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 in the student's admission letter. To maintain eligibility for this scholarship as a continuing student, a student must earn a minimum 2.5 cumulative required course GPA at the end of each evaluation period.

Public Interest and Environmental Law Scholars are also eligible for a one-time summer (or fall for 2L HLP students) salary assistance award. Eligibility for salary assistance cannot be determined until after the evaluation period. Whenever possible, the salary assistance will be provided through the Federal Work-Study Program. In limited circumstances, funding may be provided in the form of a stipend if federal work-study is not an option. Such instances include the following:

- a. If a student is not eligible for federal work-study;
- b. If receiving federal work-study would affect the student's future financial aid eligibility;
- c. If a student will be working out of the country.

Students who wish to receive this salary assistance should contact the office of financial aid by the priority deadline for the summer term if seeking assistance for summer and the fall priority deadline if seeking assistance for the fall.

2. Continuing JD Student Scholarships

The Law School Scholarship Committee may evaluate for Continuing Student Merit Scholarships those continuing students who did not receive a scholarship at the time of admission. After each spring semester, the registrar prepares a class 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 award is contingent on where the student falls in the scholarship ranking and the availability of funds. This scholarship does not require an application. All eligible students will be evaluated. Continuing Student Merit Scholarships will be awarded only prior to the beginning of the student's second full academic year. New scholarships will not be awarded at the start of any subsequent academic year. To maintain eligibility for a Continuing Student Merit Scholarship, the student must earn a minimum 3.0 cumulative required course GPA at the end of each evaluation period thereafter.

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. **Note that this financial aid evaluation is separate and distinct from the law school’s evaluation for academic standing.** Golden Gate University’s Satisfactory Academic Progress policy evaluates students’ qualitative progress (GPA) and their quantitative progress (courses completed) as follows:

a. Qualitative (GPA) Measure of Progress

All financial aid recipients must demonstrate a certain level of academic achievement, as measured by the cumulative 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 transcribed units, all incomplete units, units from prior terms that were dropped after the first week of classes or that were not completed, and all transfer units. Completed units are those units for which the student has received grades and degree credit, including all transfer units.

In addition, students must complete at least 70% of the units for which they receive financial aid. **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. Financial Aid Probation

A student who falls below either measure (qualitative or quantitative) will be placed automatically on financial aid probation (FAP) for one semester. (Note that financial aid probation is completely separate from academic probation described in the “Academic Standards” section of this handbook. A student may be placed on FAP independently of their academic standing.) 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 does not achieve the 80% completion rate will have one probationary semester to raise his or her completion rate back up to 80%. Students on FAP are not eligible to receive funding in a subsequent semester until he or she has met the minimum requirements to be removed from FAP. Funding for a subsequent semester may be certified but funds will be held until eligibility is cleared. If a student regains satisfactory standing at the end of this period, he or she will be removed from FAP, and any pending aid will be released. If, at the end of the probationary semester, the student fails to gain satisfactory standing, the student’s financial aid will be canceled. Students are allowed only one probationary period. Students who drop below the minimum progress requirements a second time will not be given a second probationary period, and 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 Law School Financial Petitions Committee for a final decision. The student will be notified of the decision in writing.

4. Financial Aid Reinstatement

If an appeal is approved and the student receives aid for an additional semester, the student becomes ineligible for further aid if they do not meet the minimum requirements needed to be removed from FAP. A student whose financial aid is canceled after he or she fails to maintain financial aid satisfactory academic progress must regain satisfactory standing in order for his or her eligibility for financial aid to be reinstated. This can be done in one of two ways: the 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-in additional units from another institution.

A student who is returning to Golden Gate University after being academically disqualified will be evaluated on a term-by-term basis at the end of every term. In this case, a student's evaluation for financial aid satisfactory academic progress will be based on the term GPA and not on the student's cumulative GPA.

K. SPECIAL SCHOLARSHIPS

The School of Law is the custodian of several donor-based and endowed scholarship funds that are distributed to students based on eligibility and specific award criteria. A sample listing of these scholarship funds is provided below. Some of these scholarship sources are used to supplement the law school's institutional aid and merit scholarship programs. Others are awarded on a competitive basis for which an application is required. Typically, special scholarship applications are available in late spring and due one week after the end of the spring semester. Please contact the Law School Financial Aid Office with any questions regarding special scholarships.

Students who are selected to receive a special scholarship must agree to write a thank you letter to the donor prior to the scholarship being applied to their student account.

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 Discrimination and Harassment Policy.

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

All LLM and SJD students have access to all student services, including the law library, online research, computer support, 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 this handbook apply to all students in the School of Law. **Where the main section has a note referring graduate law students to differing LLM and SJD policies, students can find them stated in this section.**

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

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

Each LLM and SJD program has special requirements in addition to those spelled out in this handbook. Every student should seek advising from the program director, administrative 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

Graduate students may use GGU4YOU for online registration, or may submit a paper *Registration Request* form to the law school registrar's office. Graduate students may find that their registration is blocked if a course for which they are attempting to register has a prerequisite which they have not taken at Golden Gate. Graduate students will need to register for these courses by submitting paper registration form and obtaining 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. Auditing is always subject to the approval of the instructor for the course. Courses taken in an audit status may not be applied to an LLM program. Auditing students do not take the final examination or receive a grade for the course. Auditors may be required to participate in class discussions, but they may not take the final exam and 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. VISITING SCHOLARS

Visiting scholars are judges, lawyers, law graduates, or law professors from other countries who register for one or two semesters at Golden Gate to pursue research. These scholars may not have a degree objective but may enroll in one or more classes according to the terms of their invitation or government study grant. Visiting scholars may take the final examination and receive a grade for the course. Visiting scholars are required to pay registration fees, 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 completed while in visiting scholar status to the degree program.

E. ADDING AND DROPPING COURSES

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

F. CREDIT/NO CREDIT ELECTION

With the approval of the program director, LLM students may take up to six (6) units of **non-required courses** on a “Credit/No Credit” basis. The deadlines for submitting the *Election for Credit/No Credit* form are the same as those in the JD program: 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. In no case shall a student be permitted to elect a grade of credit/no credit after all work upon which the student

will be graded is due. Once a student has made the election by submitting the *Election for Credit/No Credit* form to the registrar's office it may not be revoked.

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 website 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

Many LLM students plan to work in US law offices as law clerks or lawyers. Therefore, they need to have a realistic picture of their ability to understand and practice US law. For all JD courses in which they enroll, LLM students will be graded according to the JD grading standards found in this handbook. However, they will not be included in curve calculations.

I. 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 their anticipated date of graduation on the registration form each semester, and this date may be changed by advisement. However, every student must also file an *Application for Graduation and Commencement* prior to graduation. The deadline for filing the application is December 1 for each academic year's graduating class.

K. GRADUATION HONORS

Graduation honors are awarded to LLM students earning cumulative GPAs of 3.50 and above.

L. TRANSCRIPTS

LLM and SJD students must provide official transcripts of their prior law study with their application. These transcripts become the property of Golden Gate University and remain in the student's file for up to five years after graduation. Students who have graduated from law school in non-English speaking nations must provide certified translations as well.

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 online from the National Student Clearinghouse, or from the University Office of Records & Registration. Students from nations where it may take considerable time to obtain official records should plan ahead. Where, because of circumstances beyond the student's control, it is impossible for a student to obtain additional official transcripts from the home country, the Law Registrar's Office may be able to certify a photocopy of the original transcript which is on file at Golden Gate. Information on requesting official transcripts, certification to the bar, and bar-related forms and documents are available online. If you have questions the Law Registrar's office may be able to 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 nine (9) units to an LLM program (up to twelve (12) 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 receiving program director is required for any transfer or reapplication of units.

O. TRANSFERRING BETWEEN LLM PROGRAMS AT GGU

A student may apply to transfer from one GGU 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. LLM US LEGAL STUDIES APPLICATION FOR CONCENTRATION FORM

While the LLM programs in Environmental Law, Intellectual Property, International Legal Studies, and Taxation have specific course requirements that provide the student with a

specialization in a particular area of US or international law, the LLM program in US Legal Studies is a general program offering a basic curriculum in US law. Nevertheless, some law graduates in the LLM 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 sixteen (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 from the website, and make an advising appointment with the LLM US Legal Studies program director.

Q. LLM CERTIFICATE PROGRAMS

a. Certificate in Estate Planning:

This certificate is offered under the auspices of the LLM in Taxation Program. The Estate Planning Certificate is awarded to those students who complete sixteen (16) units of instruction in the LLM Tax Program offerings, eleven (11) of which are required courses (Estate and Gift Tax, Estate Planning, Income Taxation of Trusts and Estates, and California Probate Procedure and Litigation) and the remaining five (5) units may be selected from several electives (Advanced Estate Planning; Estate Planning for the Blended Family; Federal Income Taxation of LLC and S Corps; Partnership Taxation; Real Estate Taxation; Marital Taxation; Multinational Estate Planning; and Tax Aspects of Charitable Giving)

Courses must be taken for credit (*i.e.*, not as an auditor), but the certificate is available only to non-degree seeking students. A student pursuing the Estate Planning Certificate who decides to continue in the LLM Tax Program may apply the sixteen (16) credits toward the LLM Tax degree. Students in the LLM Tax degree program may not transfer to the Certificate in Estate Planning Program. All courses must be completed within five (5) years of matriculating and the student must receive a cumulative 2.5 grade point average. Students who received their JD degrees from Golden Gate University School of Law may apply no more than six (6) units of LLM Tax courses taken while a JD student toward the Estate Planning Certificate. Students seeking the Certificate in Estate Planning are not eligible for Financial Aid or Merit Scholarship Consideration.

b. Post Graduate Certificate in Corporate and Commercial Law:

This certificate is offered under the auspices of the LLM US Legal Studies Program. The certificate program requires the completion of sixteen (16) units in the areas of Corporate and Commercial Law. Students are expected to complete the certificate in two (2) years. Post Graduate Certificates are available in all LLM US Legal Studies Areas of Concentration and in LLM Programs at the consent of the director.

F-1 students who maintain active status (during post-completion Optional Practical Training (OPT)) remain eligible for Curricular Practical Training (CPT) during the entire period of their enrollment in the LLM Post Graduate Certificate Program.

INTERNATIONAL STUDENTS

The following policies apply to all students on F-1 or J-1 visas attending Golden Gate University (GGU) School of Law in the JD, LLM, SJD, Visiting Scholar and Post Graduate Certificate programs. For Student Exchange Visitor Information System (SEVIS) registration at the beginning of each semester and summer session, information updates, travel/reentry, academic advising, change of status, and all employment-related matters, including curricular practical training (CPT) and optional practical training (OPT), F-1 and J-1 students and scholars must report to the SEVIS Designated School Official (DSO) in the GGU School of Law International Student Services Office, room 3303.

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 (non-law) International Admissions and Advising (IAA) office is located in the university's Admissions Office on the third floor of 40 Jessie Street. The 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 and scholars 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 law courses. During the orientation period, the DSO will copy the student's passport, I-20, I-94 and other immigration forms for the student immigration file. The DSO will maintain a document file for every SEVIS student while he/she attends Golden Gate University School of Law and during the (optional) post-completion practical training period.

B. PASSPORTS

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

C. REPORTABLE EVENTS

While enrolled at Golden Gate University, students must report within (10) ten days all "reportable events" to the DSO for entry into SEVIS within the time period required by federal law. Failure to do so can cause a student to fall out of status and the student could be deported or potentially be banned from reentering the US.

SEVIS reportable events include: a change of name or address; a change of program or enrollment status, including changes between programs at Golden Gate University; failure to maintain status or complete the program; early graduation or program completion prior to the end date on the 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 fall (August) and spring (January) semesters, the DSO is required to report registration information for all SEVIS law 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/her 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 students is eight (8) units per semester. All SJD students must register for the fall and spring semesters unless they are on an approved leave of absence. 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 SEVIS I-20 Form must see the DSO and file for a program extension at least **30 days before the end date on the I-20 Form.**

4. Employment

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

a. On-Campus Employment

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

b. Curricular Practical Training (CPT)

F-1 students in LLM and SJD programs may work off-campus for pay 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 Law Career Services

(LCS) Office to present an appropriate resume and cover letter to help locate practical training. For CPT forms and instructions, students should see the School of Law DSO.

c. Optional Practical Training (OPT)

F-1 students may spend up to one year after graduation working in the US in a law-related position or internship. To qualify for OPT, the student must apply **30 days before the last day of the semester/graduation**. Because of the two-three month wait for the OPT Employment Authorization Document (EAD), we recommend that students apply for OPT near the beginning of their final semester. For assistance, students should contact the DSO, the program director of their LLM/SJD Program, or the academic advisor of their JD Program.

d. Academic Training (AT)

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 School of Law International Student Advisor.

e. Economic Hardship

Though it is extremely difficult to qualify for economic hardship, there is an application process for this employment authorization. For more information, students may contact their School of Law 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 dependent visas, additional financial certification, and individual registration. For more information, students should contact the DSO for their School of Law program.

F. SOCIAL SECURITY NUMBERS

The current relationship between the Social Security Administration (SSA) and the Department of Homeland Security (formerly INS) is in flux. The local Social Security Administration (SSA) office (560 Kearny Street, San Francisco) has specific policies regarding issuing social security numbers to visa-holding students. F-1 students who get on-campus employment must obtain a letter from the appropriate Golden Gate University hiring department in addition to a letter from their DSO. Students who get a job under a School of Law practical training program may be able to get a social security number. Details and application forms can be obtained from the School of Law DSO in Room 3303.

G. FINANCIAL AID

Generally, financial aid, including loans supported by the US government, is not available to F-1 and J-1 visa holding students and scholars. However, some international agencies provide loans, grants and scholarships for US study. Further information can be found on the

School of Law website at
www.ggu.edu/school_of_law/international_non_us_students/financial_aid.

H. STUDENTS FROM CERTAIN COUNTRIES

Federal 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 website:
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 legacy 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. IMMIGRATION FORMS

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

- ⇒ Form AR-11 Change of Address
- ⇒ Form I-765 Application for Employment Authorization
- ⇒ Form I-539 Application to Change/Extend Nonimmigrant Status
- ⇒ Form I-102 Application for Replacement/I-94 Arrival-Departure Document

These forms are available on the web at <http://www.uscis.gov/portal/site/uscis> or from a School of Law DSO in room 3303.

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 provided reasonable accommodations and auxiliary aids and services to the extent necessary to comply with state and federal laws. For each student, these accommodations and auxiliary aids and services will specifically address those functional limitations of the disability that adversely affect equal educational opportunity. Furthermore, the Law School has recognized its legal obligation to make reasonable adjustments or accommodations designed to provide overall educational program accessibility for otherwise qualified persons with disabilities. In providing 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 provided 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, through the Law Disability Services Office, 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 442-6615. The associate dean, in consultation with the law disability services coordinator, 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 Law School's disability services coordinator (who can be reached at 442-7867) at the earliest possible date, and no later than two weeks before the start of a class, in order for the Law School to effectively assist students with their individual needs.

C. POLICY AND PROCEDURES FOR ENROLLED STUDENTS

1. Policy of Non-Discrimination Based on Disability

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

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

- a. Students with disabilities shall have the opportunity to participate in Law School programs and activities such as scholarly publications, interscholastic competitions, clinics, and externships, if they qualify for such programs or activities. When necessary, the appropriate entity will provide students with reasonable accommodations to maintain access to the activities described above.
- b. No registered student organization shall discriminate in its membership practices on the basis of disability.
- c. The Law School will not provide assistance to outside organizations or persons if the Law School has knowledge that the organizations or persons discriminate against 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 law disability services coordinator 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. 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 term, 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/Electronic Copies of Texts** – The request should be made 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 term. Should the student encounter difficulty contacting the professor or obtaining syllabus or reading information at that time, the student should immediately contact the disability services coordinator for assistance.

4. **Interpreters and Real-Time Captioners** - The request should be made at least ten (10) business days in advance of the date the service is needed;

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

⇒ **Examination and Paper Accommodations:** Students with a documented disability may request an accommodation in regard to an examination or paper. The request shall be in writing and made through the office of the disability services coordinator. After reviewing the requested examination or paper accommodation and determining the appropriate accommodation, the disability services coordinator will take the steps necessary to begin putting appropriate exam and/or paper accommodations in place. It is best for students to contact the Law Disability Services Office before the beginning of the term or within the first two weeks of each term to request such accommodations. In order to be able to guarantee any approved accommodations, students should submit written requests before the posted deadline.

⇒ **Request for Modification of Academic Requirements**

1. **Eligibility:** A student with a verified disability may request a modification of certain generally applicable academic requirements (for example, the number of units to be taken in an academic term, substitution for otherwise required courses, course 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 term, by the posted deadline, 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 Health Disability

A student with a physical or mental health disability, 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 both describe the impairment and 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 disability services coordinator. The cost of obtaining the professional verification shall be borne by the student. If the initial verification is incomplete or inadequate to determine the present extent of the disability and appropriate accommodations, the Law School shall have the discretion to require supplemental assessment of a physical or mental impairment. The cost of the supplemental assessment shall be borne by the student. If the Law School requires an additional assessment for purposes of obtaining a second professional opinion, then the Law School shall bear any cost not covered by any third party payer.

5. Verification of Learning Disability

A student with a learning disability must provide professional testing and evaluation results that reflect the individual's present level of processing information and present achievement level. Cognitive-educational evaluations should be no older than 3 years. The cost of obtaining the professional verification shall be borne by the student, but students may inquire about financial aid assistance.

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

Documentation verifying the learning disability must:

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

vocabulary, writing, grammar, and spelling;

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

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

If the Law School requires an additional assessment for purposes of obtaining a second professional opinion, then the Law School shall bear any cost not covered by any third party 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 specific 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; and
 - 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. 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 disability services coordinator 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 disability services coordinator and the associate dean for law student services are not qualified to verify a disability, and in all cases in which a student submits documentation of a learning disability, the disability services coordinator 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 disability services coordinator 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 disability services coordinator 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 disability services coordinator 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 disability services coordinator 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 disability services coordinator 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 disability services coordinator or associate dean for law student services. Additionally, the adjustments or accommodations shall be subject to review and possible termination upon any change in the nature of the student's disability or the student's failure to properly utilize the services provided.
- g. Services for students who improperly procure adjustments or accommodations under this policy will be immediately terminated, and the student may be subject to possible disciplinary action under the Standards of Student Conduct.
- h. Subject to applicable rules of confidentiality, the disability services coordinator and/or 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 disability services coordinator a *Request for Accommodations* form **each term** by the announced deadline. That form requires the student to include his or her semester schedule.
- b. Promptly inform the disability services coordinator immediately of any subsequent changes in the schedule.
- c. Promptly notify the disability services coordinator if the student plans to make up a grade of "incomplete".
- d. Promptly inform the disability services coordinator 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 disability services coordinator with supporting documentation, if requested.
- f. Complete a form acknowledging receipt of accommodations for each exam.
- g. Promptly notify the disability services coordinator in writing if the student experiences problems with any academic adjustments or auxiliary aids provided by the Law School.

9. Records and Privacy

- a. The Law School shall maintain confidential records within the Disability Services and/or Student Services Office relating to academic adjustments and accommodations

based on disability. The records shall include the documentation submitted to verify the disability.

- b. All documents produced by consultants in the performance of services for the Law School shall be and shall remain the property of the Law School.

10. Disqualified Student Appeals

Upon receipt by the Academic Standards Committee of a petition for re-instatement on probation from a student who identifies himself or herself as disabled, the petition may be supplemented by a report from the disability services coordinator on the nature of the disability, whether accommodations have been provided, and the date when adjustments were initially granted. The disability services coordinator also may be asked by the Committee to provide any summary information on the extent to which the disability 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 disability services coordinator and/or 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 associate dean for academic affairs) may dispose of the matter informally or refer it for a hearing to 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 by the ADA Appeals Panel shall be held.

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

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

b. Formal Resolution

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

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

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

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

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

The 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 associate dean for academic affairs.

The informal resolutions process of expedited grievances shall be concluded within three (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 seven (7) days of the referral for hearing. If, because of the timing of the appeal, the ADA Appeals Panel members are not available, the dean shall have authority to appoint alternative faculty members for the Appeals Panel.

The panel shall issue a decision within seven (7) days after conclusion of the hearing. Any appeal to the dean shall be made within three (3) days of the date of the decision of the Panel. The dean shall issue a written decision within five (5) days of the appeal.

DISCRIMINATION & HARASSMENT POLICY

A. SUMMARY OF POLICY

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

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 follow this policy in its entirety.

C. APPLICABLE STANDARDS

In accordance with federal and/or state law, Golden Gate University policy prohibits discrimination or harassment based on race, color, national origin, ancestry, gender, gender identity, sexual orientation, marital status, pregnancy, childbirth, medical condition related to pregnancy or childbirth, religion, religious creed, age, veteran's status, physical or mental disability, medical condition, or any other basis that is protected by law. Under the law, these forms of description are referred to as one's membership in a "Protected Class" of people. Applicable laws governing these prohibitions include Titles VI and VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act of 1967, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans With Disabilities Act of 1990, The Americans with Disabilities Act Amendments Act of 2008, and the California Fair Employment and Housing Act.

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

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

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

D. FORMS OF HARASSMENT

Broadly speaking, harassment occurs whenever offensive or unwelcome conduct, in school or at work, affects a person's performance. Under the law, there are two kinds of discriminatory harassment -- *quid pro quo* harassment of a sexual nature where someone is threatened with a negative consequence *unless* certain favors are granted ("put out or get out"), or where someone is seduced by the promise of a positive consequence. Power, or lack of it, is usually a factor in this type of discriminatory harassment.

The second kind of discriminatory harassment is called *hostile environment*. Hostile environment harassment may occur whenever someone's offensive conduct has the effect of interfering with another's work or academic performance. For example, words or behaviors that put down an individual by insulting an aspect of the person's identity (race, sexual orientation, gender, national origin, age, etc.) can create a hostile work or study environment for that individual.

It is easy to recognize *quid pro quo* harassment, but *hostile environment* harassment frequently goes unrecognized or is not acknowledged either by the victim or by the one who is causing the problem. Words or behaviors that are considered severe enough to create a hostile environment may be determined by factors such as the following:

- whether the conduct was physical or verbal
- how frequently the conduct was repeated
- whether the conduct was obviously offensive
- whether the conduct was by more than one person or directed at more than one person.

In other words, whenever a problem situation reveals a *pattern* of offensive behavior (targeting one's race or national origin or sexual orientation, for example), or when the problem involves *unwelcome* sexual advances (making a proposition, paying too much attention, sending obscene electronic messages, etc.) hostile environment harassment may be found. The earlier this is recognized the sooner it can be stopped.

E. 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.

F. INTERPERSONAL RELATIONSHIPS

Golden Gate University seeks to maintain a professional educational environment. Actions of faculty members and employees that are unprofessional or appear to be unprofessional are inconsistent with the University's educational mission. It is essential that those in a position of authority not abuse, nor appear to abuse, the power and influence with which they are entrusted. Therefore, it is in the University's interest to provide clear direction and education with regard to romantic and/or sexual relationships between faculty or staff and a member of the University community for whom they have teaching, evaluative, advising or supervisory responsibilities.

Romantic and sexual relationships, including those that are consenting or appear to be consenting, between supervisor (meaning any person in authority over another to hire and/or make employment or salary recommendations or oversee task performance or who are in a position to influence employment determinations by other supervisors) and employee (meaning any person reporting to the supervisor or reporting within the chain of command to the supervisor) and between any instructional staff and a student, and between any employee and a student have the potential for extremely serious consequences and must be avoided.

The University recognizes that as a benefit of employment, spouses, partners and dependents may become members of the student community. This policy is not designed to discourage employees and faculty from taking advantage of this benefit. However in such circumstances, a supervisory or instructional relationship with the student is prohibited.

1. Potential for Abuse of Authority & Influence

Individuals entering into a consensual relationship must recognize that:

- a. the reasons for entering such a relationship may be a function of a difference in authority and influence between the individuals;

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

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

2. Conflict of Interest

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

3. Responsibility For Reporting Relationships Between Employees

Faculty, supervisors and other employees should understand that there are substantial risks in even an apparently consenting relationship. This is particularly evident where a difference in influence or authority exists. Even if the conflict of interest issues are resolved, charges of sexual harassment or violation of the University's "Employment of Relatives" policy may develop, even when both parties have consented to the relationship. The faculty member, supervisor or other employee may, by virtue of his or her position of authority and responsibility, bear the burden of accountability. If a romantic and/or sexual relationship exists or develops as described under "*Interpersonal Relationships*" above, the parties involved shall report it to an appropriate supervisor. For example, a faculty member must report the matter immediately to the department chair and/or dean; an employee must report the matter to his/her supervisor. Once notified, the supervisor, in conjunction with HR, will assess individual situations for the protection of individual and University interests. Failure to report such a relationship may result in disciplinary action, up to and including termination.

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

4. Relationships Between Faculty or Staff and Students

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

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

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

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

If a proscribed romantic and/or sexual relationship exists or develops, the parties involved are required to report it to the director of human resources promptly. 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.

G. REPORTING DISCRIMINATION OR HARASSMENT

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

1. Help and Information

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

The dean of students and the associate dean for Law Student Services ("deans of students" for purposes of this policy) are also valuable resources for students who have concerns about discrimination or harassment. Students are encouraged to contact one or both of these deans of students at any point in the process for help and advice.

2. Making the Initial Report

- a. *If the accused is a student*, the incident should be reported to one of the deans of students, and/or the director of human resources.
- b. *If the accused is an employee of the university*, the incident should be reported to the director of human resources. This includes faculty and staff.

- c. *If the accused has a business relationship with the university*, the incident should be reported to the director of human resources. This includes vendors and contractors.
- d. *In other cases*, if the accused is not a student or an employee of Golden Gate University, and has no business relationship with the University, and the violation did not take place in a University-related setting, the University has no authority to take disciplinary action. However, University security should be informed of any situation that may present a danger to the students, faculty, staff or other members of the University community.

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

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

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

3. Retaliation

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

4. Confidentiality

Where sexual harassment or assault has been reported, the University will make every effort to preserve the complainant's privacy and protect the confidentiality of his or her information. However, complete confidentiality cannot be guaranteed. University personnel may need to inform other individuals to protect their safety or rights, in fairness to the persons involved, or in response to legal requirements. In addition, the University is required by law to report to the police certain statistical information about incidents occurring on campus which does not disclose individual identities. Finally, as noted below, the University may on its own initiative investigate allegations of discrimination or harassment, even in situations where the victim or initial complainant does not wish to proceed with an investigation, leading to a necessary disclosure of the name of the affected person and the facts of the underlying allegations.

H. COMPLAINT PROCEDURES

The University has put in place complaint procedures that apply to complaints of misconduct

by students, faculty, and staff. The following informal and formal complaint procedures apply specifically and solely to any problem of perceived discrimination or harassment, including sexual harassment or assault.

1. Informal Complaint Procedure

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

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

An informal complaint need not be in writing.

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

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

After the discussion with the alleged offender, the director of human resources, the dean of students, and/or an appropriate University official shall meet with and inform the complainant of the discussion and that the matter is forthwith closed, and shall confirm

such fact in writing. If the complainant then wishes to pursue the matter, he or she may initiate a formal complaint at any time within one year of the date of the conduct which is the basis of the complaint.

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

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

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

2. Formal Complaint Procedure

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

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

A formal complaint may be filed with the director of human resources, which should in ordinary circumstances be filed within thirty (30) days of the alleged incident of harassment or discrimination. Prompt filing is encouraged. In instances of discrimination or harassment, including sexual harassment or assault reported against a University faculty or staff member, the director of human resources will be responsible for investigation, and may, at his or her discretion, refer the matter to a special investigator. A formal investigation will generally involve interviews with the complainant, with the alleged violator(s), and, where appropriate, with witnesses; and, again, where appropriate, a joint meeting between the involved parties, if agreeable to all parties.

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

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

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

Where a determination is made that an employee has engaged in actions that violate these policies or the law, or has engaged in sexual assault or complicity in sexual assault, that employee will be subject to University disciplinary procedures. Possible disciplinary action can include, but is not limited to:

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

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

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

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

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

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

Where a determination is made that a student has engaged in actions that violates these policies or the law, or has engaged in sexual assault or complicity in sexual assault, that employee will be subject to University disciplinary procedures. Possible disciplinary action can include, *but is not limited to*:

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

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

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

In instances of discrimination or harassment, including sexual harassment or assault reported against a vendor, contractor, or any other non-employee doing business with or for the University, the director of human resources will be responsible for investigation, which shall generally follow the procedures established for handling a complaint against staff, except that interim measures and disciplinary sanctions shall be appropriate to the circumstances, and may include termination of the business relationship and reporting to federal, state, or local regulatory agencies. The appeal procedure available to faculty, staff, or students is not available to third parties, and the decision of the director of human resources will be final.

6. Appeal Procedure

An appeal procedure is available to faculty, staff, or students who are not satisfied with the outcome of the disciplinary proceedings. A written request for further review must be submitted to the director of human resources within ten (10) working days of the receipt of the written decision by the dean of students (for students), the vice president of academic affairs (for faculty), or the vice president of operations (for staff).

Within ten (10) working days after the appeal is filed, all documentation relating to the investigation, including the investigator's report, the director of human resources' or dean of student's recommendations and the vice president of operations or vice president of academic affairs' decisions will be sent to the office of the University president or his/her designee. These documents will constitute the appeal record. The president or his/her

designee will review the appeal record, and may at his/her discretion review other facts relating to the complaint.

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

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

I. OTHER RESOURCES / AGENCIES FOR REPORTING DISCRIMINATION AND HARASSMENT

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

Individuals also may file a complaint relating to prohibited harassment in employment with the Federal Equal Employment Opportunity Commission. They also may bring a complaint concerning discrimination on the basis of race, color, national origin, gender, or disability to the attention of the Office for Civil Rights in the U.S. Department of Education. Any member of the University community may seek assistance from the director of human resources regarding how to contact the state and federal agencies with a claim of discrimination or harassment.

J. INTENTIONALLY FALSE REPORTS

Discriminatory activity and harassment, and particularly sexual harassment or assault, often is not witnessed by others, and reports of such activity cannot always be substantiated by additional evidence. Lack of any such additional evidence should not discourage an

individual from reporting any incident in violation of this policy. However, individuals who make reports that are later found to have been intentionally false or made maliciously, without regard for truth, may be subject to disciplinary proceedings and/or sanctions.

APPENDIX TO DISCRIMINATION & SEXUAL HARASSMENT POLICY

RESOURCE GUIDE FOR VICTIMS OF SEXUAL ASSAULT

SEXUAL ASSAULT AWARENESS AND PREVENTION

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

WHAT TO DO IF YOU ARE SEXUALLY ASSAULTED

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

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

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

HOSPITAL EMERGENCY NUMBERS

San Francisco General Hospital

415-206-8000

UCSF Hospital

415-476-1000

Kaiser Permanente Medical Center

415-833-2000

RIGHTS OF A SURVIVOR

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

HOW TO HELP A FRIEND

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

REPORTING THE ASSAULT

San Francisco Police:

911 or 415-553-0123 (anytime)

Domestic Violence Reporting

415-553-9220

SF DHS Child Abuse Reporting

415-558-2650/1-800-856-5553

Adult/Elder Protective Services

415-355-6700

ONGOING SUPPORT

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

- GGU University Wellness Resources: 415-442-6578 (M-Th 10-6:30; F 10-5)
- Community Violence Solutions: 1-800-670-7273 (RAPE)
- San Francisco Rape Treatment Center: 415-437-3000
- San Francisco Women Against Rape 415-647-7273

CRISIS LINES: 24 HOUR / 7 DAYS A WEEK

WOMAN, Inc.	864-4722 / 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:
 - a. Warning - a notice in writing to the student that the student is violating or has violated University regulations.
 - b. 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.

- 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 service and/or monetary or material replacement.
 - f. 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).
 - g. 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.
 - h. University expulsion - permanent separation of the student from the University.
 - i. 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 REQUIRED AND 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 schedules for JD students are 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. Students' academic and program status, participation in summer sessions, and specific course schedules will affect students' schedules.

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 (3), and Sales (2). Special Problems (2) and Strategies of Legal Writing (2) are skills courses that students in their final year of law school may consider taking in preparation for the bar examination.

Full-time (Day) Program

Full-time students must enroll in 12-16 units per fall or spring semester, and must comply with employment limitations as described in the Administrative Rules section of this handbook. To graduate in three years, students complete about 15 units per semester. Many students choose to enroll in summer courses in order to lighten their course load during the fall and spring terms.

After completion of all first year required courses, all students may enroll in day and/or evening courses, regardless of their academic program. Evening students receive priority enrollment for evening required courses.

Students do not need to change their program status or submit a *Petition for Waiver of JD Program Rules* if they have 25 or fewer units remaining in their last year, or 12 or fewer units remaining in their last semester. Students are well advised to speak with a financial aid counselor if they have questions about how their enrollment may impact their financial aid.

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***

Appellate Advocacy (2) – *Students must enroll in fall or spring semester of second year.*

Constitutional Law I (3)

Spring Semester

Constitutional Law II (3) – *Students must take this course immediately following Constitutional Law I.*

Second or Third Year

Business Associations (4)

Criminal Procedure I (3)

Evidence (4) – *Many students take Evidence during their second year, as it is required for certain job placements and specializations*

Professional Responsibility (2) – *Students are advised to take this course prior to their last semester*

Wills and Trusts (4)

Third Year

Practical Legal Writing (2)

Part-Time (Evening) Program

Part-time students must enroll in 8-12 units per fall or spring semester. Many students choose to enroll in summer courses in order to lighten their course load during the fall and spring terms. Required courses are offered at least once a year in the evening, and students are encouraged to pay particular attention to the Preliminary Course Offerings at the back of each term's schedule in order to maximize their schedule options.

After completion of all first year required courses, including Criminal Law, Property I, and Property II, all students may enroll in day and/or evening courses, regardless of their academic program. Evening students receive priority enrollment for evening required courses.

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

Appellate Advocacy (2) – *Students must enroll in fall or spring semester of second year.*

Criminal Law (3)

Constitutional Law I (3)

Property I (3)

Spring Semester

Constitutional Law II (3) – *Students must take this course immediately following Constitutional Law I.*

Property II (3) – *Students must take this course immediately following Property I and in same section.*

Second, Third, or Fourth Year

Business Associations (4) (*Offered at night during the fall semester.*)

Criminal Procedure I (3) (*Offered at night during the spring and summer semesters.*)

Evidence (4) (*Offered at night during the spring and summer semesters.*) – *Many students take Evidence during their second year, as it is required for certain jobs and specializations.*

Professional Responsibility (2) (*Offered at night during the spring and summer semesters.*) – *Students are advised to take this course prior to their last semester.*

Wills and Trusts (4) (*Offered at night during the fall semester.*)

Fourth Year

Practical Legal Writing (2) (*Offered at night during the fall and spring semesters.*)

Honors Lawyering Program

See above notes regarding full-time students.

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

HLP Summer Semester

Appellate Advocacy (2)

Constitutional Law II (3)

Evidence (4)

HLP Skills Lab (Law Firm) (2)

Lawyering Skills (2)

Fall Semester of Second Year

Full-time apprenticeship

May enroll in 3-5 units of required or elective courses

Spring Semester of Second Year

Constitutional Law I (3)

Second Year or Third Year

Business Associations (4)

Criminal Procedure I (3)

Professional Responsibility (2) – *Students are advised to take this course prior to their last semester.*

Wills and Trusts (4)

Third Year

Practical Legal Writing (2)

COURSE DESCRIPTIONS

Following is a list of law school course descriptions. This list can also be found on the university's website, www.ggu.edu. Not every course will be offered every calendar year. Students should check the course schedule for each term to determine whether a course will be offered. A tentative schedule of course offerings is available on the website at www.ggu.edu/law/schedules, in the course schedule packet, and in each term's course schedule, available from the Law School Registrar's Office.

Accounting for Lawyers (2.00 units)

LAW-816A

This introductory course gives students a basic understanding of the structure of an accounting system; the mechanics of accounting entries; and the related legal, tax and business ramifications of implementing various accounting conventions and methods. Course lectures and text include discussions and cases covering generally accepted accounting principles, financial statement analysis and disclosure, auditing, choice of entity issues, and the attorney's role in dealing with accountants, auditors, and other financial professionals.

Administrative Law (3.00 units)

LAW-811

This course surveys the organization, authority, and procedures of administrative agencies in relation to rulemaking, adjudication, and judicial review of administrative rulings and decisions. The course examines both federal and state agencies.

Advanced Appellate Practice (2.00 units)

LAW-732A

Students will write briefs and orally argue real cases pending in California appellate courts. Actual trial court transcripts in civil and criminal cases will be examined and used as the bases for presenting these arguments. Class discussion will focus on practical strategies for winning appeals and writs. Prerequisites: Appellate Advocacy, Civil Procedure II, Criminal Procedure I.

Advanced Estate Planning (2.00 units)

LLM-334A

This course takes a comprehensive and detailed look into issues such as charitable organizations, valuation discounts, domestic partnerships, family limited partnerships, guardianships and conservatorships, trust and estate litigation, representing high net worth clients, irrevocable trusts, and law office management. Prerequisites: Estate and Gift Taxation; Estate Planning. (Offered through the LLM in Taxation Program. JD students seeking to enroll must obtain the approval of the program director.)

Advanced International Tax (2.00 units)

LLM-321C

This course explores the interplay among U.S. and international tax, legal, and business considerations in formulating an overall tax-efficient global strategy. Students will explore a variety of international tax topics in a case study format. Topics may include subpart F, foreign tax credits, foreign currency, hybrid instruments, choice of entity issues, international corporate reorganizations, tax treaties, and concerns of foreign investors in the U.S. Prerequisite: International Taxation. Recommended: Corporate Tax. (Offered through the LLM in Taxation Program. JD students seeking to enroll must obtain the approval of the program director.)

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. This course is open only to upper division JD students.

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. Students who received less than a B- in Appellate Advocacy must obtain instructor permission prior to registering. Prerequisites: Must be taken after, and not concurrently with, Appellate Advocacy.

Advanced Real Estate Taxation (1.00 units)**LLM-326A**

Prerequisites: Real Estate Taxation and Characterization of Income & Expenditures or Federal Income Taxation.

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 gives students an opportunity to explore in depth policy issues affecting the workplace. The course explores both the union and non-union sectors, public and private sectors, building trades, 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 LLM in Taxation Program. JD students seeking to enroll must obtain the approval of the program director.)

Advanced Torts: Contemporary Issues (3.00 units)**LAW-720C**

This course will examine in depth selected issues concerning liability in tort not covered in Torts I and Torts II. Subjects such as toxic torts, professional liability, wrongful business practices, and wrongful discrimination and interference with civil rights will be extensively analyzed and explored. Select issues in tort will be studied through the analytical framework of critical race theory. This course will also examine contemporary advances in common law tort theory and proposed alternatives to the existing system of liability based on fault. Pre-requisites: Torts I & 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.

American Legal System (2.00 units)

LLM-350A

A brief introduction to the US court systems, civil procedure, basic constitutional principles, common law torts, and legal writing and analysis.

Animal & Wildlife Law (3.00 units)

LAW-822B

This course begins with a discussion of the ethical bases for legal protection of individual animals and wildlife populations, focusing on where different ethical premises create conflicts over animal protection. The course then reviews several wildlife protection laws, including the Endangered Species Act, Migratory Bird Treaty Act, and California's Fully Protected Species Statutes. Finally, the course reviews the legal protections available to individual animals, from their status of property to standing for animals to their ethical treatment in domestic, agricultural, and laboratory settings. Several of San Francisco's unique statutes protecting animals will be reviewed, as well as recent bills proposed in Sacramento pertaining to animal and wildlife law.

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 businesses 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 focuses on legal issues related to visual arts and explores the artist's rights in their work of art, specifically matters relating to property rights, including copyright, moral rights and resale rights, while examining issues relating to license agreements with third parties. Corequisite: Intellectual Property Law Survey

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.

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 (1.00 units)**LLM-346W**

This course focuses on the basic rules for bankruptcy (corporate, partnership and individual) and the important interplay between taxes and bankruptcy. The course will cover the discharge of income and other taxes in bankruptcy, and analyze special tax rules applicable to bankruptcies, including tax rules for real property dispositions in bankruptcy, taxation of individual bankruptcy estates, net operating losses and relief of indebtedness income rules. Current bankruptcy-related legislation and events will be discussed. Prerequisite: Characterization of Income & Expenditures or Federal Income Taxation. (Offered through the LLM in Taxation Program. JD students seeking to enroll must obtain the approval of the program director.)

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: 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 for the manufacture of goods, for the distribution of goods, and for the provision of services. Each session is comprised of a lecture in a seminar style followed by a practical exercise designed to help students understand how to draft contracts from scratch, analyze contracts drafted by others, spot problem areas, and formulate solutions while avoiding common mistakes. One series of exercises will simulate key components in the formation of a business contract, including interviewing a client, drafting deal points from that interview, and a negotiating deal points with the client's adversary. Another series of discussions and exercises will analyze the structure and component parts of a typical contract, using a sample contract as a guide. 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. 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: Business Associations, 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 (3.00 units)

LAW-700C

California civil procedure differs in significant respects from federal civil procedure. Five hands-on exercises provide reinforcement for the case law. These include a client interview, drafting a pleading, researching and writing a simple motion and memorandum of points and authorities in support, oral arguments in support or opposition to a motion, and a court-administered settlement conference. This course covers procedural steps in California ranging from client intake through the appellate process. The course covers the California Code of Civil Procedure and the California Rules of Court, and introduces California forms and local rules. Prerequisite: 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 environmental and natural resource protection laws. This seminar examines some of the state's unique environmental problems and regulatory approaches. Topics covered include: the California Environmental Quality Act (CEQA); the California Coastal Act and the California Coastal Commission; the California Forest Practices Act; the public trust doctrine; California Wild & Scenic Rivers protection; Stream Alteration Agreements; dams and fisheries passage under the California Fish & Game Code; the California Endangered Species Act, and farmland preservation pursuant to Williamson Act contracts and conservation easements.

California 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 of real and personal property taxation and discuss current and relevant legal issues, such as tax compliance issues affecting property valuations, audit administration issues, and tax saving strategies. Prerequisite: Characterization of Income & Expenditures or Federal Income Taxation. (Offered through the

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

Capital Post Conviction Defense Clinic (3.00-4.00 units)

LAW-896J

Capital Post Conviction Defense Clinic introduces students to the representation of indigent defendants challenging their convictions and death sentences on direct appeal and through habeas corpus proceedings in the California Supreme Court. In addition to discussing legal and topical issues concerning death penalty representation at the weekly seminar sessions, students will work under the supervision of experienced capital defense attorneys to represent indigent defendants in their research and drafting of pleadings, the investigation of claims, and the collection and preservation of evidence. GGU law students in the past have drafted appellate arguments and habeas corpus claims, reviewed capital trial testimony, witness statements, and police reports, evaluated crime scene evidence, researched and drafted office memoranda and resource materials on various topics, collected defendant life history documents, and prepared litigation outlines and chronologies. In addition, CAP student externs are encouraged to attend oral arguments, to participate in litigation meetings, and to visit a client on death row. Please contact CAP Deputy Director Patricia Kern, PKern@capsf.org, if you have questions about this clinic. CAP is located at 101 Second Street, Suite 600. This course is graded on a Credit/No Credit basis.

Characterization of Income & Expenditure (3.00 units)

LLM-330

This course examines the fundamental concepts of federal income taxation, including gross income, business and investment deductions, personal exemptions, and the mechanics of capital transactions. (Offered through the LLM in Taxation Program. JD students seeking to enroll must obtain the approval of the program director.)

Children and the Law (3.00 units)

LAW-851A

Students examine various areas of law that impact children most. Examples include juvenile court jurisdiction (child abuse and neglect, status offenses, and delinquency), family and custody matters, mental health, disabilities, and special education. The course is taught in a seminar style with emphasis on the practical and ethical considerations of representing children as clients.

Civil Field Placement Clinic (2.00-4.00 units)

LAW-896A

Students work in private or non-profit law offices, government agencies, or business legal departments as law clerks, working on civil litigation or engaging in transactional work. Students also attend seminar class meetings. Students may work in a wide variety of areas such as civil rights, corporate law, entertainment law, family law, intellectual property law, international law, and personal injury law. Formerly Civil Practice Clinic, Family Law Clinic, and Public Interest/Government Counsel Clinic. This course is graded on a Credit/No Credit basis. Application form and consent of instructor required.

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 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 main focus is the Federal Rules of Civil Procedure although comparisons will be made to the California Rules of Civil Procedure when they are materially different. Prerequisite: Civil Procedure I

Climate Change & International Law (3.00 units)

LAW-871D

This course focuses on the most challenging environmental issue that this generation and many generations to come must confront, climate change. The course's orientation will be on international institutional responses, including the United Nations Framework Convention on Climate Change, the Kyoto Protocol and the European Trading System. The course will also examine international causes of action for damages associated with climate change in judicial and quasi-judicial fora, including the International Court of Justice, the Inter-American Commission on Human Rights, the World Heritage Commission and under the United Nations Convention on the Law of the Sea.

Collaborative Lawyering (2.00 units)

LAW-870C

Students examine the non-adversarial practice of law through the processes of interdisciplinary mediation and Collaborative Practice. The main focus will be in the area of family law, but will also touch upon efforts to apply these processes to civil matters. The course is taught in a seminar style with emphasis on the practical and ethical considerations of being an attorney that does not represent clients per se, but rather acts as an educator and facilitator, and also how to efficiently conduct oneself as an attorney that is part of a team working with mental health and financial professionals.

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.

Commercial Leasing (2.00 units)

LAW-883C

Commercial leasing constitutes a major area of modern real estate practice. This course introduces students to substantive law, drafting skills, and essential negotiation techniques that

practitioners use and look for in their new hires. Some of the issues covered will be letters of intent, rentable space, expenses, use provisions, recapture provisions, repair & compliance clauses, tenant improvements, insurance, SNDAs, CAM, ADR, ADA, financing, and bankruptcy. Prerequisite: Property I & II.

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 Civil Procedure (2.00 units)

LAW-818B

This course compares civil proceedings in common law (US, England) and civil law (Italy, Germany, with references to Japan) systems, mainly focusing on the following issues: (i) the fact-finding process; (ii) the law of evidence; (iii) the application of the law of evidence to facts; and (iv) the application of substantive law to (proven) facts. These issues will be addressed during the course, focusing on similarities existing among those proceedings, digging into some of the main devices concerning fact-finding and evidence. The course is intended to provide students and future international lawyers and scholars with tools to manage transnational litigations and arbitrations, and think about different legal systems in a comparative perspective, through the theory and practice of civil procedure and civil litigation. Students will write one final paper (approximately 20 pages).

Comparative Constitutional Design (2.00 units)

LAW-801G

This seminar invites students to explore the issues behind writing a constitution. What motivates a nation to select among different options for judicial and executive power or to enforce certain rights rather than others (e.g., dignity, property rights and social welfare rights) and who should decide the content of a constitution? Readings will include historical examples of constitutional drafting from a variety of countries, popular and academic opinion about how to write (or amend) a constitution, and other writings to allow the students to formulate their own opinion of best practices for constitution drafting. Classes will be discussion-based and interactive. The course will culminate in a research paper in lieu of a final exam. Co-requisite: Constitutional Law I

Comparative Corporate Law (2.00 units)

LAW-763A

Using a comparative and functional approach, the course examines the various regulatory and governance strategies employed in different legal systems to address three recurring problems of

corporation law: mediating the tensions between owners and managers, between majority owners and minority owners, and between the corporation and society. The primary comparison will be between US and French/EU law. There is no prerequisite for this course. This course is offered only through the Paris Summer Program.

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 Justice (2.00 units)

LAW-818C

This course explores the US approach to criminal justice compared with that of European countries through readings and lively discussions. Specifically, it will consider the rights of one charged with an offense during investigation and interrogation, the right to counsel, plea bargaining, the roles of judges, juries, prosecutors and victims. This course also examines substantive criminal law issues such as the crime of rape and punishment considerations, including the death penalty.

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-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 International Tax (2.00 units)

LLM-301A

This seminar compares current tax law in countries from all parts of the developed and developing world. The course will explore similarities and differences among countries? income and other tax systems and identify the implications for tax practice. Using a structural framework, the course materials include recent cases and commentaries. The seminar will also assess national tax regimes in light of international tax treaty requirements and models (OECD, UN, EU, WTO, etc.).

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 (1.00-2.00 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 (2.00 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. This course is graded on a Credit/No Credit basis. Corequisites: Evidence and Trial Advocacy.

Competition: Traynor Moot Court (2.00 units) LAW-899E

The Roger J. Traynor California Moot Court Competition is a prestigious interscholastic moot court competition open to California law schools. The competition is designed to provide students with a learning experience that reflects contemporary appellate practice in California, and uses an edited record from an actual California Court of Appeal case. A team of two or three students will prepare and submit an appellate brief representing one side, and present oral arguments representing both sides.

Constitutional Issues Seminar (2.00 units) LAW-801K

This course explores US Constitutional law through the lens of foreign and comparative law and with a focus on contemporary issues in domestic and foreign constitutional law. The goal of the course is to improve critical thinking, discussion and writing skills through a more focused engagement in topics of interests to the class. Students will improve their analytical, writing and presentation skills in connection with a paper on a constitutional law topic of their own choosing. This course will have a final paper; no exam. Prerequisites: Constitutional Law I or II.

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. Enrollment during the spring term is limited to students in the Honors Lawyering Program (HLP).

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 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 LLM students are required to take this course, Trademark Law of the U.S., or Patent Law of the U.S.

Corporate Governance (3.00 units)**LAW-802C**

This course will highlight the rising importance of corporate governance as evidenced by the Sarbanes-Oxley Act of 2002 and the adoption of related rules promulgated by the Securities and Exchange Commission, the national securities exchanges and the national securities associations. It will focus on the impact of these regulatory initiatives on corporations, their executive officers, their directors, their auditors, and their attorneys. The course will also address the increasing importance of corporate governance on investor behavior and evaluate the evolving consensus on corporate governance best practices. Prerequisites: Business Associations.

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 tax free reorganizations. Prerequisite: Characterization of Income & Expenditures or Federal Income Taxation. (Offered through the LLM in Taxation Program. JD students seeking to enroll must obtain the approval of the program director.)

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!" This course is graded on a Credit/No Credit basis.

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. This course is graded on a Credit/No Credit basis. Prerequisites: Criminal Law, Evidence. Recommended: Criminal Procedure, Trial Advocacy, and Criminal Litigation. 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.

Curricular Practical Training (0.00 units)**LAW-895A**

Qualified international students in valid visa status may obtain practical training by participating in clinical programs, legal internships and externships, and law clerk positions under the guidance of a faculty adviser. To qualify, students must demonstrate competence in legal writing and research and obtain written authorization from an international student adviser. May be taken a maximum of three times. Open only to upper division JD students. This course is graded on a Credit/No Credit basis.

Curricular Practical Training (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. This course is 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.

DOJ Internship (2.00-3.00 units)**LLM-307**

This is a competitive placement, one student is selected each semester by DOJ. The student will have the opportunity to complete an internship with the Department of Justice Tax Division office in San Francisco, working directly with attorneys on both civil and criminal tax cases.

Interested students should contact the director of the LLM in Taxation Program, for more information. Prerequisite: Characterization of Income & Expenditures and Federal Tax Procedure. This course is graded on a Credit/No Credit basis.

Directed Study (1.00-3.00 units) LLM-399

A Directed Study is an independent study project for LLM students done under the supervision of a faculty member or supervising attorney for academic credit. Directed Study can be taken for 1 to 3 units. The project can be on any topic agreed to by the student, faculty member or supervising attorney, and the LLM program director. Directed Study can be taken for a letter grade or for a Credit/No Credit grade and must be decided at the time of topic approval. All papers submitted under this program should reflect approximately 70 hours of work per unit of credit.

Domestic Violence Seminar (2.00 units)

LAW-837E

This seminar studies the historical, cultural, and psychological aspects of domestic violence in addition to the civil and criminal changes in the law both nationally and internationally. Students are assigned a reader composed of relevant articles, cases, and legislation.

e-Commerce Law (2.00 units)

LAW-743A

A broad spectrum of laws governing business conduct has been substantially affected by the digital revolution, such as copyright, trademark, contracts, banking, privacy, and antitrust. The Internet phenomenon has required new laws to protect against undue incursions from technology, creating new rights unneeded before. This course looks at establishing Internet business, information privacy, electronic pop-up advertising, spam messages and spyware, remote and click-wrap contracting, digital signatures, B2B Internet exchanges, P2P file-sharing, Internet auctions, licensing of information, electronic banking, and current Internet business and litigation.

Education Law Seminar (2.00 units)

LAW-830

This 2-unit seminar will focus on judicial decisions, statutory law, and administrative regulations affecting public education in this country. Topics will include the history and philosophy of mandatory schooling, desegregation, equal opportunity, safe schools, freedom of expression for students and teachers, religious accommodation, bilingual education, searches in the school setting, employment rights, the No Child Left Behind Act, and the IDEA (Individuals with Disabilities Education Act). The course will culminate in a mock expulsion hearing, with all students participating. Each student will submit an original paper in order to receive credit for the course. Completion of Constitutional Law I is recommended.

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 affects 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 participate in trial situations to gain an appreciation for proper procedures for offering or challenging admission of electronic information. Students learn to create and authenticate electronic charts, diagrams and slides. The course also explores 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) Co-requisite: 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.

Energy & Environmental Law (3.00 units)**LAW-857A**

This course surveys the law and regulation of energy production, distribution, and use, with an emphasis on the legal and policy issues at the intersection of energy and environmental law. These issues are examined in the context of the electricity and natural gas industries, giving particular attention to the statutory and administrative framework governing public utilities and the wholesale and retail energy markets. The class provides an introduction to state and national energy policy, and compares local, regional, and global impacts of fossil-based and renewable energy sources on climate change and the natural environment. Students interested in environmental law, natural resources law, water law, administrative law, and international law should consider this course.

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 LLM Externship (1.00-4.00 units)**LLM-375E**

This class is for LLM Environmental students who wish to do an externship at an organization, agency or firm engaged in environmental law. Pre-requisite: Environmental Law Clinic or permission of the LLM Environmental Law Program Director. This course is graded on a Credit/No Credit basis.

Environmental Law Clinic (2.00-4.00 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. This course is graded on a Credit/No Credit basis.

Environmental Law Journal Assoc. Editor (1.00-2.00 units)**LAW-862C**

This course is graded on a Credit/No Credit basis.

Environmental Law Journal Edit. Board (2.00 units)**LAW-862D**

This course is graded on a Credit/No Credit basis.

Environmental Law Journal Writer I (2.00 units)**LAW-862A**

This course is graded on a Credit/No Credit basis.

Environmental Law Journal Writer II (1.00 units)**LAW-862B**

This course is graded on a Credit/No Credit basis.

Environmental Law Practice Seminar (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.

Environmental Law and Justice Clinic (1.00-3.00 units)**LAW-834C**

The Environmental Law & Justice Clinic (ELJC) is an in-house clinic, which provides students with intensive training and hands-on lawyering experience. Under close faculty supervision, students provide legal representation on matters addressing environmental justice issues, including the disproportionate environmental hazards faced by low-income communities and people of color. Clinic students are certified under State Bar of California rules to perform many of the tasks of an attorney: they interview clients, develop legal strategies, draft legal documents, and counsel clients. They may also appear at hearings and negotiate with opposing parties, depending on the Clinic's caseload. Co-requisite: Evidence. Students also must have completed an environmental law course or have the instructors' waiver of this requirement. Special scheduling arrangements can be made on a case-by-case basis for night students. This course is graded on a Credit/No Credit basis.

Environmental Law and Justice Seminar (3.00 units)**LAW-834G**

The ENVIRONMENTAL LAW & JUSTICE SEMINAR is a required companion course to the Environmental Law & Justice Clinic, but it may also be taken by JD or LLM students who are not enrolling in the Clinic. The Seminar explores law and policy issues central to the environmental justice movement, focusing on matters that recur in the Clinic's representation of clients who are disproportionately impacted by pollution; explores the role of lawyers and their ethical responsibility in representing clients from communities overburdened by pollution; and provides skills training that students must master to become effective lawyers, focusing on skills that are necessary for the Clinic's caseload. Students enrolled in the Seminar by itself, without the Clinic component, will be required to fulfill a significant writing requirement.

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.

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. Prerequisite: Characterization of Income & Expenditures or Federal Income Taxation. (Offered through the LLM in Taxation Program. JD students seeking to enroll must obtain the approval of the program director.)

ERISA II (1.00 units)**LLM-340B**

This course examines Employees Retirement Income Security Act (ERISA) rules for defined contribution retirement plans and related issues. This class is a continuation of ERISA I (LLM 340A) and will focus on the review of the IRS model provisions for defined contribution plans. Prerequisite: ERISA I. (Offered through the LLM in Taxation Program. JD students seeking to enroll must obtain the approval of the program director.)

Estate & Gift Taxation (3.00 units)**LLM-325**

This course provides an introduction to federal wealth transfer tax, including estate, gift, and generation-skipping transfer taxes. (Offered through the LLM in Taxation Program. JD students seeking to enroll must obtain the approval of the program director.)

Estate Planning (3.00 units)**LLM-334**

This course includes a study of various estate planning topics such as the unified credit, marital deductions, charitable deductions, generation-skipping transfers, life insurance, trusts and their uses, and family limited partnerships. Emphasis is on practical skills needed to create a uniform estate plan. Prerequisite: Estate and Gift Taxation. (Offered through the LLM in Taxation Program. JD students seeking to enroll must obtain the approval of the program director.)

Estate Planning for the Blended Family (1.00 units)**LLM-334B**

For estate planners representing blended families such as second marriages, same sex relationships, and families with difficult children, this one-unit course will explore and analyze technical and tax issues surrounding the marital deduction, discretionary trust distributions, retirement plan distributions, community property characterization, tax allocation and payment planning, post mortem planning, death versus divorce and the individual psychologies of the parties. This course will also address ethical conflicts and dissect some "typical" estate planning documents to show drafting modifications appropriate for the blended family. Prerequisites: Estate and Gift Tax; Estate Planning. (Offered through the LLM in Taxation Program. JD students seeking to enroll must obtain the approval of the program director.)

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

Evolving Role of In-House Counsel (2.00 units)**LAW-858C**

Today, corporate general counsel and law departments face new responsibilities, heightened expectations and unprecedented challenges. In-house counsel is driven by corporate management, evolving client expectations regarding legal services, trends in the external legal marketplace and the changing legislative and regulatory landscape. This class will look at the role of company lawyers and discuss best practices. The goal is to familiarize students with an analytical approach to issues in each of the following key areas: General Business Contracts; Corporate Governance; Corporate Compliance; Employment Law; Intellectual Property; Litigation; and Working With Outside Counsel. Pre-requisites: Contracts I & II, Business Associations (may be taken concurrently but will require paper registration); Recommended: Professional Responsibility, Employment Law, IP classes, Litigation classes.

Executive Compensation (1.00 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 LLM in Taxation Program. JD 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 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. Prerequisites: Property I & II

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 LLCs and S corporations, including eligibility, election, revocation, termination, and accounting rules.

Prerequisite: Characterization of Income and Expenditures or Federal Income Taxation; Recommended: Corporate Taxation. (Offered through the LLM in Taxation Program. JD students seeking to enroll must obtain the approval of the program director.)

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 taxpayers. Coverage includes the regulatory process, the audit and administrative appeals process, choice of litigation forum, and assessment and collection practices. (Offered through the LLM in Taxation Program. JD students seeking to enroll must obtain the approval of the program director.)

Gender 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.

Global Climate Change & Water Law (3.00 units)

LAW-871E

This course will review and analyze the global warming and climate change issue and related cross-sectoral water resource impacts. The class will review federal policy relating to climate change and whether it preempts state and local initiatives. The course will also examine international treaties and institutions involved (such as the United Nations Task Force on Climate and Water), as well as California's policy, reflecting its leadership role on these issues

with specific attention to its strategy to reduce greenhouse gas emissions, the state's renewable energy portfolio standard, assessment of climate change impacts under the California Environmental Quality Act (CEQA) and statewide water resource planning in light of climate change forecasts. Prerequisite: Environmental Law & Policy.

Global Warming & Renewable Energy (3.00 units)

LAW-871R

This course will review and analyze the global warming and climate change issue with a specific focus on the potential remedy of renewable energy and its legal implications. The class will review federal policy relating to climate change and whether it preempts state and local initiatives. Emphasis will be given to California's policy, reflecting its leadership role on these issues with specific attention to its strategy to reduce greenhouse gas emissions, the state's renewable energy portfolio standard and restrictions on the use and import of coal-based energy.

Global Warming & the Courts (2.00 units)

LAW-871G

Can--and should--the U.S. legal system deal with global warming? This course explores the ability of the courts to address a new and global environmental threat, and the relationship of litigation to the environmental movement and the political branches more broadly. We will consider the use of existing environmental statutes and the common law in addressing global warming in current litigation, the challenges faced by litigants in these cases, and how courts have responded. Class requirements include readings, class participation, and a final paper.

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.

Guerrilla Lawyering (1.00 units)

LAW-824G

This seminar focuses on lawyering for social change. It teaches the art of using guerrilla fighting techniques in the legal arena. Guerrilla lawyers are characterized by limited resources and by an alternative vision of the dominant culture. The class first explores the lawyer-client relationship, then moves on to unmasking legal dogma. Through role-playing students learn how to use the law as an organizing tool. There will be two class sessions in an actual courtroom at the federal building where each student will argue a bail motion or sentencing hearing. Students will learn how to exert power in formal legal settings. The course emphasizes merging political/legal theory with practical lawyering. There will be a short final paper, but no final exam in this course.

HLP Independent Study (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.

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. This course is open only to students in the Honors Lawyering Program (HLP).

HLP Skills Lab (2.00 units)

LAW-809B

This course applies the law of Evidence and Constitutional Law II to practical problems. This course is open only to students in the Honors Lawyering Program (HLP). This course is graded on a Credit/No Credit basis.

HLP Wills & Trusts Lab (1.00 units)

LAW-807I

This course applies the law of Wills and Trusts to practical problems. Co-requisite: Wills and Trusts. This course is open only to students in the Honors Lawyering Program (HLP). This course is graded on a Credit/No Credit basis.

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 or San Jose. Selected students will work directly with IRS counsel on pending Tax Court, collection and other current cases. The placement may be with either 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. This course is graded on a Credit/No Credit basis. Prerequisites: Federal Tax Procedure; Characterization of Income and Expenditures.

Immigration Law (3.00 units)

LAW-842A

This introduction to immigration and naturalization law and procedure examines major immigration policies and covers immigration and naturalization statutes, regulations, major administrative and court decisions, and constitutional rights as affected by alienage.

Immigration and Refugee Policy Clinic (1.00-2.00 units)

LAW-842E

Students examine critical policy issues in U.S. immigration and refugee law, including questions concerning family unity, treatment of skilled labor, people fleeing persecution, population growth, and allocation of resources. This course is graded on a Credit/No Credit basis.

Immigration and Refugee Policy Seminar (2.00 units)

LAW-842D

This course will focus on U.S. and national asylum law and procedure, international refugee protection law and procedure, and significant debates regarding these topics. Students will become familiar with the process involving USCIS, US ICE, Immigration Courts, the Board of Immigration Appeals, and the federal courts of review.

Income Taxation of Trusts & Estates (2.00 units)**LLM-344**

This course analyzes the income taxation of trusts and estates, 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. Prerequisite: Characterization of Income & Expenditures. (Offered through the LLM in Taxation Program. JD students seeking to enroll must obtain the approval of the program director.)

Independent Study (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. Petition for Independent Study forms, and appropriate registration forms, are available from the registrar's office or on the law school website.

Insurance Law (3.00 units)**LAW-845**

This course studies the interpretation and enforcement of liability, property, and life insurance policies, including the liability of insurers for bad faith. Emphasis is on the function of insurance in civil litigation and on public policy, including recent changes in California insurance laws. Prerequisite: Contracts I and II.

Intellectual Property Law LLM Seminar (3.00 units)**LLM-310A**

Students meet with the director of the LLM in intellectual property law program to discuss the progress of their thesis research. They also participate in discussion and analysis of recent statutory and case law developments in intellectual property law. (Offered only to students enrolled in the LLM in intellectual property law program.)

Intellectual Property Law Survey (3.00 units)**LAW-823E**

An introduction to the 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.

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 through several assignments. This course covers logical organization, legal analysis, grammar, punctuation, and style. It does not cover legal research or exam writing. Consent of the

Associate Dean for Law Student Services required. Prerequisites: Writing & Research I & II. Must be taken before and not 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 Commercial Arbitration (2.00 units)

LAW-741

Given the internationalization of the business world, disputes, with increasing frequency, involve parties from different parts of the globe. The intent of this course, therefore, is to provide GGU students with an introduction to international commercial arbitration currently and foreseeably the dominant vehicle by which transnational commercial disputes are resolved. The course will provide a basic understanding of the legal underpinnings of arbitration as well as the key issues surrounding the assemblage of an arbitration agreement; the conduct of an arbitral proceeding and the enforcement issues confronting a successful commercial disputant.

International Commercial Dispute Resoltn (2.00 units)

LAW-741A

As global markets continue to expand so has the need for resolving transnational disputes. While some international disputes will be resolved through litigation, most will be settled by alternative means. This course will concentrate on the various forms of dispute resolution available to international parties in both foreign and domestic legal settings. The course will emphasize the utility of mediation, conciliation, arbitration, and litigation as appropriate vehicles for the settlement of international disputes.

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 Criminal Law (2.00 units)

LLM-373

From the Nuremberg Tribunal to current developments following September 11, this course will provide an overview of international criminal law and institutions concerning human rights, humanitarian law and international terrorism. Substantive topics will include: genocide, war crimes, crimes against humanity, torture and terrorism. The institutions to be covered will include international and mixed international criminal courts, universal jurisdiction, and national prosecutions of serious international crimes.

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 Environmental Law Seminar (3.00 units)**LLM-362**

This course will seek to provide an overview of the status of international environmental law in the 21st Century. In so doing, we will explore all of the following questions: Why do States cooperate in developing international environmental norms and regimes, and to what extent? What are the sources of international law, and what legal mechanisms or approaches facilitate the development of international environmental agreements and norms? What mechanisms do we use to facilitate assessment of compliance with, and implementation of, international environmental agreements, and what metrics do we employ to assess treaty effectiveness? How effective are some of the primary international environmental agreements in force today? How can we make these agreements more robust? What is the interface between international environmental law and other important international institutions, e.g. trade, human rights and financial regimes? This course is open only to LLM students.

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 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)**LLM-380A**

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 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. Prerequisite: Characterization of Income & Expenditures or Federal Income Taxation. Recommended: Corporate Tax (Offered through the LLM in Taxation Program. JD 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.

Intra-State Conflict & Peace Building (2.00 units)**LLM-383A**

This course aims to introduce students to the theories of intra-state conflicts and international practices of resolving them at the very basic level. Students will explore sources and causes of conflicts, ongoing conflicts, successful resolution practices, peace building, relevant international law and the role of international and regional organizations in resolving intra state conflicts. General knowledge of or familiarity with international law required.

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 US legal system; methods of legal analysis; writing and research; and basic terminology and principles of common law subjects including torts, contracts, and property. The course also provides a basic foundation for study of the US Constitution. Open to LLM and SJD students whose first law degree is from a non-US Law School.

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 of Alameda County. 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. This course is graded on a Credit/No Credit basis. 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 in 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, the first day of which is just before the start of the term. Students who enroll in this course in a summer session are limited to 8 units of credit. Prerequisite:

Students must have completed 40 units and have a cumulative GPA of 2.5 for state trial court and 2.75 for appellate and federal court externships. Corequisite: Evidence, or consent of instructor. This course is graded on a Credit/No Credit basis.

Katrina & Disaster Law Seminar (2.00 units)

LAW-788A

This dynamic and timely course explores a myriad of legal issues arising out of the aftermath of Hurricane Katrina and the subsequent breach of the levees. After studying some of the history of the Gulf Coast and the background leading up to Hurricane Katrina, each student will select a topic to research in depth. During the semester students will present reports to the class on the progress of their research and submit written work that will culminate in a paper of publishable quality. The research topics will focus on legal issues that are of practical use to lawyers and agencies engaged in helping those people who lost family members, homes, jobs, schools, pets, and neighborhoods in the wake of Katrina, and those who are engaged in the clean up and rebuilding efforts. Thus, the course will involve intersections of a number of areas of law, including contracts, insurance, property, race and poverty, employment, immigration, environmental and criminal justice. Students, with the assistance of the professor, will assemble their writings and submit them for publication and will present the results of their research at a symposium for the Golden Gate community.

Labor Law (3.00 units)

LAW-854A

This course will provide an overview of union and management relations under the National Labor Relations Act, focusing on employees' right to organize, union representation, collective bargaining, right to fair representation, employer and union economic weapons, and recent proposed legislative changes. Students will learn how the political, economic, and social environment have shaped the law of labor relations and gain an appreciation for competing visions of how the 64-year-old Act applies, or may need to be changed, to deal with many issues in the contemporary workplace.

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. This course is graded on a Credit/No Credit basis. Consent of instructor required.

Law & Leadership Seminar (0.00-1.00 units)

LAW-870A

Leadership calls upon a broad variety of skills, including professionalism, networking, mentoring and public speaking. The goal of this seminar is to help students develop competency in a range of leadership skills and increase their appreciation for the variety of leadership roles people with legal training may achieve throughout their careers. The seminar will also explore ways for

students to strengthen their own personal leadership style through self-assessment and skill development. Enrollment in this class is by application. The application process begins April 1 and ends on the last Monday of spring semester classes. Students must enroll in both the fall and spring semesters and successfully complete both to receive credit. Grading is credit/no credit.

Law Review Associate Editor (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, see LAW 861D). In the Fall term, 12 hours of mandatory seminar sessions will be scheduled. During the course of the two semesters, each member will edit and cite check the work of various first year Law Review members or work on selected articles from outside authors. The total of 3 credits will be awarded at the end of the Spring term. This course is graded on a Credit/No Credit basis.

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. This course is graded on a Credit/No Credit basis.

Law Review Writer (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. This course is graded on a Credit/No Credit basis. Enrollment is limited to persons invited to join the Law Review. Membership on Law Review is determined in two ways: by first-year grades (top 10%) or through a writing competition that is held during the middle of the second semester of the first-year.

Law of International Armed 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. (Note: In the event of insufficient

enrollment for this class as a seminar, interested students may apply to the instructor to pursue it as an Independent Study project.)

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 in the Honors Lawyering Program (HLP) may not enroll in this course.

Legal Analysis (3.00 units)

LAW-801E

This course covers the elements of legal reasoning and problem solving, with an emphasis on analytical writing. This course is graded on a Credit/No Credit basis.

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. This course is graded on a Credit/No Credit basis.

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

Mediation Skills Training (2.00 units)

LAW-870

This course combines a survey of various mediation theories, settings, and methods with simulations in problem solving, mediation, negotiation, and legal representation. Topics include confidentiality and standards of conduct for mediators. Students may earn a certificate for 40 hours of Mediator Training.

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 (1.00 units)

LLM-351

This course addresses estate, inheritance, gift, and income taxation of trusts and estates as they relate to U.S. citizens living abroad, foreign nationals in the United States, and nonresident aliens. Analysis includes comparative law, estate and gift tax treaties, conflicts of law, and choice of law in selected jurisdictions. Prerequisite: Estate & Gift Taxation; Estate Planning. Recommended: Income Taxation of Trusts & Estates; International Taxation. (Offered through the LLM in Taxation Program. JD students seeking to enroll must obtain the approval of the program director.)

Negotiating and Drafting Contracts in the Entertainment Business (2.00 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 Rim Trade Seminar (3.00 units)

LLM-378P

This course provides an overview of the international trade policies followed by selected Asian and Pacific Rim nations and then examines the legal issues arising from the execution of those policies. The Pacific Rim Trade Seminar is a natural extension of the basic course in International Organizations and will focus on legal issues and the organizations, trade agreements and mutual defense/cooperation agreements that have been implemented to resolve them. The seminar emphasizes student participation in discussions examining the issues from the perspective of the State, the courts, international businesses, and the individual. The seminar will allow students to review applicable rules of international law dealing with the regulation of international trade and then apply them to real world scenarios unfolding around them. Typical subjects for discussion include: (1) the effectiveness of (Pacific Rim) regional trade organizations such as ASEAN, NAFTA, and MERCOSUR; (2) advantages/disadvantages of (Pacific Rim) regional trade organizations; (3) advantages/disadvantages of supranational organizations such as the European Union and the Free Trade Area of the Americas; (4) compliance by Pacific Rim nations with WTO rules, regulations, and requirements; (5) legal issues arising out of doing business in a foreign jurisdiction (students will gain practical experience in advising a client considering an international business transaction involving Pacific

Rim nations). Substantive material will be presented through and grades will be determined by: (1) Classroom lectures and student presentations; (2) Assigned reading material; (3) Case studies; (4) Participation in class/seminar discussions and exercises; and (5) A final research paper on a topic of the student's own choosing.

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 Taxation (3.00 units)

LLM-328

This course concerns tax issues of the organization and operation of partnerships, including contributions, distributions, withdrawal of a partner, dissolution, and sales or exchanges of partnership interests. Prerequisite: Characterization of Income & Expenditures or Federal Income Taxation. (Offered through the LLM in Taxation Program. JD students seeking to enroll must obtain the approval of the program director.)

Patent 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.

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. 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.

Poverty Law (2.00 units)

LAW-829A

The primary objective of this course is to introduce students to the unique legal issues of the poor and how the legal system deals with access to justice and indigency. We will review historical

and contemporary challenges facing public interest lawyers, legal problems and policy choices regarding poverty, and effective advocacy strategies. These themes will then be traced through three areas of substantive discussion: government benefit programs, housing law and homelessness, and family law. We will conclude the course with an examination of new trends in legal services.

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 need an understanding of accounting principles. Students planning to do transactional or litigation work where critical reading of financial statements is important will benefit from the course. (Offered through the LLM in Taxation Program. JD students seeking to enroll must obtain the approval of the program director.)

Practical Legal Writing (formerly 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. Practical Legal Writing (formerly 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.

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 I and Torts II.

Private International Law: Transnational Litigation (3.00 units)

LAW-820A

This course provides a comprehensive introduction to the wide range of issues typically encountered in the context of transnational litigation. In particular, the course explores the resolution of transnational disputes involving one or more private parties. The course covers issues such as lex mercatoria, jurisdiction and forum non conveniens, choice of law and extraterritorial application of law, forum selection clauses and lis pendens, foreign sovereign immunity, international judicial assistance (e.g., in connection with service of process or taking evidence abroad), and the recognition and enforcement of judgments abroad. Throughout the

course, we examine not only US law, but also relevant international law, as well as the rules and practices of other common and civil law countries. This is a field in which the US rules and practices differ vastly from those found in other countries, and where the potential for lawyers from different legal systems to misunderstand each other is huge. The course is suitable both for JD students who might wish to deepen their knowledge and understanding of U.S. civil procedure (as it pertains to transnational cases), as well as for LLM and SJD students without any previous knowledge of U.S. civil procedure or conflict of laws.

Pro Bono Tax Clinic (1.00-2.00 units)

LLM-306

The Pro Bono Tax Clinic provides students with the opportunity to assist low-income individuals in certain tax disputes before the California Board of Equalization ("BOE"). Under the direct supervision of a BOE attorney, the students provide legal assistance to taxpayers with claims involving Renter's Assistance Credits, California residency issues, and Head of Household status, among other issues. The students meet regularly with a BOE attorney on campus who instructs them about the relevant law and assists them in the development of their clients' factual and legal arguments. The students draft procedural letters, legal memoranda and briefs that are submitted to the BOE. Students may also have the opportunity to argue the client's case at a BOE hearing. This course is graded on a Credit/No Credit basis. Recommended: Characterization of Income & Expenditures or Federal Income Tax. (Offered through the LLM in Taxation Program. JD students seeking to enroll must obtain the approval of the program director.)

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: Federal Tax Procedure, 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.)

Professional Responsibility (2.00 units)

LAW-805A

This course examines the attorneys 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 LLM in Taxation Program. JD students seeking to enroll must obtain the approval of the program director.)

Property I (3.00 units)

LAW-715A

This survey of interests in land covers possession versus ownership, forms of ownership, modern landlord-tenant law, restrictions on the use of land through easements and restrictive covenants, and regulation of land use. The course also considers constitutional issues such as taking

property without just compensation, infringements on freedom of association, and exclusion of minorities and the poor.

Property II (3.00 units)

LAW-715B

This survey of modern real estate transactions examines aspects of purchasing real estate. Prerequisite: Property I.

Public 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.

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. This course is graded on a Credit/No Credit basis. 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 & Expenditures or Federal Income Taxation; Recommended: Corporate Taxation. (Offered through the LLM in Taxation Program. JD students seeking to enroll must obtain the approval of the program director.)

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.

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 I, Constitutional Law II and Property II

SJD Additional Residency (0.00 units)

SJD-911

This course is for SJD students who require an extra semester of residency before sitting for their qualifying oral exam. Tuition is US\$750 each term and all other fees apply.

SJD Candidacy (Local) (0.00 units)

SJD-920

This course is for SJD students who have advanced to candidacy and will continue work on their dissertation in the San Francisco Bay Area at GGU. Tuition is US\$750 each term 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 only the "Registration" fee applies.

SJD Candidacy (US non-local) (0.00 units)

SJD-921

This course is for SJD students who have advanced to candidacy and will continue work on their dissertations in the United States but not in the San Francisco Bay Area. Tuition is US\$0 and only the "Registration" fee and applicable "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 and second of the required two semesters of residency. Tuition is US\$15,000 for each semester and all fees apply.

Sales (2.00 units)**LAW-740**

Students examine Article 2 of the Uniform Commercial Code but also learn about the U.N. Convention on Contracts for the International Sale of Goods. The course focuses on formation, express and implied contractual terms, warranties, performance, and remedies for breach of contract. Prerequisites: Contracts I and II.

Securities Regulation (3.00 units)**LAW-802B**

Students investigate the Securities Act of 1933 and selected portions of the Securities Exchange Act of 1934, together with analogous provisions in the Uniform Securities Act and California Corporate Securities Law. Topics include the role of the underwriter, the nature of a security, the registration process, exemptions from registration, and civil liability provisions. Prerequisite: Business Associations.

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. Prerequisites: Constitutional Law I and II or consent of the instructor.

Special Problems: Civil Procedure (2.00 units)**LAW-728E**

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

Special Problems: Con. Law & Torts (2.00 units)**LAW-728L**

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: Constitutional Law I & II and Torts I & II.

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 I & II and Torts I & II.

Special Problems: Criminal Procedure & Evidence (2.00 units)**LAW-728F**

The Law School offers advanced Special Problems courses in Property, Civil Procedure, Constitutional Law, Criminal Law, Criminal Procedure, Evidence, Contracts, and Torts. Students

Special Problems: Criminl Lw & Procedure (2.00 units) **LAW-728P**

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

Special Problems: Property (2.00 units) **LAW-728C**

Sports Law (2.00 units) **LAW-873**

State & Local Taxation (2.00 units) **LLM-368****Strategies of Legal Writing (2.00 units)** **LAW-726B**

Street Law (3.00 units) **LAW-886**

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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. This course is graded on a Credit/No Credit basis. Students must have approval from the associate dean for student services to enroll in this course.

Tax 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. Prerequisite: Characterization of Income & Expenditures or Federal Income Taxation. Recommended: Estate and Gift Taxation. (Offered through the LLM in Taxation Program. JD students seeking to enroll must obtain the approval of the program director.)

Tax Credits for Real Estate Investment (1.00 units)

LLM-326C

This course is an introduction to low income, rehabilitation, new market and renewable energy tax credits and their use in financing real estate investments. The course covers the basics of what the credits are and how and why they are used, as well as the legal and regulatory parameters, including the use of partnerships as a vehicle for using credits, and discussion of the social policies the credits are designed to advance. Prerequisite: Real Estate Taxation.

Tax Exempt Organizations (2.00 units)

LLM-331

This course provides an overview of the laws governing tax-exempt organizations, focusing on federal tax laws affecting charitable and educational organizations. Topics covered include charitable planning, charity formation and application for exemption, operational requirements, executive compensation, private foundation excise taxes and prohibitions, unrelated business income, and other interesting tax issues. The course will also include discussion of relevant state law formation and governance issues as well as charitable trust restrictions, using California as a model. Prerequisite: Characterization of Income & Expenditures or Federal Income Taxation. (Offered through the LLM in Taxation Program. JD students seeking to enroll must obtain the approval of the program director.)

Tax Fieldwork (1.00-3.00 units)

LLM-397

Clinical fieldwork in a tax practice may be performed under the supervision of a practicing attorney. Students must petition to program director for approval. This course is graded on a Credit/No Credit basis. (Offered through the LLM in Taxation Program. JD students seeking to enroll must obtain the approval of the program director.)

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 (3.00 units)

LLM-340

This course considers utilization of the tax system to achieve public policy goals, including assumptions, problems, and social impacts of alternative public taxation policies. (Offered through the LLM in Taxation Program. JD students seeking to enroll must obtain the approval of the program director.)

Tax Research (1.00 units)

LLM-317A

This course acquaints students with resources available for tax research, including legislative processes, the Internal Revenue Code, judicial and administrative interpretations, reference services, and electronic research. (Offered through the LLM in Taxation Program. JD students seeking to enroll must obtain the approval of the program director.)

Taxation of Intellectual Property (1.00 units)

LLM-347

This course addresses the tax treatment of intellectual property in a wide range of issues including: tax treatment of the development of IP, distinctions between self-produced and purchased IP, tax treatment of sales and other transfers of IP (treatment of a transfer as a sale or as a license, and the significance of this treatment), and the treatment of IP in non-recognition transactions. International tax topics covered will include: sourcing of income from the use of IP, withholding tax and other taxes on royalties, the impact of tax treaties on licensing, development of IP in tax-favored jurisdictions and transfer pricing rules regarding such development, the use of a "buy-in" or "cost-sharing agreement" and current developments regarding these strategies. There will also be brief coverage of state and local issues regarding IP. Prerequisite: Characterization of Income & Expenditures or Federal Income Taxation. (Offered through the LLM in Taxation Program. JD students seeking to enroll must obtain the approval of the program director.)

Taxation of Mergers & Acquisitions (2.00 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. Prerequisite: Corporate Taxation. (Offered through the LLM in Taxation Program. JD students seeking to enroll must obtain the approval of the program director.)

Taxation of Securities (1.00 units)

LLM-315

Prerequisites: Characterization of Income & Expenditures or Federal Income Taxation.

Thesis (4.00-6.00 units)

LLM-386

A thesis is an independent study project for LLM students done under the supervision of the LLM Program Director. Thesis can be taken for 4-6 units. The thesis can be on any topic agreed to by the student and the Program Director. Thesis can be taken for a letter grade or for a

Credit/No Credit grade and must be decided at the time of topic approval. All papers submitted under this program should reflect approximately 70 hours of work per unit of credit.

Timing of Income & Expenditure (2.00 units)

LLM-338

This course analyzes problems of allocation income and deduction items to the proper taxable year, including annual accounting concept, tax year selection, accounting methods, and the time value of money. (Offered through the LLM in Taxation Program. JD students seeking to enroll must obtain the approval of the program director.)

Torts I (3.00 units)

LAW-720A

This 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: Characterization of Income & Expenditures or Federal Income Taxation. 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 the 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, riparian and appropriative water rights, California and federal water agencies, the federal Central Valley Project (CVP) and the California's State Water Project; interstate water compacts and international water allocation treaties, Native American water rights, instream flow requirements, the public trust doctrine, and California's water supply-land use legislation (SB 221 and SB 610).

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. Prerequisites: Property I and II.

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 (1.00-3.00 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 Women's Employment Rights Seminar (LAW-885S). 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**

In this process-based course, students begin working with the basic legal research resources. They become familiar with legal citation, legal reading and legal analysis. They develop their ability to formulate research plans and to analyze legal issues as they research and write predictive memoranda responding to specific legal problems.

Writing and Research II (1.00 units)**LAW-725B**

The second semester of Writing and Research continues to focus on the predictive memo as the vehicle to further develop research and analytical skills. The memo problems are more complex, requiring more in-depth research. Prerequisite: Writing and Research I

Wrongful Convictions: Causes & Remedies (2.00 units)**LAW-876A**

Since 1989, more than 200 wrongfully convicted people have been exonerated by DNA testing. (One of that number, Peter J. Rose, exonerated in 2004-2005, was represented by Professors and students from GGU.) This 2-unit seminar course gives students the opportunity to do law reform work. Students investigate the factors that contribute to wrongful convictions by studying flaws in our criminal justice system and, working in conjunction with the national Innocence Project, propose remedies.