

STUDENT HANDBOOK



Pacific McGeorge School of Law

2007-2008

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SECTION I

INTRODUCTION

The Student Handbook provides basic, but essential, information about the many facets of student life at Pacific McGeorge. We hope it will be a handy reference.

In addition to this Handbook, other available sources of information are:

1. Pacific McGeorge Catalogue: available on-line at www.mcgeorge.edu/catalog.
2. The Financial Aid Handbook: included in the Financial Aid Notification Packet given to all new students; also available from the Financial Aid Office and on-line.
3. Career Planning Workbooks: distributed to students during the first year as an orientation to the Career Development Office (CDO); other informational materials are available through the CDO, its website, and its bulletin boards.
4. Parking Regulations and Campus Security: parking regulations and campus security updates and informational flyers are posted on campus bulletin boards and available on-line.

Please understand that, in some instances this Handbook summarizes rather complex and detailed policies covered elsewhere in more detail, for instance, those in the on-line Catalogue. For complete information, please consult the full policy statements.

If you have a question or comment about Pacific McGeorge, and you are unsure where to direct it, please review the section entitled "Where to Find Help." If you remain unsure, contact the Registrar's Office for guidance.

HISTORY OF PACIFIC McGEORGE

Pacific McGeorge was founded as the Sacramento College of Law in 1924 and was renamed several years later for its founder, Verne Adrian McGeorge. Graduating classes numbered in the single digits throughout the 1930s, and Pacific McGeorge was almost closed during World War II.

Pacific McGeorge's enrollment grew modestly in the post-war years under its new dean, John Harold Swan, as classes were held in the floors above a downtown Sacramento radio store. Pacific McGeorge acquired a vacant well-baby clinic from the city at the corner of 33rd Street and Fifth Avenue in 1956. Dean Swan died unexpectedly the following year, leaving the law school's future in the hands of Dean Gordon D. Schaber. In 34 years of decanal leadership, Dean Schaber shaped

the future mission and direction of Pacific McGeorge. Gerald Caplan succeeded Dean Schaber in July 1992, and Elizabeth Rindskopf Parker succeeded Dean Caplan in 2002 to become the current Dean of Pacific McGeorge.

Pacific McGeorge earned full accreditation from the State Bar of California in 1964. Pacific McGeorge became affiliated with the University of the Pacific in 1966 and began offering day classes the following year. The merger with Pacific paved the way for ABA accreditation in 1968 and an explosive growth in enrollment in the following decade.

The University of the Pacific was founded in 1851 as California's first chartered university. A pioneer in higher education, Pacific was the first co-educational university in the West. Today's Pacific is a vibrant university of over 5,000 students, with campuses in Stockton (main campus), San Francisco (dental school), and Sacramento (law school).

In recognition of its maintainance of high quality for scholarship and academic standards, Pacific McGeorge was awarded a chapter of The Order of the Coif, a national law school honor society, in 1982. Each year, the chapter elects students to membership from among those seniors whose academic records place them in the top 10% of the combined Day and Evening Division graduating class.

Pacific McGeorge's 13-acre campus, which is devoted exclusively to legal education, was expanded during the 1970s and 1980s. The 26-building complex includes 14 classrooms, a courtroom, a student center, student apartments, community legal services offices, a lecture hall, numerous administrative/support service buildings and the Gordon D. Schaber Law Library.

A leader in the study of international law, Pacific McGeorge established a presence in Europe in 1974. An LL.M. program in Transnational Business Practice attracts foreign and American attorneys alike. Anthony M. Kennedy, an Associate Justice of the Supreme Court of the United States and adjunct professor of constitutional law at Pacific McGeorge for 24 years, teaches each summer at Pacific McGeorge's Institute on International Legal Studies in Austria.

Pacific McGeorge continues to offer day and evening division programs. Pacific McGeorge's rigorous and demanding curriculum is designed to enable students to enter practice smoothly and confidently. Our expansive advocacy and skills programs offer a wealth of opportunities for learning all aspects of legal practice.

Dean Elizabeth Rindskopf Parker, former General Counsel to the CIA and the National Security Agency, began her service as Dean in 2002. She has driven networking and collaborative efforts to increase Pacific McGeorge's role in the legal education landscape. Grant-supported initiatives in national security and high school-to-postgraduate educational pipeline programs have helped establish Pacific McGeorge's reputation as a force for change within the legal education field.

Pacific McGeorge – At A Glance

- At 13 acres, Pacific McGeorge is one of the largest law-only campuses in the world.
- Updated classrooms are equipped with current and future technology.
- Pacific McGeorge enjoys an intimate, focused and caring atmosphere, nurturing student growth and scholarship.
- Progressive and published faculty are attracted to Pacific McGeorge by small class sizes, established goals, academic leadership and support for scholarly pursuits such as publishing and research.
- Diversity in faculty, students and staff is valued and embraced.
- International law study programs are offered in Austria, Belgium, Denmark, Germany, Italy, China, Russia and the United Kingdom.
- Certificates and concentrations are available in the areas of Advocacy, Criminal Justice, Governmental Affairs, Intellectual Property, International Law and Tax Law.
- Pacific McGeorge offers an LL.M. in Transnational Business Practice, Teaching of Advocacy, as well as Government and Policy, and an LL.M. and J.S.D in International Water Resources.
- Pacific McGeorge produces numerous award-winning journals and publications including the publications by the McGeorge Law Review, Journal of National Security, and The Pacific McGeorge Global Business and Development Journal.
- Internships and work study programs with Sacramento law firms, etc., many with funding from Pacific McGeorge, provide real-world student experience.
- Pacific McGeorge is an award winner in student national and international mock trial and advocacy competitions.
- Pacific McGeorge has three centers of distinctiveness: the Center for Global Business and Development, the Capital Center for Government Law and Policy, and the Center for Legal Advocacy.
- Our campus community includes approximately 1,063 students, 155 faculty and 222 staff (including adjunct faculty and clinic staff).
- A major renovation of the Gordon D. Schaber Law Library began in 2005, increasing access to technology and constructing work stations conducive to individual research and team study.

WHERE TO FIND HELP

Here's a quick guide about whom you should talk to concerning various issues.

Academic Counseling and Concerns:

Faculty members may be consulted regarding which courses you should take; courses in which you are enrolled; for guidance about career directions and areas of law in which you are particularly interested; for special curricular programs, such as the Governmental Affairs certificate program or a concentration area (names of

faculty members designated as Directors for certificate and concentration programs are in each year's catalogue or may be obtained from the office of an academic dean).

Full-time faculty members have designated office hours, which are usually posted outside their offices, and may be available at other times by appointment or on a "drop-in" basis. Office telephone numbers of full-time and adjunct professors are available from the Faculty Secretaries Office in the faculty building. You can reach any faculty member or dean via email by directing your message to the person's first initial followed by the last name @pacific.edu. For example, you can reach Professor Ray Coletta by mailing to rcoletta@pacific.edu.

Academic Deans:

Associate Dean for Academic Affairs: Christine Manolakas 916.739.7169
Assistant Dean for Academic Programs: Tim Naccarato 916.739.7399
Interim Assistant Dean for Student Affairs: Tim Naccarato 916.739.7089

Academic Help:

Director of Academic Success Program: Emily Randon 916.739.7242
All faculty members

Accommodations for Disabilities:

Interim Assistant Dean for Student Affairs: Tim Naccarato 916.739.7089

Alumni Office:

Director: Barbara Thomas 916.739.7141

Bookstore (Student Center):

Manager: Bobby Henry 916.739.7144

Business Office:

Business Office Manager: Kathleen Rogers 916.739.7191
Director of Financial Administration: Robert Murta 916.739.7191

Career Development Office:

Assistant Dean for Career Development: David James 916.739.7011
The Career Development Office sponsors many programs and workshops throughout the year, maintains informational publications and databases, and posts on-campus interview and employment opportunities on its bulletin boards and website.

Class Cancellations or Changes:

http://faculty.mcgeorge.edu/academic_hotline/index.htm

Community Legal Services:
916.340.6080

Dean's Office:
Dean Elizabeth Rindskopf Parker 916.739.7151

Faculty Secretaries Office: 916.739.7101
Sally Draper Snyder: Manager, Faculty Support and ExamSoft Administrator
Telephone: 916.739.7125
Assignments with deadline dates are usually turned in at this office to be time stamped; illness or other problems requiring assistance during an examination should be reported to proctors at this office; general information about class handouts, etc. For required materials and first assignments, go to www.mcgeorge.edu/assignments.

Field Placement:
Director: Robert Parker 916.340.6106
See the catalogue for a listing of the various placements.

Financial Aid Office:
Director: Joe Pinkas 916.739.7167
Assistant Director: Deborah Berry 916.739.7344
Financial Aid counseling; processing of student loan, scholarship, and grant applications; work-study allocations and job positions; Financial Aid Handbook distributed each year to financial aid recipients and available from office.

Housing Office and Recreation Center:
Manager: Nancy Whalen 916.739.7119
Manages on-campus housing, information about off-campus housing and general oversight of the Recreation Center.

Office of International Programs:
Eric McElwain, Coordinator for International Academic Programs and Lecturer in Law
Telephone: 916.739.7230
E-mail: emcelwain@pacific.edu

Clemence George, Coordinator of Student Life and Activities for International Programs
Telephone: 916.739.7353
E-mail: cgeorge@pacific.edu

Rachel Dubay, International Programs Administrative Assistant
Telephone: 916.739.7019
Fax: 916.739.7291
E-mail: rdubay@pacific.edu

The Center for Global Business and Development is located on the second floor of the Community Legal Services Building at the corner of 34th Street and Fifth Avenue. Eric McElwain, Clemence George and Rachel Dubay administer the LL.M. in Transnational Business Practice program as well as the study abroad programs. All three are available from 8:30 a.m. to 5:30 p.m., Monday through Friday, to assist current and prospective LL.M. and J.D. students with questions or concerns.

Library:

Assistant Dean for Library & Research Services: Kim Clarke 916.739.7074
The Gordon D. Schaber Law Library Reference Desk distributes information to students each year regarding library hours, services and resources.
916.739.7164 or 916.739.7025

Notary Public Services:

Lisa Petree in the Career Development Office 916.739.7007

Policies and procedures for notary services are as follows:

1. Please call in advance to arrange an appointment.
2. Be prepared to tell the Notary what kind of certificate you need (i.e. acknowledgement, jurat, etc.) This can be determined by asking (a) the agency issuing (or receiving) the document to be notarized, or (b) your attorney.
3. Bring a current photo ID, which must be one of the following: Driver's License or ID card issued by DMV, Passport, or military ID card.
4. Bring the entire document to be notarized—not just the pages requiring notarization.
5. Allow 15 minutes for the transaction.
6. Be advised that the process includes taking a print of the right thumb for some documents.
7. There will be no charge for official Pacific McGeorge business (includes Clinic clients and student organizations).
8. There will be charges for notarization of personal documents, and this work will not be done during official work hours. For each document notarized, a fee of \$10.00 will be charged for each person's signature that is notarized; e.g. for a document which requires the signatures of two people, the fee will be \$20.00. (If the signatures of those two people are needed in multiple places in the document, the charge will still be \$20.00.)

9. The fee for **Bar Examination Applications** for Pacific McGeorge graduates and prospective graduates will be \$10.00, regardless of the number of pages requiring a signature. Although it is not official school business, notarization of Bar Examination Applications may be done during regular work hours.

Public Safety Office:

Non-emergency reports, requests, or complaints: 916.739.7128
Public Safety escort service to parking lots or surrounding streets during evening hours: 916.739.7128 or request a security escort at the Law Library circulation desk.

Emergency assistance:

Call 911. Additionally, twelve call boxes are located throughout the campus that immediately contact a campus security officer, and all elevators on campus have emergency telephones.
Public Safety emergency number: 916.455.4509
(police, fire, or medical emergencies)

Registrar's Office:

Registrar: Carol Hunter 916.739.7106
Assistant Registrar: Julie Young
Registrar's Office Technician: Kristopher Scivoletto

Stress/Personal Problems:

Assistant Dean for Student Affairs: 916.739.7089
Student Services Counselor: Mary McGuire 916.739.7089
Associate Director of Clinical Services and Staff Psychologist: Dr. Stacie Turks
209.946.2315
Clinical Psychologist: Dr. Dale Brody 916.739.7233

Student Bar Association: 916.736.1655

Student Organizations

Individual student organizations may be contacted by leaving a message in the organization's mail-box in the Career Development area.

Mary McGuire, Student Services Counselor for the Assistant Dean for Student Affairs, serves as coordinator for student organizations: 916.739.7089.

SECTION II

STUDENTS IN THE CLASSROOM

A. General

You will find legal education quite different from your undergraduate experience in terms of teaching methods, study materials, pre-class preparation, class attendance, and class participation. All of this will become apparent as your legal education unfolds. Why is law school different? It is different because the goals of legal education are distinct from those of most undergraduate studies.

Perhaps the most basic difference between law school and undergraduate coursework is that in law school you are being prepared for a specific task: legal representation of clients. Upon graduation, you will be called upon to use the knowledge and skills you have developed in law school to protect your clients' rights. Clients will entrust you with the task of protecting their lives, liberty and property. It will be your responsibility to perform to the highest standard you are able. In undergraduate coursework, you could be concerned only with your own needs. In law school, you must be concerned not only with your own needs, but also with the needs of your future clients. You and your clients both will derive benefit from maximization of your law school experience.

B. Attendance

Regular attendance in classes is mandatory; it is also crucial to success in law school. Regular attendance means attending every class session, unless you are ill or have an unforeseen emergency which makes attendance impossible. The faculty is required to take attendance into consideration in grading. In addition, a record of poor attendance may be a basis for denying a student the right to take examinations in the course, leading to a failing grade. Experience teaches that there is no substitute for class attendance. Your attendance and active involvement in class discussion form a central part of the learning process in law school for you and your classmates. Please note that the first few minutes of class are sometimes the most important. You owe it to yourself to be on time. And you owe it to your professors and classmates not to create a disturbance by arriving late or leaving early.

C. Class Preparation

In law school, preparation is essential to learning. You cannot understand what is going on in class if you are not fully prepared. Preparation requires careful reading of the assigned materials (often several times) and reflective thinking about the meaning and significance of those materials. For first-year classes and other classes involving appellate decisions, it is vital that you brief each case as part of your class preparation.

D. Class Participation

The faculty expects that you will be fully prepared to participate actively in class and that you **will** participate actively in class if called upon. The faculty expects that you will follow closely the classroom discussion at all times. Much of the learning process depends on your

engagement in the dialogue between the professor and other students. When your professor asks a question of another student, your professor expects that you will ask yourself how you would answer the question and compare the answer given with your own. The question is often more important than the answer. Good class notes will include many of the questions asked by your professor so that you can consider those questions in preparing for the examination.

E. Respect

As a student at Pacific McGeorge, you are governed by the Code of Student Responsibility. This Code, written by Justice Anthony Kennedy, embodies the key concepts of professionalism and civility that are so crucial to the legal profession.

As the Code of Student Responsibility notes: "[L]egal education demands free debate, characterized by the quick interplay of ideas, skillful use of logic, and knowledge of precedents, all tempered by compassion." Respect for the opinions of others is central to this process. We expect our students to respect each other and their professors sufficiently to be civil to them, to listen attentively to them and respond appropriately, and to be sensitive and accommodating to the wide range of feelings and perspectives that result from the diversities in our faculty and student body. We also expect respect for principles of honesty and academic freedom, many of which are embodied in the Code of Student Responsibility.

F. Policy on Taping or Recording Classes

Based upon resolutions approved by the faculty, class sessions may not be tape recorded except to accommodate: (1) a student's observance of a religious holiday; (2) a student's absence from a make-up class scheduled at a time that conflicts with the scheduled time for one of the student's regular classes; (3) a student ordered to active duty by the Armed Forces; or (4) a student's documented disability as a part of services recommended for and provided to disabled students. No student shall copy, display, download, upload, post, release or otherwise distribute or publish any recordings of any class given at Pacific McGeorge, nor shall any student use such recordings for any commercial purpose without the written consent of the instructor. Violations of this policy will result in disciplinary action pursuant to the Code of Student Responsibility.

G. Laptop Use in Classes

Laptop computers may be used in class only for appropriate academic purposes as determined by the professor, such as displaying student-created outlines and taking notes. Using a laptop computer during class for a non-academic purpose (e.g., playing a computer game) distracts other students and may violate the Code of Student Responsibility.

H. Faculty Office Hours

All faculty members have regular office hours posted outside of their offices. They make every effort to honor these hours by being available at the times indicated. Please take advantage of this opportunity to meet with your professors.

I. Policies of Individual Professors

You may be given further information from some professors about how they interpret the rules concerning attendance, class preparation, class participation, and other subjects, and what consequences flow from violations of those rules.

SECTION III

ACADEMIC STANDARDS AND PROCEDURES

A. GRADUATION REQUIREMENTS

To be recommended by the faculty for receipt of the Juris Doctor (J.D.) degree from Pacific McGeorge, a student must meet the following requirements:

1. Completion with passing grades of all required courses and 88 credit hours. Of these 88 credits, 76 must be earned in graded classes as distinguished from Honors/Pass/No Credit/Fail offerings. (*See Grading and Advancement Rules, Regulations and Procedures*, hereinafter “G&A Rules” , *Section 204*), and
2. Demonstrated competence in legal research and writing by:
 - a. Receipt of a passing grade in Appellate Advocacy or International Advocacy, or
 - b. Receipt of a passing grade as a staff writer on the McGeorge Law Review or The Pacific McGeorge Global Business and Development Journal, and
3. All J.D. students who enter Pacific McGeorge in August 2007 or thereafter must take one of the following courses and receive at least a passing grade in the course in order to graduate:
ALTERNATIVE DISPUTE RESOLUTION
APPELLATE AND INTERNATIONAL ADVOCACY
CIVIL PRACTICE CLINIC
CIVIL PRETRIAL LITIGATION
CLIENT INTERVIEWING AND COUNSELING
CRIMINAL PRE-TRIAL LITIGATION
COMPUTER-ASSISTED LITIGATION
JUDICIAL ARBITRATION PRACTICE
MEDIATION
NEGOTIATIONS AND SETTLEMENT SEMINAR
TRIAL PREPARATION AND ADVOCACY
4. Attainment of a cumulative grade point average of 2.33 or better in all graded courses taken at the law school. For students matriculating prior to Fall Semester 2006, the minimum cumulative GPA required for graduation is 2.30. (*G&A Rules, Section 607 and 607.1*), **AND**
5. Attendance in residence for six academic semesters (Fall and Spring) in the full-time Day Division program or eight academic semesters (Fall and Spring) in the part-time Evening Division program. Evening Division students may accelerate their graduation date by one academic semester through attendance at Summer Sessions. (*See Section III, B6 Residency Requirements.*)

A student who sits for a bar examination prior to completion of all degree requirements is ineligible to have a J.D. degree conferred by Pacific McGeorge. (An exception exists if a state offers a bar examination only once a year during the summer and that state permits students to take the exam who have only one semester of degree requirements to complete following the Summer examination. Nevada, for example, has such a rule.)

To be recommended by the faculty for receipt of the **Master of Law (LL.M.) degree** from Pacific McGeorge, a student must meet the following requirements:

1. Completion with passing grades of all required courses and 24 credit hours, and
2. Attainment of a cumulative grade point average of 2.67 or better in all graded courses taken at the law school.

B. ACADEMIC POLICIES AND PROCEDURES

1. Course Sequence

Section 201 of the Grading and Advancement Committee Rules, Regulations and Procedures provides in part:

“The Academic Schedule published prior to each academic year lists required and elective courses. Students must take required courses for credit when offered for the Division in which they are enrolled during the class year designated in the Academic Schedule unless an exception is approved by the Assistant Dean for Student Affairs or the Associate Dean for Academic Affairs or a repetition of a course occurs pursuant to these rules.”

Pacific McGeorge’s Catalogue also includes the class year in which required courses must or may be taken.

- a. The first year curriculum for full-time Day Division and part-time Evening Division students is required. Students may not take elective courses or required upper-division courses until completing the first year program for their Division.
- b. After first year, some required courses must be taken in a designated class year while other required courses may be taken in the second, third or, for Evening Division students, fourth year of study.
- c. Students may register for elective courses only after completion of the first year required curriculum.
- d. Students are responsible for having any applicable prerequisites for elective courses for which they register. Course prerequisites are listed in a column adjoining the course title in the elective section of each year’s Academic Schedule and in the course description section of the Pacific McGeorge Catalogue.

- e. Courses are graded with letter grades (A+ to F) unless designated as Honors/Pass/No Credit/Fail courses. There is no option to enroll in a graded course on a Pass/Fail basis. (*G&A Rules, Section 202, 501, and 502*).

2. Repeating Courses

- a. A student who received a grade of “F” (fail) in a required course must repeat the course. The “F” grade remains on the transcript, but once the course has been repeated only the repeat grade will be counted for GPA purposes. However, the highest number of grade points credited to the student is the equivalent of a “C+” grade. (*G&A Rules, Section 701*).
- b. Students may not repeat elective or required courses in which they received non-failing grades except as provided in specific sections of the Grading and Advancement Rules. (*G&A Rules, Sections 702, 703, and 605*).

3. Course Loads

- a. Full-time Day Division: To maintain full-time status, a student must be enrolled for credit in at least 12 units per semester and must be devoting substantially all working hours to the study of law. The required first year curriculum totals 30 semester units. Course loads during the second and third years are usually between 14 and 16 units per semester to achieve 88 units in six (6) full-time academic semesters. (*G & A Rules, Section 205a*).
- b. Part-time Evening Division: To maintain part-time status, a student must be enrolled for credit in at least eight (8) units per semester. The required first year curriculum totals 18 semester units. Course loads for the second, third, and fourth years of study usually vary between 8 and 11 units each semester. Many Evening Division students attend one or more summer sessions to keep academic course loads between 8 and 10 units per semester and achieve the 88-unit graduation requirement at the completion of four academic years. In addition, certain courses required for graduation may be offered in the evening only during summer school; please check with the Registrar's Office as you plan your schedule. Evening Division students are expected to complete degree requirements in a maximum of five (5) consecutive years from the date of beginning law studies. (*G&A Rules, Section 205b*).
- c. Students may not be enrolled in courses totaling below the minimum number of units per semester for their Division without approval by an academic dean. If approved, the student does not receive full credit for study in residence for the semester in which less than the minimum course load was undertaken. Therefore, the student's anticipated date of graduation might be extended. Further, the student should consult with the Financial Aid Office regarding any impact of less than a minimum course load, if any, upon financial aid eligibility.

- d. The American Bar Association standards provide that a student may take no more than 20% of the units required for graduation in any one semester. Thus, a student may not enroll in courses totaling more than 18 units in any one semester. (*G&A Rules, Section 205*)

4. Adding/Dropping Courses

- a. After registration, all course changes may be made on-line or by submission of a Student Action Request Form provided by the Registrar's Office.
- b. Students may not add or drop courses after the first week of a semester or the first two days of a Summer Session without the approval of an academic dean.
- c. For LL.M students, dropping or adding any course must be approved by the Coordinator for International Academic Programs.

5. Inter-Division Courses and Change of Division

- a. Required courses must be taken at the times regularly scheduled for the Division in which the student is enrolled unless an exception is approved by an academic dean. Examples of exceptions which usually can be approved, depending upon enrollment, include approval for required courses scheduled during daytime hours for Evening Division students with employment, child care, or similar responsibilities during evening hours. (*G&A Rules, section 201*)
- b. Students may take elective courses offered during either day or evening hours. A preference is given to Evening Division students for limited enrollment classes scheduled during evening hours.
- c. To change the student's program from the full-time Day to the part-time Evening Division or from the Evening to the Day Division, the student must:
 - i. Fill out the Student Action Request form available in the Registrar's office, and
 - ii. Consult with an academic dean for program counseling and approval.

A change of program usually results in a change in the anticipated date of graduation and has some impact on the student budget for financial aid awards. Students planning a change should consult the Financial Aid Office. Examples of the semesters of residency required to meet graduation requirements when some semesters are for full-time residence credit and others for part-time are described/outlined below in Residency Requirements.

6. **Residency Requirements**

Graduation requirements for the J.D. degree include attendance in residence for a minimum number of semesters. Six (6) full-time academic semesters (Fall and Spring) are required to meet degree requirements of the Day Division program; eight (8) part-time academic semesters are required to meet degree requirements of the Evening Division program.

- a. To receive credit for a semester of full-time residency, a Day Division student must be registered for a minimum of 12 units and devote substantially all working hours to the study of law. Summer session course work does not count toward full-time residency credit. (*G & A Rules, Section 205 (a)*)
- b. To receive credit for a semester of part-time residency, an Evening Division student must be registered and earn credit for a minimum of 8 units. Under an Accelerated Evening Division program, Evening Division students may meet graduation residency requirements in seven (7) part-time semesters plus summer sessions and graduate mid-year in their fourth year if all other degree requirements are met. (*G & A Rules, Section 205 (b)*)
- c. Special situations may arise involving residency requirements. Examples are: the Evening Division Accelerated Program, joint degree programs, changing status between the Day and Evening Division programs, approval for less than a minimum course load for one or more semesters, an approved leave of absence for a semester or an academic year, approval for a visiting semester or year of study at another law school, or transferring to Pacific McGeorge from another law school. Students planning any of these options should consult with an academic dean to assure their plan will meet graduation residency requirements.

7. **Class Attendance, Preparation, Participation and Performance**

In accordance with American Bar Association accreditation standards, regular and punctual class attendance is necessary to satisfy residence and credit hour requirements.

- a. In accordance with the G&A Rules, “Each professor shall consider a student’s class attendance in assigning the student’s final grade in a course.” In flagrant instances of repeated absences, a student may be denied the right to take the final or other examination in the course. (*G&A Rules, Section 302*)
- b. A professor may consider a student’s preparation, participation, and performance in assigning his or her final grade. (*G&A Rules, Section 303*)
- c. The effect of class standards for attendance, preparation, participation, and performance upon a student’s course grade is determined by the professor within the guidelines of Section 300 of the G & A Rules.

- d. If a student enrolls in a class as an auditor (i.e., does not take examinations or receive credit for the course), the professor must certify to the Registrar at the conclusion of the course that the student's class attendance, preparation, and participation were satisfactory to have the course noted on his or her transcript with a grade of "Audit." (*G&A Rules, Section 306.*)

8. **Employment Policy**

In accordance with American Bar Association standards, a full-time student may not engage in employment for more than 20 hours per week during the academic year. Pacific McGeorge has an obligation to implement policies insuring that full-time students satisfy this requirement, including policies relating to class scheduling and attendance.

A full-time Day Division student who needs to work more than 20 hours a week should confer with an academic dean regarding a change of program to the part-time Evening Division.

International students who are in the United States on F-1 student visas are prohibited by immigration laws from being employed other than on campus until they have completed at least nine months of full-time study. Further information about employment regulations for international students can be obtained from the Coordinator of International Academic Programs.

9. **Leave of Absence**

- a. Leave of absence requests may be approved in a variety of circumstances related to, for example, medical reasons or an unexpected family or employment responsibility.
- b. To request a leave of absence for one semester or an academic year, a student completes a Student Action Request Form, available from the Registrar's Office, and consults with an academic dean for approval. A leave of absence is usually not approved for more than one academic year.
- c. Students approved for a leave of absence who have received student loans must contact the Financial Aid Office for an "exit interview" as part of completing the leave process.
- d. A student who does not re-enroll within the approved time will be deemed to have withdrawn from Pacific McGeorge.

10. **Withdrawal from Enrollment**

- a. To withdraw from enrollment at Pacific McGeorge after registration for an academic semester or summer term, a student must complete the “Withdrawal” portion of a Student Action Request Form, which is available from the Registrar’s office, prior to the last class of the term. The student must also receive approval from an academic dean.
- b. Approved withdrawal requests will be noted as a “W/S” (withdraw/satisfactory) on the student’s official transcript. Failure to complete withdrawal procedures may result in an administrative fail “W/F” notation on the student’s transcript.
- c. As part of the withdrawal procedure, those who have received student loans must contact the Financial Aid Office for an “exit interview”.
- d. A student who fails to enroll for a semester and has not been granted a leave of absence will be deemed to have withdrawn from the law school and a “W” (withdraw) will be noted on the student’s transcript.
- e. To enroll following withdrawal, a student must apply for re-admission.

11. **Student Action Request Forms**

A completed Student Action Request form filed in the Registrar’s Office is required for the following transactions:

1. Change of Vital Data (e.g., address, telephone number, change of name, e-mail address)
2. Drop and/or Add Classes
3. Withdrawal or Leave of Absence
4. Change of Division
5. Request of Official or Student Transcript
6. Request of Letter of Standing (including letter confirming enrollment)

12. **Accommodations for Students With Disabilities**

Pacific McGeorge makes reasonable accommodations for students with documented disabilities. A student requesting accommodations should contact the Assistant Dean for Student Affairs to receive appropriate request and verification forms as well as a copy of the Handbook for Applicants and Students With Disabilities.

13. **Special Curricular Programs**

- a. Certificate Programs: A unique curriculum offers students professional experience while they earn a J.D. degree with a Certificate in Governmental Affairs, Advocacy, or International Legal Studies.

The certificate awarded to the student who successfully completes the program attests to the student's demonstrated proficiency in all knowledge, skills and competencies included in the program.

- b. Concentrations: Courses of study are offered in specialized areas for students interested in focusing their studies in Criminal Justice, International Legal Studies, Taxation, or Intellectual Property.

Pacific McGeorge's catalogue, in its J.D. Curriculum section, provides information on requirements and courses for the Certificate Programs and the various areas of concentration. Students are encouraged to meet with the faculty member designated as Director of a program to learn additional information about an area in which they are interested.

- c. On Campus and Field Placement Clinics
Since 1972, Pacific McGeorge has been a leader in Clinical Legal Education. In that year, Pacific McGeorge opened Community Legal Services, a Civil Practice Clinic located on campus, where students could undergo practical training in lawyering skills by interacting with and representing real clients with real problems. The on-campus clinics include Business and Community Development, Parole Representation, Immigration, and Victims of Crime.

To provide a broad range of opportunities for experiential learning, the law school has also developed an expansive field placement clinical program which allows students to earn academic credits while working in government or non-profit agencies. As with on-campus clinics, the goal is to help students acquire practical lawyering skills. Students enrolled in off-campus placements work in a wide variety of practice settings: local, state, and federal agencies with diverse functions—criminal and civil, administrative and judicial; and non-profit entities.

C. GRADING POLICIES

1. Anonymous Grading

To insure objectivity in grading, a student uses a number rather than a name for examinations and for graded assignments.

- a. During the Fall Semester of each academic year, the Registrar mails to each student a four-digit examination number to be used for all examinations and graded assignments during that academic year. This is a different number from the student ID number. It should be used on all examination response booklets and, unless the professor designates otherwise, all graded assignments. The four-digit number is computer-generated. Faculty members do not have access to information matching student names and anonymous student numbers prior to submitting letter grades for a range of scores.

- b. Students must have their exam numbers available for examinations. If a student comes to an exam without knowing his or her exam number, the student's social security number should be written on the exam booklet.
- c. A new examination number may be obtained from the Registrar if a student has reason to believe the number is no longer confidential.

2. Grading System

For courses with final letter grades, as distinguished from Honors/Pass/No Credit/Fail courses, grades range from A+ to F. Generally, examination scores are on a 100-point scale. Weighted averages are computed for exam scores, and scores on any other graded assignments in the course, and the professor then designates the range of averages to equate to a letter grade. Letter grades may be adjusted upward or downward by a professor based on class attendance, preparedness, participation, and performance. (*G&A Rules, Sections 304, 412, and 501-504.*)

- a. In a two-semester course, first semester essay exam responses marked with scores and the score earned on a multiple-choice section, if any, are returned to students early in the second semester. The final letter grade for the course is not determined until the completion of the course based upon the student's weighted average of examination responses for both the first and second semesters, any other graded class assignments during the year, and any applicable adjustments for class attendance, preparation, participation and performance. (See Section B9, Attendance, Preparation, Participation, and Performance.)
- b. Letter grades, ranging from A+ to F, with pluses and minuses from professors as appropriate, have the following subjective interpretations:
 - A Exceptional, Outstanding Performance
 - B Very Good, Skillful
 - C+ Satisfactory Demonstration of Professional Competence
 - C Unsatisfactory because of Some Deficiency in Knowledge or Analysis or Both
 - D Unsatisfactory, Showing Grave Deficiencies in Knowledge and Analysis
 - F Failing, No Demonstration of Knowledge or Analytic Ability

(*G&A Rules, Sections 501, 502*)

Units of credit for a course are awarded if the course grade is "D" or higher. No course or unit credit is granted for a grade of "F". (*G&A Rules, Section 504*)

- c. In courses designated as "honors/pass/no credit/fail", the following grading standards apply: "honors" for work performed at a superior level; "pass" for work performed at an acceptable level; and "no credit" for work performed at the "C"

through “D” levels. A grade of “fail” (“F”) receives no unit credits for the course. (*G & A Rules, Section 202b*)

- d. Grades for some courses, such as Trial Advocacy, clinical courses, or Directed Research, may be based solely on evaluation of written assignments and performance rather than examinations.

3. **Issuing Examination Scores, Final Grades, and Standing Letters**

The Assistant Dean for Student Affairs and the Registrar notify students of exam scores and final grades by returning examination responses and mailing of transcripts reflecting final grades for each semester.

- a. At Pacific McGeorge, essay examination responses with scores (and a letter grade for the course if completed) are usually returned to the student which is a practice that differs from that of most law schools. Returning responses gives the student an opportunity to evaluate his or her performance and to learn from successes or mistakes.
- b. If a student’s final letter grade in a course has been adjusted by a professor, either upward or downward, based on class attendance, preparedness, participation, or performance factors, a notification will be attached to the returned exam responses for that course.
- c. For year-long required courses, examination responses and the score of any multiple-choice portion of an exam are returned to a student in a large envelope labeled with the student’s exam number. The envelopes for all students except seniors and graduate students are ordered by class year and placed in boxes, usually in the student pendaflex area, *after* the Registrar has processed all exams in all required courses for the semester. Typically, exam responses are ready to be returned to students 35-40 days after the last day of the examination period.
- d. For elective courses and for all seniors and graduate students, examination responses are available as soon as processed by the Registrar, and are located in the hallway adjacent to the Faculty Secretaries Office in the faculty building.
- e. A transcript reflecting all course work completed, grades earned, and work in progress is sent to each student at the end of each grading period by the Registrar (with the exception of first semester, first year students). Students who do not receive their transcripts within seven (7) days from the posted mailing date may request a transcript from the Registrar’s Office.
- f. Students should review their transcripts to confirm accuracy and to report any clerical or processing discrepancies to the Registrar.
- g. At the end of each academic year, the Assistant Dean for Student Affairs encloses with the transcript sent to each student (with the exception of graduates), a

“standing” letter indicating status for continued study (e.g., advancement to next year of study, advancement on probation, etc.).

- h. Students should provide the Registrar with a summer address to which transcripts may be sent if different than the Pacific McGeorge academic year address. The Registrar’s Office does not mail exam responses to students or provide grades, grade point averages, or status information over the telephone.
4. **GPA Requirements:**
- a. A cumulative grade point average of 2.33 or higher by the end of the Spring Semester or by the scheduled graduation date, whichever is sooner, is required for advancement without probation to the next year of law school and to meet graduation requirements. (*G&A Rules, Section 605*)
 - b. A section at the bottom of a student’s transcript, sent to each student by the Registrar following each grading period, shows the Annual and Cumulative Data for number of graded units, number of grade points earned, and grade point average through the end of the semester.
 - c. A student with a cumulative grade point average between 2.18 and 2.32 through the end of the Spring Semester, other than the final year, may continue enrollment on probation but in good standing during the following year under conditions provided in Grading and Advancement Rules; no student may repeat probationary status. (*G&A Rules, Section 605 relating to probation; see also, Section 703 regarding academic disqualification.*)
5. **Class Ranking**
- J.D. students are ranked individually based upon cumulative grade point average through the Spring Semester of each academic year computed for each class of each Division (i.e., the group within which a first year Day Division student is ranked is all first year Day Division students who sat for final examinations.) Class ranks are not computed in the middle of an academic year.
- a. Class ranks are determined and notification mailed by the Registrar to students after sufficient time has elapsed from the mailing of year-end transcripts to allow time for correction of any clerical or processing discrepancies reported to the Registrar. The Registrar’s Office does not provide ranking information over the telephone.
 - b. Students who change programs between the Day and Evening Divisions are ranked with the class of the Division in which they are enrolled at the time of completing J.D. degree requirements.
 - c. Pacific McGeorge has a chapter of the national law school honor society, The Order of the Coif. Under the rules of the national society, Day and Evening Division graduating students are combined into one group to determine the top

10% of all members of the graduating class who are eligible for election to membership.

- d. Class rankings are not given for students in an LL.M. Program.

6. **Grade Changes**

- a. Individual professors **do not have** authority to change grades once submitted, and they are expressly discouraged by the Grading and Advancement Rules from re-reading examination papers for the purpose of re-evaluation and grade change. Procedures and standards to petition the Faculty Committee on Grading and Advancement for re-evaluation of a grade are contained in Section 505 of the G&A Rules.
- b. If, upon return of examination responses or receipt of a transcript, a student finds what he or she believes to be a clerical or computational error, it should be called to the attention of the Registrar.

7. **Grade of “Incomplete” in a Writing Course**

A grade of “INC” (Incomplete) may be entered in a course with writing requirements in lieu of, or in addition to, an examination when such writing requirements are not completed during a semester or summer session for reasons deemed to be acceptable by the professor. The written work must be completed by the first day of classes of the second semester (including summer session) after the semester when the course ended. If not, a grade of “F” (fail) will be entered. (*G&A Rules, Sections 409, 409.1*)

8. **Grades Earned At Other Law Schools (*G&A Rules, Section 900*)**

- a. **Summer Sessions:** Upon approval by an academic dean, Pacific McGeorge will accept up to six (6) semester units of credit earned with passing grades in elective courses taken at another ABA accredited law school. Grades do not count in computing a student’s Pacific McGeorge cumulative grade point average, and units only, not courses and grades, are recorded on a student’s transcript.
- b. **Visiting Status:** A student whose personal circumstances necessitate leaving the geographic area of Pacific McGeorge may be approved to study for one or two semesters at another ABA accredited law school and apply the credits earned at that school toward his or her J.D. degree. A student must petition the Faculty Committee on Grading and Advancement and demonstrate compelling personal circumstances that warrant approval.

Courses taken must be approved in advance by an academic dean and only up to 30 semester hours earned at a passing grade level will be credited toward the J.D. degree. Only the number of units earned, not courses and grades, are recorded on the student’s transcript, and grades do not count in computing the student’s cumulative grade point average.

- c. Transfer Students: A student who enrolls at Pacific McGeorge as a transfer student after completing a year or more of study at another law school should confirm with the Registrar that a final official transcript of the course work completed at the previous school has been received. Up to 30 semester units of credit may be accepted toward the J.D. degree. Courses and grades earned at the prior school are not reflected on the student's transcript; only the number of credits accepted.

D. HONORS/PASS/NO CREDIT/FAIL COURSES

Some elective courses are designated as honors/pass/no credit/fail courses in the Catalogue. Examples are: clinical and internship courses; Directed Research; and positions on the McGeorge Law Review and The Transnational Lawyer journal. The only honors/pass/no credit/fail courses are those so designated by the faculty; there is no option to enroll in a graded course on a pass/fail basis.

1. "Grades" for pass/fail courses are: Honors (H), Pass (P), No Credit (NC), or Fail (F). Students earning the grade of "No Credit" or "Fail" do not receive unit credits for the course. In determining a student's cumulative grade point average, units attempted in pass/fail courses are not counted for any course in which a grade higher than "Fail" was received. (*G&A Rules, Section 202b*)
2. Of the 88 semester units required for graduation, 76 must be earned in graded (i.e., not honors/pass/no credit/fail) courses. (*G&A Rules, Section 204*)

E. EXAMINATION POLICIES

Students are expected to conduct themselves honorably and in a professional manner during examinations. Any breach of this standard may result in disciplinary action.

Most courses have a comprehensive written examination at the end of each semester. In addition, a professor may have one or more exams, quizzes, or written assignments during a semester. Some courses, such as clinical courses, Trial Advocacy, or Directed Research, may not have examinations but have grades based on evaluation of written assignments and performance standards.

1. Examination Instructions: Professors generally use the Examination Instructions below, however, there may be additional instructions from the professors which a student must read. Students are responsible for knowing and complying with all examination instructions.
2. LL.M. Special Accommodations: Students who obtained their J.D. or equivalent law degree in a country where the native language is not English, and are from a country where English is not the primary language, will have 50% more time to complete their examinations.

EXAMINATION INSTRUCTIONS

During examinations, proctors are available in the Faculty Secretaries' Office on the first floor of the Faculty Office Building. Report problems to that office.

1. Use a separate answer book to respond to each question.
 - a. On the cover of each answer book used write the examination number assigned to you, the name of the course, and the number of the question. **DO NOT** write your name.
 - b. If you do not remember your examination number, write your Social Security number on each book cover. To use a laptop you must have an examination number.
 - c. Write on only one side of each page in the answer book.
2. Read carefully any special examination instructions provided by the professor. **Check the heading of the examination for time allocations, course title, and professor.**
3. Unless the professor otherwise provides, bring to examinations only pen(s) or laptops and #2 pencils for multiple choice questions.
 - a. If it is impossible to make other arrangements for backpacks, briefcases, etc., place them in the front or back of the room before the examination begins. Do not retrieve such materials until a break, if any, or after the examination. (Purses may be kept with the student.) **Do not bring electronic devices such as telephones; additional laptops, pagers or palm pilots into the examination room.**
 - b. If the professor has indicated materials that may be used during the examination (e.g., IRC), strictly limit the materials to those approved.
4. SCANTRON answer sheets for multiple choice questions: Use #2 pencils to fill in answer bubbles. Write your examination number and fill in the appropriate bubbles in Block 4 at the upper right-hand part of the SCANTRON page. The 4-digit examination number in Block 4 should begin with the first, left-hand column in Block 4 (with no columns blank before the number begins) and the remaining columns after the number should be left blank (not filled in with zeros). **DO NOT FILL IN BLOCKS 1, 2, 3, 5, 6, 7, OR 8 - ONLY FILL IN BLOCK 4.**
5. Do not begin reading questions or writing anything other than the identification information on the book cover until the proctor states you may begin. (This prohibition includes writing notes on scratch papers or in answer books.) **STOP WRITING OR TYPING AS SOON AS THE PROCTOR CALLS TIME.**
6. Before leaving the examination room, place answer books in which you have written responses and, if required, examination questions in the boxes provided by proctors.
7. As a courtesy to classmates, remain seated if you finish before the end of the period. **Do not** retrieve materials left in the front or back of the room (or remove laptops) until the period is over.

**CONDUCT DURING EXAMINATIONS SHALL BE IN ACCORDANCE
WITH THE CODE OF STUDENT RESPONSIBILITY.**

2. **Examination Materials:** Unless an announcement is made to the contrary, students are permitted to have only pens, pencils, or laptop computers with them in the examination room. As indicated

in the Examination Instructions, if it is necessary to bring backpacks, etc., into the room, the items must be left either in the front or back of the room, as the proctor indicates, and not retrieved until time has been called for all students to stop.

3. Submitting Exam Responses and Questions: Examination responses (written on a multiple-choice Scantron sheet, an examination) must be turned in as designated by proctors before the student leaves the examination room. Essay examination questions may be retained by the student unless the professor has specifically designated that they must be returned with the exam responses. Multiple-choice questions, if any, are stapled together. Each page must be numbered with the student's exam number and the packet turned in with the Scantron sheet. To insure that exam responses or questions to be returned are "checked in" as being received, it is important to comply with instructions by providing exam numbers on essay responses, numbering pages on questions to be returned, and filling in the appropriate "bubbles" on Scantron sheets. (*G&A Rules, Section 405*)
4. Change of Exam Date or Time: When planning course loads prior to registration for each semester, advanced students (i.e., after first year) should consider whether the examination schedule for that group of courses is manageable. (The tentative exam schedule is noted in the Academic Schedule included in registration materials provided at the beginning of an academic year.)

Examinations must be taken at the date and time scheduled for the course and section in which the student is enrolled, unless a request is made to the Assistant Dean for Student Affairs to reschedule for one of the following reasons:

- a. there is a conflict with the student's religious observance; or
- b. rescheduling is approved as an accommodation for a disability.

Examinations will not be rescheduled because of a direct conflict between examination times. Students must avoid such conflicts when they register.

If one or more examinations need to be re-scheduled, the student must complete the appropriate request form at least two weeks prior to the examination for approval by an academic dean. To maintain the anonymity of the grading process, professors should not be consulted about re-scheduling of examinations. (*G&A Rules, Section 403*)

5. "Excused" Absences: "Excused" absences from examinations or portions of examinations must be approved by an academic dean. Professors may act on such requests on an emergency basis during an examination. Approved excused absences from exams are limited to situations where a bona fide illness, emergency, or personal tragedy exists. (*G&A Rules, Section 403*)
6. Unexcused Absences: For rules regarding unexcused absences from examinations or failure to turn in examination answers: See G&Ad Rules, Sections 400, 404 & 405.

F. DIRECTED RESEARCH

The purpose of granting unit credit for Directed Research is to provide the student an opportunity to pursue his/her interest in a particular subject matter under the guidance of a faculty member. One or two units of credit may be earned for a research project that results in a scholarly paper. Grading is on the basis of Honors/Pass/No Credit/Fail.

To register for Directed Research, the approval of the faculty member who will supervise the project is required. Students should provide the professor with a brief written description of the project, the proposed date of completion, a tentative outline, and the number of units requested (i.e., one or two). If approved, the professor signs the student's Directed Research Request Form to add the course. Papers are expected to be completed within one semester or, if the professor approves, no more than two semesters, including a summer session.

G. ACADEMIC HONORS

Lists of those recognized for academic honors are posted on the bulletin board in the hallway outside the Registrar's Office.

1. Graduation Honors

The Order of the Coif: A national law school honor society founded to encourage legal scholarship and advance the ethical standards of the legal profession. Seniors whose academic records place them in the top 10% of the combined Day and Evening Division graduating class are eligible for election to membership.

With Great Distinction: Members of the graduating class whose cumulative grade point average is 3.50 or higher graduate "With Great Distinction."

With Distinction: Members of the graduating class whose cumulative grade point average is 3.10 or higher graduate "With Distinction."

Valedictorian Awards: The graduating student in each Division with the highest grade point average in the Division is presented a medal that recognizes his or her achievement.

The Order of Barristers: Ten graduating seniors may be elected to membership in recognition of performance in intramural and interscholastic appellate and trial advocacy competitions.

Outstanding Scholastic Achievement Award - Presented by West Group: Upon election by the Faculty Committee on Honors and Awards, a student in the graduating class of each Division is recognized for overall scholastic accomplishment.

Pacific McGeorge School of Law Outstanding Graduating Senior Awards: Criteria for this award, made upon election by the Faculty Committee on Honors and Awards to a student in the graduating class of each Division, include scholastic standing, honors, and activities.

Pacific McGeorge School of Law Outstanding Student Achievement Awards: Upon election by the Faculty Committee on Honors and Awards, this award is made to a student in the graduating class

of each Division in recognition of student leadership through participation in student government, advocacy boards, journals, Community Legal Services Board, or other student activities, outside activities, or work experience combined with law school study.

Outstanding Student Service Award: An award to the graduating senior who has given the most significant service to the Pacific McGeorge community in his or her senior year.

2. Dean’s Honor List and Traynor Society

Students who achieve a grade point average for the previous academic year ending with the Spring Semester of 3.10 or higher are named to the Dean’s Honor List. Students whose grades during two academic years qualified them for the Dean’s Honor List are named members of the Traynor Society, named in honor of the late Honorable Roger J. Traynor, former Chief Justice of the California Supreme Court.

3. Witkin Award for Academic Excellence

An award is made by the Witkin Legal Institute and the West Group in recognition of academic achievement. Named for Bernard E. Witkin, an eminent California legal scholar, a certificate is awarded to the highest ranking student in each of the courses specified on a list provided by the Institute.

4. Nominations for awards from various organizations are made each year according to their procedures and criteria, such as nominations for Who’s Who Among Students in American Universities and Colleges, based on outstanding leadership in scholastic and community activities.

H. ACADEMIC DISQUALIFICATION

A student is academically disqualified when his or her cumulative grade point average at the completion of an academic year (i.e., completion of Spring Semester) is below 2.18. Further, a student who was previously on probation and thereafter has a cumulative grade point average below 2.33 at the end of an academic year is not eligible to continue. Procedures for requesting re-enrollment following academic disqualification are discussed in *G&A Rules, Sections 605 and 703*.

I. STUDENT RECORDS

The law school maintains records for each student that include name, address, telephone, student identification, social security numbers, materials submitted for the admission application, general information on academic status at Pacific McGeorge, previous school data, courses previously taken or being taken, credits, and grades. Applicants for financial aid have a file established in the Financial Aid Office to maintain financial aid records.

1. **Change of Personal Data**

It is the student's responsibility to advise the Registrar promptly of any change in vital data such as a change of temporary or permanent mailing address, telephone number, e-mail address, or name. Such information is needed to contact the student in case of emergency, to mail transcripts and registration materials, and to notify the student of other important information. A Student Action Request Form should be filed as soon as any such change occurs. A mailing to a student's most recently reported address is deemed sufficient to provide notice from Pacific McGeorge with respect to any matter concerning the student.

J. SUMMER SESSIONS

1. **Regular Summer Session On-Campus**

Summer Session begins in May. Classes are held primarily during evening hours and are open to both Day and Evening Division students who have completed the first year curriculum. The Summer Session schedule may also include one or more intensive courses that are compressed into two or three week sessions. A Summer Session schedule is distributed to students during the Spring semester.

Summer courses consist of the same number of class hours as similar courses offered during the academic year. For example, a 3-unit course that would meet for three hours on one evening a week during the academic year may meet for three hours on four evenings a week during the Summer Session.

Evening Division students: Although enrollment for the Summer Session is not required, most Evening Division students attend one or more summer sessions during the four-year program to keep course loads at eight to ten units per semester during the academic year or to accelerate graduation by one semester. In addition, some required courses are offered in the evening only in summer school.

The Accelerated Evening Program allows Evening Division students to meet J.D. residency requirements in 7 rather than 8 academic semesters by substituting summer course work for one academic semester of part-time study. To equal one semester of part-time study, summer session course work must total a minimum of eight units of credit over a minimum of two summer sessions totaling a minimum of 65 semester days during which classes are regularly scheduled in the law school. Most Evening Division students pursuing the accelerated program attend three summer sessions and graduate following the Fall semester of their fourth year rather than in May. Evening Division students may fulfill residency requirements for acceleration by

combining on-campus summer sessions and Pacific McGeorge's summer abroad program offered in cooperation with the University of Salzburg.

Day Division students: A number of Day Division students enroll for Summer Session course work. However, summer sessions, with classes scheduled primarily during evening hours, do not qualify for full-time residency credit. Students pursuing a full-time program throughout their legal studies may not accelerate the six academic semesters of study in residence required for graduation through Summer Session course work.

2. **Summer Sessions Abroad**

Pacific McGeorge conducts a summer abroad program in cooperation with the University of Salzburg in Salzburg, Austria, and another in London, England. Pacific McGeorge also co-sponsors summer programs in Suzhou, China and St. Petersburg, Russia. Separate brochures, which include registration materials, are available in the Registrar's Office.

3. **Computation of Cumulative Grade Point Average**

For purposes of calculating a student's cumulative grade point average, Summer Session course grades are applied toward the cumulative grade point average as computed at the completion of the following Spring Semester.

K. ATTENDANCE AT ANOTHER LAW SCHOOL

When units earned at another law school are accepted toward a J.D. degree conferred by Pacific McGeorge only the number of units accepted (not the courses and grades) are recorded on the student's Pacific McGeorge transcript and grades do not count in computing the student's cumulative grade point average. However, if the grades were earned in graded courses, as opposed to pass/fail courses, the units will be treated as graded units for purposes of the degree requirement stating that a minimum of 76 of the 88 units must be in graded courses. (*G&A Rules, Section 902*)

Students who have taken courses at other law schools to be credited toward their J.D. degree from Pacific McGeorge must furnish the Registrar with an official transcript of that work promptly upon completion.

1. Summer Sessions: Students who wish to take elective courses during a summer session offered by another ABA-accredited law school and have credit accepted toward their J.D. degree must file a written request for approval with an academic dean. The request should include information about the program, dates, and course description(s) by attaching to the request the program's brochure or printout from the other school's website. A request to send a letter of approval and good standing, which it is likely the other school will require, should also be included along with the name and address of the recipient.

Upon approval, Pacific McGeorge will accept up to six (6) units of credit earned with passing grades in elective courses taken at another ABA-accredited law school.

2. Visiting Status: A student whose compelling personal circumstances necessitate leaving the geographic area of Pacific McGeorge may be approved to study for one or two semesters at

another ABA accredited law school and apply the credits earned at that school toward his or her J.D. degree requirements. A student must petition the Grading and Advancement Committee for approval of a visiting semester or academic year and demonstrate compelling personal circumstances. A student contemplating a request to be a visitor at another law school should confer with an academic dean prior to submitting a petition.

If approved, courses taken must be approved in advance by an academic dean and only up to 30 semester hours earned with passing grades will be credited toward the J.D. degree.

3. Transfer to Pacific McGeorge: A student accepted by Pacific McGeorge as a transfer student after completing a year or more of study at another law school should confirm with the Registrar that a final official transcript has been received of the course work completed at the prior school. Pacific McGeorge accepts only up to 30 semester units of credit earned at another law school in courses comparable to those offered here toward its J.D. degree.

L. JOINT DEGREE PROGRAMS

Joint degree programs, in which graduate credit earned in one program is accepted toward the degree from the other program, are available in several areas. To be accepted by Pacific McGeorge as elective credit toward the J.D. unit requirements, the credit must be for graduate courses and must have been earned concurrently between initial matriculation and graduation from Pacific McGeorge unless an exception is approved. Students must fulfill residency requirements of the J.D. program (see Section III, B6, Residency Requirements).

Advance approval is required for Master's courses to be credited toward the J.D. degree. Students should consult an academic dean and submit a written plan for approval. An official transcript of completed Master's course work to be accepted toward the J.D. degree must be furnished to the Registrar; only the number of units accepted are reflected on the Pacific McGeorge transcript, not course titles or grades.

Students must be admitted separately to Pacific McGeorge and the school that will confer the Master's degree. Admittance to Pacific McGeorge does not guarantee admission by the other school.

1. Joint J.D./M.B.A. programs are offered in cooperation with graduate programs of the University of the Pacific, Eberhardt School of Business (on the Stockton campus) and the College of Business Administration of California State University, Sacramento (CSUS). Pacific McGeorge will accept up to 12 units of graduate credit earned at either Pacific's Eberhardt School of Business or CSUS; Pacific's Eberhardt School of Business accepts up to 12 units and CSUS accepts up to 9 units of law school credit toward the MBA.
2. A joint J.D./M.P.P.A. (Master's in Public Policy and Administration) program is offered in cooperation with California State University, Sacramento, for students interested in legislative policy and governmental affairs. Students may earn up to 12 units of cross-credit toward each degree.

3. Joint J.D./M.S. - Accounting and Management Information Science programs are offered in cooperation with the College of Business Administration at California State University, Sacramento. Pacific McGeorge will accept up to 12 units of graduate credit earned at CSUS and CSUS will accept up to 9 units of law school credit toward the M.S. degree.

4. Occasionally, a student may be interested in pursuing a Master's degree in an area in which a joint degree program is not available, such as history, international relations, or social work. The student should consult with an academic dean to determine if any credit for law school course work would be accepted by the Master's program. Upon approval of a written proposal, up to 6 units of credit may be accepted toward the J.D. degree.

SECTION IV

STUDENT CONDUCT IN GENERAL

Students enrolled in the law school are subject to the ethical requirements governing the legal profession as well as the provisions regarding student conduct contained in the Code of Student Responsibility and school policies relating to harassment and substance abuse. The four documents contained in this section provide for procedures and possible sanctions for breaches of conduct. Notice and an opportunity to respond are provided when allegations of misconduct might lead to disciplinary action. Further, Pacific McGeorge may require a leave upon specified terms, terminate a student's enrollment or decline to award a degree if the law school administration determines that this is in the best interest of Pacific McGeorge or that a student is not qualified for admission to the legal profession because of factors other than academic standing. (Determinations about academic standing are made in accordance with the Grading and Advancement Rules, Regulations and Procedures.)

Contained in this section are:

1. The Code of Student Responsibility
2. Grading & Advancement Committee Rules
3. Substance Abuse: Policies and Procedures
4. Policy Prohibiting Sexual Assault and Sexual Harrassment.

UNIVERSITY OF THE PACIFIC MCGEORGE SCHOOL OF LAW

CODE OF STUDENT RESPONSIBILITY

This Code is divided into four parts:

- I. Canons of Ethics (cited as “C.E.”);
- II. Disciplinary Rules (cited as “D.R.”);
- III. Organizational Rules (cited as “O.R.”); and
- IV. Procedural Rules (cited as “P.R.”).

For the purposes of this Code, a person is deemed to be a student from the time of submitting an application for admission until graduation, expulsion, voluntary withdrawal, or academic disqualification not followed by reinstatement.

I. CANONS OF ETHICS

C.E. 1. Lawyers and law students are bound to obey the law but are free to criticize it and advocate its change.

C.E. 2. Lawyers should exemplify integrity, honor, personal morality, and responsibility. Students at the School of Law ought to conform to those standards in preparing for the legal profession. Public confidence in a self-regulating legal profession depends upon the willingness of lawyers and law students to be responsible for the conduct of their colleagues. Each student at the School of Law should actively discourage other students from violating the Disciplinary Rules. A student who has personal knowledge of a violation of the Disciplinary Rules should report that knowledge to an official of the School of Law and should assist in the investigation and determination of any such alleged violation.

C.E. 3. Legal education demands free debate, characterized by the quick interplay of ideas, skillful use of logic, and knowledge of precedents, all tempered by compassion. Students at the School of Law should respect this process and join in it actively with their colleagues.

CE. 4. The legal profession and an open society require lawyers who are free to act and speak as independent professionals. In learning their professional responsibilities, students at the School of Law should consider opposing views with tolerance and care, but should remain steadfast if convinced that their causes and their own ethical standards are just.

II. DISCIPLINARY RULES

A breach of the Canons of Ethics may not be grounds for discipline unless the breach also violates any of the following Disciplinary Rules. Expulsion, suspension, or a lesser disciplinary sanction may result from the commission while a student of any of the following offenses:

D.R. 1. Dishonesty in any academic pursuit, including examinations and the submission of work for credit or publication. Dishonesty includes the giving or receiving of unauthorized assistance.

D.R. 2. Destruction or theft of property of the McGeorge School of Law or of any member of the McGeorge community.

D.R. 3. Intentional gross disruption of academic or social functions conducted under the auspices of the McGeorge School of Law.

D.R. 4. Misrepresentation of a material fact with intent to deceive any person in connection with any official business of the McGeorge School of Law or of any co-curricular or extra-curricular activity sponsored by the School of Law or a recognized student organization.

D.R. 5. Divulgence, without proper authorization, of any confidential information of the McGeorge School of Law, including information received as an employee of the School of Law or in an official capacity on any committee of the School of Law which justifiably establishes the necessity for its deliberations being confidential and so advises participants.

D.R. 6. Intentional and unjustifiable harassment of any member of the McGeorge community.

D.R. 7. Unprivileged failure to cooperate in the investigation or determination of an alleged violation of these Disciplinary Rules as requested by the Dean, the Presenting Counsel, or the Presiding Member of the Disciplinary Hearing Panel.

D.R. 8. Failure to comply with rules, regulations and orders respecting student conduct duly promulgated by the McGeorge School of Law.

D.R. 9. Conduct evidencing bad moral character that is relevant to fitness for the study or practice of law.

III. ORGANIZATIONAL RULES

O.R. 1. Disciplinary Hearing Panel. The Dean annually shall appoint a Disciplinary Hearing Panel (“Hearing Panel”) consisting of three Faculty members and two student members. The Dean shall designate one of the Faculty members to serve as Presiding Member. The Presiding Member is entitled to vote. The functions of the Hearing Panel are to conduct hearings on alleged violations of the Disciplinary Rules and to perform other functions assigned under the Procedural Rules.

O.R. 2. Disciplinary Appeals Panel. The Dean annually shall appoint a Disciplinary Appeals Panel (“Appeals Panel”) consisting of four Faculty members and one student member. The Dean shall designate one of the Faculty members to serve as Presiding Member. The Presiding Member is entitled to vote. The functions of the Appeals Panel are to hear and determine appeals from judgments of the Hearing Panel and to perform other functions assigned under the Procedural Rules.

O.R. 3. Presenting Counsel. The Dean annually shall appoint a Faculty member to serve as Presenting Counsel. The functions of Presenting Counsel are to investigate complaints of alleged violations of the Disciplinary Rules referred to Presenting Counsel by the Dean; to prepare specifications of charges; to present to the Hearing Panel evidence and argument relevant to charges set forth in a specification of charges; to file briefs and make arguments, as appropriate, in cases before the

Appeals Panel; and to perform other functions assigned under the Procedural Rules. The Dean may from time to time assign additional persons to assist the Presenting Counsel in handling a heavy case load.

O.R. 4. Defense Adviser. The Dean annually shall appoint a Faculty member to serve as Defense Adviser. The Defense Adviser shall provide information about proceedings under the Code of Student Responsibility. As a matter of discretion in particular cases, the Defense Adviser may advise a student who has been charged with a violation of the Disciplinary Rules. However, the Defense Adviser shall not represent any student in proceedings under the Code of Student Responsibility.

OR. 5. Pools. The Dean annually shall appoint five Faculty members to a Faculty Pool and five students to a Student Pool. A member of the Faculty Pool or Student Pool shall serve *pro tern pore* on either the Hearing Panel or the Appeals Panel when selected in accordance with the provisions of P.R. 10(a)-(b) or 18(d) or when a regular member of either Panel is otherwise unable to serve. When a member of the Faculty or Student Pool is selected to serve *pro tern pore* on either Panel, the Dean shall replace that member with a new appointee to the appropriate Pool.

OR. 6. Separation of functions and *exparte* communications. No person shall serve simultaneously in more than one position on the Hearing Panel, on the Appeals Panel, in the Pools, as Presenting Counsel, and as Defense Adviser, and those bodies and offices shall observe strict separation of functions. No one shall communicate *exparte* about any pending adjudicative matter with any member of the Hearing Panel or Appeals Panel, except that Presenting Counsel, the Defense Adviser, and a respondent (or respondent's representative) may discuss procedural matters with the Presiding Member of the Hearing Panel or of the Appeals Panel, as appropriate.

OR. 7. Annual Report. At the end of each academic year, the Presiding Members of the Appeals Panel and the Hearing Panel shall prepare for dissemination to the McGeorge community a report on all adjudicative matters concluded during the preceding year. The report shall contain a brief synopsis of the charges, the decision, and the discipline (if any) in each case. Except as to open hearings, the report shall be written so as to preserve anonymity of respondents and witnesses.

O.R. 8. Committee on Code of Student Responsibility. All regular members of the Hearing Panel and of the Appeals Panel, the Presenting Counsel, and the Defense Adviser, collectively, shall constitute the Committee on Code of Student Responsibility ("the Committee"). The Presiding Member of the Appeals Panel shall serve as Chairperson of the Committee. The Committee is responsible for recommending to the Faculty rules and policies relating to student conduct and discipline, including proposed amendments to this Code. A majority of the members of the Committee constitutes a quorum for conducting business, and all recommendations must be concurred in by a majority of the members of the Committee who are present and voting at a meeting duly called. The Chairperson shall call meetings from time to time as may be required by the Committee's business, and whenever requested by any three members of the Committee. Each member of the Committee shall be given two days' notice and a written agenda in advance of any meeting, unless this requirement is waived. No amendment to the Code of Student Responsibility shall affect a pending adjudicative matter without the consent of the respondent.

IV. PROCEDURAL RULES

P.R. 1. Complaint. Any member of the McGeorge community may complain in writing to the Dean of a suspected violation of the Disciplinary Rules.

P.R. 2. Disposition by agreement. The Dean may confer with the student charged and make such disposition as they may agree upon.

P.R. 3. Referral to Presenting Counsel. If the Dean considers that the complaint on its face charges a violation of the Disciplinary Rules that should not be disposed of pursuant to P.R. 2, the Dean shall refer the complaint to the Presenting Counsel. Both the student charged (the “respondent”) and the Defense Adviser shall be promptly notified of this action and given a copy of the written complaint.

P.R. 4. Investigation by Presenting Counsel. After a referral under P.R. 3, Presenting Counsel shall investigate the complaint. Presenting Counsel is not required to interview the respondent but shall consider any timely written submission that the respondent may elect to make. The nature and scope of Presenting Counsel’s investigation is within Presenting Counsel’s discretion and is not subject to review.

P.R. 5. Representation of Respondent. After a referral under P.R. 3, the Defense Adviser shall promptly communicate with the respondent and inform the respondent of the Defense Adviser’s functions under O.R. 4. Throughout all proceedings under these Rules, the respondent shall have the right to independent representation by a representative of the respondent’s choice. The School of Law has no obligation to provide representation. (All references herein to the respondent include, where appropriate, the respondent’s representative.)

P.R. 6. Determination by Presenting Counsel. If, on the basis of investigation under P.R. 4, Presenting Counsel determines—

(a) in consultation with the Dean, that the complaint should be disposed of under P.R. 2, the complaint shall be referred back to the Dean for that purpose;

(b) that there is not probable cause to believe that the respondent violated the Disciplinary Rules, the complaint shall be referred back to the Dean with an explanation of Presenting Counsel’s determination; or

© that there is probable cause to believe that the respondent violated the Disciplinary Rules, Presenting Counsel shall prepare a specification of charges.

P.R. 7. Specification of charges. A specification of charges shall contain a short and plain statement of the charge or charges and a citation of the Disciplinary Rule involved as to each charge. A specification of charges may include more than one charge and more than one respondent where joinder is fair and convenient. (When two or more respondents are joined, all references herein to the respondent include each respondent.)

P.R. 8. Filing and service of specification of charges. Presenting Counsel shall file the specification of charges with the Presiding Member of the Hearing Panel and shall deliver a copy to the respondent. If hand delivery is not practicable, first-class mail to the address listed by respondent on the official records of the McGeorge School of Law is sufficient.

P.R. 9. Pre-hearing conference. Promptly after the filing and service of a specification of charges, and from time to time thereafter as may be appropriate, the Presiding Member of the Hearing Panel shall convene a pre-hearing conference to be conducted as follows:

(a) The purposes of a pre-hearing conference include determining the composition of the Hearing Panel pursuant to P.R. 10, scheduling the hearing, determining whether the hearing will be open or closed, discussing hearing preparation, and taking whatever further steps may be appropriate to simplify the issues and expedite the hearing.

(b) A pre-hearing conference shall be conducted in person, by telephone conference call, or by any other convenient medium of communication, as determined by the Presiding Member.

© If the respondent admits the truth of the specification of charges, the hearing may be confined to determining the recommendation of discipline.

(d) The Presiding Member shall endeavor to facilitate agreement as to all matters that may arise at a pre-hearing conference, but in the absence of agreement the Presiding Member shall make all necessary orders to promote a just, speedy, and inexpensive determination of the proceedings. Substantive challenges to the legality of the proceedings or the sufficiency of the specification of charges shall be postponed to the hearing on the merits unless the Presiding Member determines that a different procedure would be appropriate.

(e) The respondent, respondent's representative, and the Presenting Counsel shall be notified and shall be entitled to participate in any pre-hearing conference. The Defense Adviser may attend if requested by the respondent.

P.R. 10. Composition of the Hearing Panel. The charges set forth in a specification of charges shall be heard and determined by the Hearing Panel, the composition of which shall be adjusted as appropriate in each case as follows:

(a) Upon the timely filing of an affidavit swearing to specific facts establishing that a member of the Hearing Panel, because of personal bias or prejudice, cannot fairly sit, that member shall be excused. In cases of dispute, the Presiding Member shall determine the sufficiency of any such affidavit. In the event that an affidavit challenges the Presiding Member, one of the two remaining Faculty members of the Hearing Panel shall be selected by lot to serve as Presiding Member *pro tern pore* for the purpose of determining the sufficiency of the affidavit and for the purpose of continuing to act as Presiding Member in the event that the regular Presiding Member is excused. Any member excused for cause shall be replaced by a member *pro tern pore* drawn by lot from the Pool corresponding to the excused member's affiliation.

(b) The respondent may peremptorily excuse up to two members of the Hearing Panel, but not including the Presiding Member. Any peremptorily excused member shall be replaced by a member *pro tern pore* drawn by lot by the Presiding Member from either the Faculty or the Student Pool, at the respondent's election.

© The respondent is not entitled to *voir dire* the Hearing Panel.

(d) All references to the Presiding Member or the Hearing Panel include, as appropriate, persons serving in a particular case *pro tern pore* because of the application of this rule.

P.R. 11. Hearing preparation. There is no formal discovery. Presenting Counsel and the respondent shall disclose to one another the evidence upon which the charges or the defense are based to the extent necessary to avoid unfair surprise.

P.R. 12. Hearing. The hearing shall be conducted as follows:

(a) The hearing shall be closed unless the respondent timely requested an open hearing and in writing consented to the disclosure of the respondent's education records to the extent required for such a hearing.

(b) All members of the Hearing Panel shall be present at all times unless the respondent and Presenting Counsel by stipulation agree that a member may be absent. The hearing may be recessed from time to time.

© The Presiding Member shall conduct the hearing and shall rule on all procedural and evidentiary questions. The Presiding Member shall refer all substantive questions to the Hearing Panel, whose rulings shall be determined by majority vote.

(d) The stages of the hearing and of the examination of witnesses shall follow the sequence generally observed in California non-jury trial practice.

(e) Except for rules of testimonial privilege recognized in California, formal rules of evidence do not apply, and all relevant evidence is admissible except evidence whose probative value is outweighed by the danger of unfair prejudice, confusion of issues, or waste of time. For purposes of this paragraph:

(i) communications between a student (or a student's representative) and the Defense Adviser and communications between the respondent and the respondent's representative are privileged to the same extent as communications between a client and a lawyer; and

(ii) the immunity of newsmen from citation for contempt (see Cal. Const. Art. 1,2(b); Evidence Code 1070) is not a testimonial privilege.

(f) All witnesses shall testify under oath or affirmation.

(g) The respondent is entitled to cross-examine witnesses, to call witnesses, and otherwise to introduce evidence.

(h) The respondent has no privilege not to testify and shall testify if called upon to do so.

(i) Members of the Hearing Panel may ask questions of witnesses.

(j) Unless otherwise stipulated, an audio or video tape recording of the proceedings shall be made, but no transcript will be prepared unless specifically ordered by either the Presiding

Member or the Appeals Panel. Respondent may arrange for copies of the recording or for the attendance of a stenographic reporter at respondent's own expense. In the absence of a stenographic reporter or other person authorized to administer oaths, the Presiding Member shall swear or affirm all witnesses and mark and preserve all exhibits.

P.R. 13. Deliberation and determination. Immediately after the hearing, the Hearing Panel shall deliberate privately and decide whether each charge in the specification of charges has been sustained by the evidence. The Hearing Panel may return a verdict as to any charge only upon the concurrence of three or more members. In order to find a charge sustained by the evidence, the presumption of innocence must be overcome by strong proof of guilt. Proof beyond a reasonable doubt is not required, but a bare preponderance of the evidence is not enough. Except as otherwise provided by this Code, deliberations of the Hearing Panel are confidential.

P.R. 14. Statement of decision. The Hearing Panel shall prepare and adopt a statement of decision, which shall summarize the charges and state the Hearing Panel's decision as to each charge and may briefly state the evidentiary basis for each decision. Detailed findings of fact are not required. Copies of the statement of decision shall be served on the respondent and Presenting Counsel.

P.R. 15. Determination of discipline. If the statement of decision finds any of the charges to be sustained by the evidence, the Hearing Panel shall then take steps to determine appropriate discipline, as follows:

(a) The Presiding Member shall first confer with the respondent and Presenting Counsel to determine what further proceedings are required. Either party is entitled upon request to a hearing for the purpose of presenting evidence and making arguments as to appropriate discipline. The hearing shall follow the procedures of P.R. 12 to the extent practicable.

(b) At least three members of the Hearing Panel must concur in the determination of discipline, which shall be set forth in writing. Expulsion shall not be imposed unless at least four members of the Hearing Panel concur in the determination.

© When adopting its determination of discipline, the Hearing Panel may upon the concurrence of three or more members amend the statement of decision.

P.R. 16. Final judgment. The statement of decision together with the determination of discipline (if any) shall constitute the final judgment of the Hearing Panel. The Presiding Member of the Hearing Panel shall deliver the final judgment of the Hearing Panel to the Dean and shall cause copies to be delivered promptly to the respondent, Presenting Counsel, the Presiding Member of the Appeals Panel, and all full-time members of the Faculty of the rank of Lecturer or above. Except for typographic errors, the Hearing Panel has no jurisdiction to change a final judgment unless authorized by the Appeals Panel.

P.R. 17. Appeal from final judgment. The final judgment becomes conclusive on the tenth day (excluding Sundays and holidays observed by McGeorge School of Law) after it is delivered to the Dean and served upon the respondent unless an interested person within the ten-day period files with the Presiding Member of the Appeals Panel a written notice of appeal specifying the issues as to which review is sought. For good cause shown, the Presiding Member of the Appeals Panel may

extend the time for filing a notice of appeal. Interested persons include the respondent, Presenting Counsel, and all full-time members of the Faculty of the rank of Lecturer or above. The Presenting Counsel may not seek review of the sufficiency of the evidence to support a decision that a charge was not sustained by the evidence. A member of the Faculty who is not otherwise interested may seek review only of the discipline imposed.

P.R. 18. Procedure on appeal. If a timely notice of appeal is filed, the Appeals Panel shall proceed as follows:

(a) The Presiding Member of the Appeals Panel, in consultation with other members of the Appeals Panel and other interested persons, shall establish a briefing schedule and shall notify all interested persons of the schedule and of the issues as to which review has been sought.

(b) The Presiding Member of the Hearing Panel shall promptly deliver to the Appeals Panel the complete record of its proceedings, which shall be made available to all interested persons. The record shall include the specification of charges, the recording or transcript of the hearing, exhibits received in evidence or otherwise made a part of the record at the hearing, the statement of decision and determination of discipline.

© Interested persons who wish to participate in the appeal shall so inform the Presiding Member of the Appeals Panel so that copies of all briefs may be made available to all participants.

(d) The Presiding Member of the Appeals Panel may (and, if requested by either the respondent or Presenting Counsel, shall) schedule a hearing for oral argument after the conclusion of the briefing schedule. The Presiding Member may make such other and further orders as may be necessary for a just, speedy, and inexpensive review of the final judgment of the Hearing Panel. P.R. 10(a), adapted as may be necessary for application to the Appeals Panel, shall be employed for the purposes of excusing for cause any member of the Appeals Panel and replacing any member of the Appeals Panel who is excused for cause or who is otherwise unable to serve.

P.R. 19. Decision by Appeals Panel. The Appeals Panel shall review the final judgment of the Hearing Panel on the basis of the record and shall not receive additional evidence. The Appeals Panel shall affirm, reverse, modify, or remand to the Hearing Panel for further proceedings, according to the dictates of the case and subject to the following requirements:

(a) The Hearing Panel's factual determinations are conclusive if supported by substantial evidence.

(b) Harmless procedural errors shall not be grounds for reversal.

(c) The determination of discipline shall be modified only if the Appeals Panel finds that a different discipline would be clearly preferable in the light of all the facts and circumstances and in view of the purposes of the Code of Student Responsibility.

(d) The Presiding Member of the Appeals Panel shall deliver the decision of the Appeals Panel to the Dean and shall cause copies to be delivered promptly to the respondent, Presenting Counsel, and all full-time members of the Faculty of the rank of Lecturer or above.

(e) If the decision of the Appeals Panel directs that the proceedings be remanded to the Hearing Panel, the Hearing Panel shall promptly comply with the Appeals Panel's decision. Otherwise, the decision of the Appeals Panel shall be the final determination of the proceedings by the School of Law.

Adopted by the Faculty, May 28, 1975
Amended, April 21, 1989

**UNIVERSITY OF THE PACIFIC
McGEORGE SCHOOL OF LAW**

**GRADING AND ADVANCEMENT COMMITTEE
RULES, REGULATIONS AND PROCEDURES**

**REVISED AS OF
April 18, 2007**

RM07.19.07

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100. INTRODUCTION

101. Authority. The Grading and Advancement Committee is the body duly authorized by the Faculty and Administration of McGeorge School of Law, University of the Pacific, to study, develop, adopt and apply rules, regulations and procedures pertaining to course requirements, examinations, grading, advancement, graduation, and related matters. Major policy considerations with the Committee's recommendation will be presented to the entire faculty for debate and vote before official adoption.
102. Membership. The Grading and Advancement Committee (hereinafter referred to as "G & A") shall consist of five regular faculty members, three alternate faculty members, and two student members. (Revised 11/5/03)
- a. The two student members, one each from the Day and Evening Division, shall be selected by the Student Bar Association.
 - b. Student members of G&A shall participate in Committee meetings and vote on general policy considerations. However, they shall not be present when petitions or other matters regarding individual students are being considered. (Revised 11/5/03)
 - c. Regular and alternate faculty members shall be appointed by the Dean from among the voting members of the faculty of the School of Law. Alternate faculty members shall serve, in rotation, in the place of any regular faculty member who is unable to attend an Executive Meeting of the Committee, as defined in Rule 1101.c. If fewer than five regular faculty members and alternate faculty members are available for a scheduled Executive Meeting, the Dean shall appoint a sufficient number of temporary members from among the voting members of the faculty to achieve a faculty membership of five. References in these rules to "members" of G&A include alternate and temporary members during the time they are serving in the place of any regular faculty member. (Adopted 11/5/03)
103. Scope. The rules, regulations and procedures contained in this document are intended to serve as a supplement to and not a replacement for the official catalog of the law school.
104. Petitions. Any student who is affected adversely by the application of these rules may file in the Office of the Associate Dean for Academic Affairs, a petition to G & A for relief or waiver setting forth the nature of the request and the reasons why it should be granted.
- a. Such petitions shall be filed within 15 days from the date of mailing of notice of the application of the rule from which the student seeks relief.

- b. No specific format is required for a student petition, the substance being more important than the form.
- c. Petitions to shorten the time for filing petitions pursuant to Section 703.b will be granted only upon clear and convincing evidence that the petitioner would receive no benefit and, in fact, would be uniquely and irreparably harmed by waiting for the period required by Section 703.b.
- d. G & A shall consider the written petition and grant, modify, or deny the relief requested.
- e. G & A shall be the final decision-making body in matters concerning student petitions. (Revised 4/10/02)

104.1 Any student submitting a petition to the Executive Committee of the Faculty Committee (as defined in section 1101 (c)) on Grading and Advancement pursuant to Section 104 of the Grading and Advancement Rules and Regulations, shall have the right to appear personally before the Executive Committee. Such personal appearance by the individual petitioner shall be limited to the purpose of informing the Committee of any new facts which have a significant and substantial bearing upon the issue before the Executive Committee or to answer any questions which the members of the Executive Committee may have relevant to the issue before the Committee.

In the event the individual petitioner is unable to appear personally before the Committee, the petitioner may request in writing, after stating the reasons for his or her inability to appear, that a representative be permitted to appear before the Committee on behalf of the individual petitioner. Any such representative must be a student regularly enrolled at the School of Law and be in good academic standing before such request may be granted. If a representative is granted permission to appear on behalf of the petitioner, the purpose of such appearance will be the same as though the petitioner were appearing on his/her own behalf.

In no event shall any inference, either adverse or beneficial, be drawn from an individual petitioner's failure to personally appear in support of his or her petition before the Executive Committee.

105. Reconsideration of the Executive Committee's Rulings. Upon the filing of a student's written petition for reconsideration, the Executive Committee, by majority vote, may reconsider its decision in any matter previously decided under Section 104. A petition for reconsideration shall be limited to a written statement of any new matter which has

arisen or has come to the petitioner's attention subsequent to the original petition. In no event, however, shall the Committee reconsider the same matter more than once, nor shall a denial of a petition for reconsideration be subject to reconsideration. Whenever the Committee elects to reconsider a decision, the party requesting reconsideration shall not be entitled to appear personally before the Committee. The composition of the Executive Committee when considering a petition for reconsideration shall, to the extent practicable, be the same as when it decided the original petition. (Adopted 1/19/79; Revised 4/24/92, 4/21/04)

106. Ex Parte Communications. Students are encouraged to seek academic support from members of the faculty, and members of the faculty are encouraged to provide such support to the extent that it is consistent with their other obligations. Faculty members of the G & A Committee must be cautious that such academic support efforts do not impair their ability to bring independent judgment to matters that come before the Committee.
- a. Where any member of the Committee believes that his or her independence of judgment (or the appearance thereof) has been impaired, the member should not participate in the Committee discussion or decision of any petition that may be so affected.
 - b. Except as provided hereinafter, a student and any voting faculty member of the G & A Committee must not discuss with each other any petition that a student has filed, intends to file, or is considering filing under these rules.
 - c. Students desiring information about the petitioning process should confer with the Dean of Students or the Associate Dean for Academic Affairs. A student may also discuss G & A Committee rules and procedures with the Chairperson of the Committee.
 - d. This section does not impair any student's right to appear personally before the Committee upon request pursuant to Section 104.1. (Adopted 4/29/02)

200. COURSES

201. Required Courses. The Academic Schedule published prior to each academic year lists required and elective courses. Students must take required courses for credit when offered for the Division in which they are enrolled during the class year designated in the Academic Schedule unless an exception is approved by the Dean of Students or Associate Dean for Academic Affairs or a repetition of a course occurs pursuant to these rules. All required courses shall be graded with the exception of those specifically designated "honors/pass/no credit/fail".

202. Electives. Elective courses shall be either "graded" or "honors/pass/no credit/fail" as determined by G & A in consultation with the Curriculum Committee. The same basis of grading shall apply to the entire group of students enrolled in each elective.
- a. Graded Electives. Those courses designated as "graded electives" will use the same letter grading system as required courses as described in Section 500 et seq.
 - b. "Honors/Pass/No Credit/Fail" Electives. In those courses designated as "honors/pass/no credit/fail", the following grading standards will apply:
 1. "Honors" will be awarded for work performed at a superior level.
 2. "Pass" will be awarded for work performed at an acceptable level.
 3. "No Credit" will be given for work performed at the "C", "C-", "D+", or "D" levels. (Revised 4/30/85, 3/20/96)
 4. "Fail" will be given to students whose work in the course was at the failing ("F") level.
 5. Students earning the grade of "No Credit" or "Fail" will not receive unit credits for the course. (Revised 4/23/93)
203. (Repealed 4/24/92)
204. Graduation Credit. Of the 88 semester units required for graduation, 76 semester units must be earned in graded courses. (Students who completed the course in Legal Research and Writing prior to the Fall Semester of 1991 are required to earn only 75 semester units in graded courses.) For the purposes of this section, the total of quarter units earned by students enrolled in the School of Law prior to the Fall Semester of 1991 shall be converted to semester unit equivalents by multiplying by two-thirds and rounding up any resulting fraction to the next whole number. (Revised 4/19/91)
205. Minimum Course Load. (Revised 4/19/91)
- a. Day Division. To maintain Day Division status, a student must be enrolled for credit in at least 12 units per semester and must be devoting substantially all working hours to the study of law. (Summer Session Excepted)(Note requirements in Section 604)
 - b. Evening Division. To maintain Evening Division status, a student must be enrolled for credit in at least eight (8) units per semester. Students must

complete degree requirements in five (5) consecutive years from the date of beginning law studies.

300. ATTENDANCE

301. McGeorge School of Law subscribes to the policy of the American Bar Association's Section on Legal Education which considers student preparation and class attendance essential for a legal education.
302. Each professor shall consider a student's class attendance in assigning the student's final grade in a course. In flagrant instances of repeated absences, a professor may notify the Associate Dean for Academic Affairs that, by reason thereof, the professor is considering denying the student the right to take the final or other examination in a course; thereupon the Associate Dean shall notify the student in writing that unless the student's attendance after receipt of the notice is deemed satisfactory, he/she may be denied the right to take the final or other examination in the course; if the student's attendance following receipt of the notice is deemed unsatisfactory by the professor, the professor may with the concurrence of the Associate Dean deny the student the right to take the final or other examination in the course.
303. A professor may consider a student's preparation, participation and performance in assigning his/her final grade.
304. In assigning a final grade pursuant to Rules 302 and 303, no examination grade shall be changed more than one full grade level (e.g. "C" to "B") without the concurrence of the Dean or the Associate Dean for Academic Affairs.
305. A professor may not alter a final grade under Sections 302 and 303 after final grades in the course have been distributed to students. (Adopted 11/2/84)
306. A student who is enrolled in a course as an auditor shall not be eligible to have the audit noted on the transcript unless the professor certifies to the registrar at the conclusion of the course that the student's class attendance, preparation, and participation were satisfactory.

400. EXAMINATIONS

401. When Required; Form. There shall be a comprehensive written final examination of suitable length and complexity in each course, with the following exceptions:
- a. clinical and practical courses, which may be graded according to the professor's evaluation of the student's performance; and
 - b. other courses as approved by the Dean or the Associate Dean for Academic Affairs; such approval may be conditioned upon a writing requirement.

In two-semester courses, there shall also be an examination at the end of the first semester, but a single grade shall be assigned for the course. Except as otherwise approved by the Dean or the Associate Dean for Academic Affairs, questions that call for a response in essay form shall be the predominant form of examination. (Revised 4/19/91)

402. Length and Weight. Except in courses in which examinations are not required (see Section 401), final course grades shall be based on examination scores together with class attendance, preparation, participation, and performance, as provided in Sections 302 and 303. Unless otherwise announced in advance by the professor and indicated on the examination, the weight assigned to each examination question in determining the course grade shall be proportionate to the time allowed for answering the question; however, in no case may the examination given at the end of the first semester in a two-semester course be given greater weight than the final examination. The minimum total time for examinations in each course shall be either two hours or 50 minutes multiplied by the number of semester units allocated to the course, whichever is greater. In two-semester courses, the examination at the end of the first semester shall be at least two hours long, and the examination at the end of the second semester shall be at least as long as the examination given at the end of the first semester. (Revised 4/19/91, 11/22/91)
403. Missed Examinations - Excused. No one has authority to approve a student's missing an examination or any portion of an examination except the Dean, the Associate Dean for Academic Affairs or the Dean of Students. Professors may not entertain such requests prior to an examination, but may act on an emergency basis during an examination. Approved excuses will be limited to situations where a bona fide illness, emergency, or personal tragedy exists and notice has been provided to an academic dean before or during the examination. Full written verification of the details of such an event may be required. The effect of a missed examination which is excused shall be as follows: A student who is excused from an examination or from portions of one or more examinations shall receive as a score for the questions missed the weighted average score that the student receives on all other examination questions in the course unless the student misses the entire final examination in a continuing course or portions of one or more examinations in any course that exceed one half of the total examination credit in the course, in which case the student shall receive a grade of "Incomplete" for the course and shall make up the missed examination(s) pursuant to Section 406. An "Incomplete" grade received under the preceding sentence will not be considered for grade point purposes, is not subject to Section 409.1, and will be removed when the student has made up the missed examination(s). (Revised 4/19/91, 4/24/92, 4/18/07)
404. Missed Examination - Unexcused. A student who fails to take the final examination in a course and is not excused pursuant to Section 403 shall receive an "F" grade for the course. A student who fails, without excuse, to take any portion of an examination

shall receive a score for all questions missed 10 points lower than the lowest score given by the professor on any question in that examination, but in no case shall the score be less than 0 nor more than 50. (Revised 4/19/91)

405. Failure To Turn in Examination Answer. After completing an examination and before leaving the examination room, each student shall place each examination answer in a receptacle provided for that purpose. A student who omits to do so shall have his or her score for that portion of the examination determined as follows:
- a. A student who seeks to turn in an examination answer after leaving the examination room may have the answer read and scored if (1) the student has not previously violated Section 405, (2) upon discovering the omission the student without unnecessary delay turned the answer in to the Associate Dean for Academic Affairs or the Dean of Students, (3) the student satisfactorily accounts for the whereabouts of the student and the answer at all times prior to turning in the answer, and (4) the Associate Dean or the Dean of Students concludes that allowing the answer to be read and scored will not violate the integrity of the examination.
 - b. A student whose answer is not read and scored under paragraph a. shall receive for that portion of the examination a score that is ten points lower than the average score that the student receives on all other examination questions in the course if (1) the student has not previously violated Section 405 and (2) the Associate Dean or the Dean of Students concludes that the omission was the result of excusable neglect. Otherwise, the student shall be treated as having been absent from that portion of the examination without excuse and shall have his or her score for that portion of the examination determined in accordance with Section 404.
406. Make-up Examinations. A student who has missed or intends to miss an examination shall communicate as quickly as possible with the Dean of Students or the Associate Dean for Academic Affairs, who may excuse the student's failure to take the examination for the reasons set forth in Section 403, in which case the following provisions apply:
- a. The student shall be informed of the provisions of this section and admonished to refrain from discussing the content of the missed examination with anyone and not to receive any information about the content of the missed examination until the missed examination has been made up or the student has been informed that the make-up examination will not be the same examination as was given to the class as a whole.
 - b. The student may elect to make up the missed examination in one of the following ways if feasible:

1. Take the regular examination in the course the next time it is offered by the School, in which case the student shall receive the grade earned unless in the case of an elective course the student notifies the Dean of Students prior to sitting for the examination that the student elects to be graded "Pass", "C", "C-", "D+", "D", or "F".
 2. Take a special make-up examination at a time to be determined by the Dean of Students or the Associate Dean for Academic Affairs, but not later than 30 days after the date of the last examination given during the relevant examination period. This examination may be either the same examination as was given to the class as a whole or a different examination, as determined by the professor in consultation with the Associate Dean for Academic Affairs. The student shall receive the grade earned. (Revised 4/18/07)
- c. Immediately before taking a special make-up examination that is the same examination as was given to the class as a whole, the student must write out and sign an honor code declaration, as follows:

"I am aware of the provisions of the McGeorge School of Law Code of Student Responsibility prohibiting the giving or receiving of unauthorized assistance in any academic pursuit, including examinations, and prohibiting false statements in connection with official business of the School of Law. I declare under penalty of perjury that I have not discussed with anyone the content of the examination that I missed and have not received any information about the content of that examination."

A student who does not or cannot sign such an honor code declaration shall be allowed to make up the missed examination in one of the other ways described in subsection b. (Adopted 4/21/04, and former Section 406 repealed)

407. Exam Materials. Students may use pen or laptops to record examination answers. Unless an announcement is made to the contrary before the examination, students may bring only pens and laptops to the examination room. Students may not bring bluebooks to the examination room unless the school does not provide them. (Adopted 4/18/07, and former Section 407 repealed)

408. Examination Conduct. Students are expected to conduct themselves honorably and in a professional manner during examinations. Any breach of this standard may result in confiscation of exam papers, failure of the course, and further disciplinary action up to and including expulsion.
409. Writing Course - Grade of "Incomplete". A grade of "incomplete" may be entered in a course with writing requirements in lieu of or in addition to an examination when such

writing requirements are not completed for reasons deemed to be an acceptable excuse by the professor. (Adopted 4/30/85)

- 409.1 The work assigned in a course as to which a grade of "incomplete" is given under Section 409 must be completed by the first day of classes of the second semester (including Summer Session) after the semester when the course ended. If it is not, a grade of "fail" will be entered. (Revised 4/19/91)
- 409.2 Relief from the application of this rule may be granted by the Grading and Advancement Committee upon petition. (Adopted 4/30/85)
- 410. Use of Computers and Typewriters on Examinations
 - a. Laptop or other portable computers may be used in answering examination questions only if: (1) the course has been designated by the Dean of Students, (2) the computer is equipped with approved blocking software, and (3) the computer meets any other specifications that may, from time to time, be established by the Dean of Students. This subsection does not apply to take-home examinations. (Adopted 4/29/02)
 - b. Typewriters may be used to answer examinations questions only with the Dean of Students' permission, which must be requested no later than six weeks prior to the scheduled date of the examination. (Adopted 11/5/03)
- 412. Generally, examination books are marked with numbers on a 100-point scale. After computation of a numeric average for all examination questions, the professor translates the numeric averages into letter grades. In calculating the numeric average, fractions are rounded to the nearest whole number, and a fraction of one-half is rounded up. The recommended correlation of numeric averages to letter grades is:

90	and above	A+
86	89	A
83	85	A-
80	82	B+
76	79	B
73	75	B-
70	72	C+
66	69	C
63	65	C-
60	62	D+
56	59	D
55	or lower	FAIL

Professors retain discretion to vary from this recommended correlation; however, variance to the disadvantage of students requires conferring with the Associate Dean for Academic Affairs. (Adopted 3/20/96; Revised 4/10/2002; Revised 4/19/06, Effective 8/14/06)

500. GRADES AND GRADING

501. Range of Grades. Letter grades for graded courses shall include A through FAIL. Pluses and minuses shall be utilized by professors as appropriate. (Revised 3/20/96)

502. Interpretation of Grades. Letter grades have the following subjective interpretations: (Revised 3/20/96)

- A = Exceptional, Outstanding Performance
- B = Very Good, Skillful
- C+ = Satisfactory Demonstration of Professional Competence
- C = Unsatisfactory because of Some Deficiency in Knowledge or Analysis
- or both.
- D = Unsatisfactory, Showing Grave Deficiencies in Knowledge and Analysis.
- F = Failing, No Demonstration of Knowledge or Analytic Ability

503. "Honors/Pass/No Credit/Fail" Grades. These grades are explained in Section 202b above. (Revised 4/23/93)

504. Grade Point Average (GPA). A student's GPA is determined by dividing his/her grade points earned by the number of units attempted, but not counting units attempted in "honors/pass/no credit/fail" courses in which a grade higher than "fail" was received. Grade point values are awarded for letter grades (multiplied by the number of units for that course) as follows: (Revised 4/23/93, 3/20/96; Revised 4/19/06, Effective 8/14/06)

GRADE		GRADE POINTS
A+	=	4.33
A	=	4.00
A-	=	3.67
B+	=	3.33
B	=	3.00
B-	=	2.67
C+	=	2.33
C	=	2.00
C-	=	1.67
D+	=	1.33
D	=	1.00
F	=	0.00

504.1 Transitional Rule. (Adopted 3/20/96)

- a. Section 412 and accompanying changes to Sections 202(b)(3), 406(b), 502, 504, 504.1, 605, 607, 701, 703, and 704 made effective with grades conferred in the Spring Semester, 1996, change the GPA required for graduation from 2.00 to 2.30 and similarly change the system for awarding grades. Thus, students who do not graduate by completion of all work attributable to Fall Semester, 1996, will earn grades under both systems. To measure their cumulative performance against the new standards, their performance before Spring Semester, 1996, will need to be translated to a new system equivalent. The formula for recalculating GPAs for continuing students will be as follows:
1. A fraction will be calculated using the graded units earned under the old system as the numerator and the total graded units earned by the student as the denominator (fraction #1).
 2. A fraction will be calculated using the graded units earned under the new system (after and including Spring Semester, 1996) as the numerator and the total graded units earned by the student as the denominator (fraction #2).
 3. The cumulative GPA earned under the old system will be increased by .30 (adjusted old GPA).
 4. The cumulative GPA for all purposes including retention, probation and graduation will be:

$\text{fraction\#1} \times \text{adj. old GPA} + \text{fraction\#2} \times \text{GPA for Spring '96 \& following.}$

5. EXAMPLE: Student completed 60 units under the old system with a cumulative GPA of 2.10 and 20 units under the new system with a cumulative GPA of 2.80 (having one semester of part-time enrollment left to complete). The student's cumulative GPA will be:

$$\frac{3}{4} \times 2.40 + \frac{1}{4} \times 2.80 \quad \text{or} \quad 1.80 + .70 \quad \text{or} \quad 2.50$$

- b. Beginning when grades for Spring Semester, 1996, are entered on transcripts, transcripts of continuing students shall contain the following explanation:

"Beginning with the Spring Semester of 1996, the minimum grade point average required for graduation was raised from 2.00 to 2.30. No grades awarded before Spring Semester of 1996 have been changed on the transcript, but the cumulative grade point average has been adjusted to conform to the new requirement."

- c. Transcripts of students commencing study after Spring Semester, 1996, shall only specify that the minimum required grade point average for graduation is 2.30.

505. Re-evaluation of Grades.

- a. The following are the purposes of these rules:

1. To provide for an independent appeal procedure for grades assigned on the basis of factors other than examinations taken with anonymous numbers.
2. To express the residual authority of the School to correct abuses of professional discretion in the evaluation of examination papers and/or assigning of grades. (Revised, 1983)
3. To prohibit the general re-reading of examination papers taken with anonymous numbers.

- b. To implement these purposes, the following rules and procedures will be followed:

1. A student seeking review of a grade shall file a petition (Section 104) within 3 weeks of the date on which the examination paper in question is returned or, where no final examination is given, within 3 weeks from the

time the final grade was announced. This petition shall be accompanied by all exam papers and any other papers assigned in the course in question.

2. Where the petition simply alleges a dissatisfaction with grading of examinations taken anonymously, no relief will be granted. When the petition alleges discrimination or abuse of discretion in assigning grades on other than an anonymous basis or where the petition alleges abuse of professional discretion in the evaluation of examination papers, and/or assigning of grades, G & A shall review the matter in consultation with the professor involved and may grant such relief as it deems appropriate.
3. Individual professors shall have no authority to change grades, and they are expressly discouraged from re-reading any papers for the purpose of re-evaluation and grade change. When requested to re-read a paper, the professor shall advise the student of the right to petition.

600. ADVANCEMENT AND GRADUATION REQUIREMENTS

Sections 601-607 describe the academic standards students must achieve in order to advance to the next year of legal education or to be recommended for the Juris Doctor degree. A student who fails to satisfy the standards for advancement or graduation is academically disqualified and may not re-enroll. (Revised 4/6/94)

601. Definitions.(Revised 4/6/94)

- a. "Cumulative GPA" The grade point average for all work undertaken at the School of Law computed pursuant to Sections 503, 504, and 700 et seq.
- b. "Annual GPA" (Repealed 4/6/94)

602. No Probation. (Repealed 4/6/94)

603. Period of Review. Grades will be reviewed to determine eligibility for advancement and graduation on the basis of grades received through the end of the Spring Semester, except as provided in rule 605(c)(2). (Revised 4/6/94)

604. Advancement Standards: Required Courses. To be eligible to advance to the next year of legal education or to graduate, a student must have completed all courses required of the student's class with passing grades (i.e., grades higher than "F"). This requirement may be waived by G & A for good cause for advancement, but not for graduation. (Revised 4/19/91)

605. Advancement Standards: Cumulative GPA. The minimum cumulative standard for advancement to the next year of law school without probation is a 2.33 GPA. A student with a GPA between 2.18 and 2.32 at the end of any academic year other than the final year may continue enrollment on probation but in good standing under the following conditions: (Revised 4/12/00; standard for spring, 2000 is between 2.10 and 2.29; Revised 4/19/06)
- a. All probationers must meet with a designated administrator for counseling and program approval, which the administrator will finalize in consultation with the chairperson of the Grading and Advancement Committee. The approved program of study must include repetition of any required courses in which the student received a grade below a C+, unless, for clear and convincing reasons, the designated administrator determines that repetition is not necessary for successful completion of probation. Probationers are required to participate in follow-up counseling sessions as deemed appropriate, as a condition of continued enrollment. (Revised 4/12/00, 4/13/05)
 - b. Unless grounds for exception are found by the designated administrator and the chairperson of the Grading and Advancement Committee, programs of study for 2D probationers will not exceed 13 units, 10 of which will be in required courses. For 2E and 3E probationers, a minimum of 6 units (for 2Es) and 5.5 units (for 3Es) will be in required courses. (Revised 4/12/00)
 - c. Successful completion of probation requires achievement of accumulative GPA of 2.33 at the end of the spring semester after placement on probation or the scheduled graduation date, whichever is sooner. (Revised 3/20/96, 4/29/02, 11/5/03, 4/13/05, 4/19/06)
 - d. No student may repeat probationary status. A student who has previously been on probation and thereafter has a cumulative GPA below 2.33 at the end of an academic year is not eligible to continue. (Revised 3/20/96, 4/19/06)

605.1 Transition Rule. (Adopted 4/19/06)

For students commencing prior to Fall Semester 2006, a GPA between 2.15 and 2.29 at the end of any academic year other than the final year may continue enrollment on probation but in good standing. The conditions set forth in section 605 apply except 2.30 is substituted for 2.33 in subsections c and d.

606. Advancement Standards: Annual GPA. (Repealed 4/6/94)

607. Graduation Requirements. The minimum cumulative GPA required for graduation is 2.33. Other requirements which must be met in order for a student to be recommended

for the Juris Doctor degree include: Sections 204, 205, and 604, and the school catalog. (Revised 4/19/91, 3/20/96, 4/19/06)

607.1 Transition Rule. (Adopted 4/19/06)

For students commencing prior to Fall Semester 2006, the minimum cumulative GPA required for graduation is 2.30.

700. REPEATING COURSES

701. Repeat of Failing Work--Required Courses. A student who receives a grade of "F" or "Fail" in a required course shall be required to repeat the course. The "F" or "Fail" grade shall remain on the transcript, but once the course has been repeated only the repeat grade will be counted for GPA purposes. However, the highest number of grade points credited to the student will be 2.33 per unit (the equivalent of a "C+" grade). (Revised 4/19/91, 3/20/96, 4/19/06)

701.1 Transition Rule. (Adopted 4/19/06)

For students commencing prior to Fall Semester 2006, the highest number of grade points credited to the student will be 2.30 per unit (the equivalent of a C+ grade).

702. Repeat of Non-failing Work and Electives. Students shall not be permitted to repeat any elective courses nor any required courses in which they received non-failing grades, except as provided in Sections 605 and 703.

703. Continuation of Study By Means Other Than Sections 605. A student who is not qualified to continue enrollment under Section 605 may only continue as specified in this Section.

- a. A student may petition the G & A Committee for an exception to Rule 605(c) or (d) on the ground that highly extraordinary circumstances warrant this result. Exceptions shall not generally be granted given that failure to complete probation satisfactorily represents two years of unacceptable performance, which is a poor foundation for further legal study at that time. (Revised 5/3/00)
- b. A student disqualified from continued study by a GPA lower than 2.18 may petition the G & A Committee for permission to repeat the unsuccessful year. Such petitions will only be received during April of the spring following disqualification and will only be granted upon a showing that: 1) a demonstrable condition impaired performance; 2) the condition has now been successfully addressed; and 3) there is convincing reason to expect successful repetition of the student's prior year of law study and successful completion of

graduation requirements. Requests to shorten the time for filing a petition to repeat the unsuccessful year are strongly disfavored and will be considered only if they satisfy the criteria set forth in Section 104.c. (Revised 5/3/00, 4/10/02, 4/19/06)

- c. (Repealed 11/14/01, effective academic year 2002-2003.)

703.1 Transition Rule. (Adopted 4/19/06)

For students commencing prior to Fall Semester 2006, 2.15 is substituted for 2.18 in section 703.b.

704. Effect on Transcript and GPA. If a student repeats one or more classes under Section 605: (Revised 11/14/01)

- a. The earlier grades the student received will not be removed from the transcript;
- b. The new grades will be shown on the transcript as repeat work or the product of re-examination, as the case may be; and
- c. Only the new grades (in the case of repeat work, whether higher or lower than the earlier grades) will be considered for determining the GPA. The new grades will be considered at full value without a "C+" maximum as provided in Section 701. (Revised 3/20/96)

800. INTER-DIVISION PROGRAM CHANGE

801. To change his or her program from the Day to the Evening Division or from Evening to the Day Division, the student must:

- a. Fill out the Student Action Request form available in the Dean of Students' office, and
- b. Consult with the Dean of Students or Associate Dean for Academic Affairs for program counseling and to receive approval.

802. A student who changes programs between the Day and Evening Divisions carries forward on his or her transcript all final grades received prior to the program change.

900. WORK TAKEN AT OTHER LAW SCHOOLS

901. Transfers to McGeorge in Advanced Standing. Students in good standing at other American Bar Association accredited law schools may request admission in advanced standing.

- a. Each applicant will be considered on an individual basis.
 - b. See catalog for further details.
902. Course Work Taken at Other ABA - Accredited Schools by McGeorge Students. Students enrolled at McGeorge who wish to take elective courses during the school year or summer session at another ABA-accredited law school must obtain approval in advance from the Dean of Students or the Associate Dean for Academic Affairs.
- a. Petitions requesting this opportunity should set forth the school, course description, instructor, and whether or not transfer credit back to McGeorge will be sought.
 - b. Permission will not be granted in the case of required courses, nor for more than six (6) semester units of credit, total. (Revised 4/6/94)
 - c. When transfer credit is granted, only the units, and not the grade, will be credited. The course will be treated the same as a "honors/pass/no credit/fail" course for GPA purposes. For application of Section 204, the course may be treated as a graded course if it was graded when taken unless an equivalent course at McGeorge is ungraded. (Revised 4/23/93)
903. Course Work Taken at Foreign Institutions by McGeorge Students. Students enrolled at McGeorge who wish to take courses at a foreign institution with which McGeorge has a Student Exchange Program must obtain approval in advance from the Associate Dean for Academic Affairs.
- a. Requests for approval must include an educational objective, set forth the school and course descriptions, and indicate whether or not transfer credit back to McGeorge will be sought. If transfer credit is sought, a statement of semester unit equivalents must be provided.
 - b. Permission will be granted only to students with a cumulative GPA of 2.70 as of the last grading period prior to date of application, and only for Day Division and Evening Division students who would have completed their second year of study at McGeorge.
 - c. Permission will be not be granted for a credited period of more than one semester nor for more than fifteen (15) semester units of credit. Required courses will not be waived and cannot be satisfied by any course taken at a foreign institution.

- d. When transfer credit is granted, only the units, and not the grade, will be credited. The course will be treated the same as an “honors/pass/no credit/fail” course for GPA purposes; however, for the purposes of rule 204, one-half of the units earned will be treated as graded units. (Adopted 4/10/02)
904. Concurrent Enrollment Prohibited. Students are cautioned that concurrent enrollment at McGeorge and any other school is prohibited unless permission has been obtained in advance from the Dean of Students or Associate Dean for Academic Affairs. Physical fitness, ROTC, and speed-reading courses are exempt from this requirement.
1000. AMENDMENT AND RESERVATION OF POWERS
1001. Amendment. These rules and procedures are subject to amendment at any time by the faculty upon recommendation of the G & A Committee.
- a. The faculty and G & A will avoid changes which would result in preventing a student who is satisfactorily following a regular course of study from graduating at the normal time.
 - b. However, no student shall have acquired any vested rights in the continued enforcement of the rules as now set forth.
1002. Reserved Powers. As described in the catalog, the School of Law reserves the right to modify or change the curriculum, admission standards, course content, advancement or degree requirements, regulations, tuition or fees at any time without prior notice. Information in this set of regulations or the catalog shall not be regarded as creating a binding contract between the student and the school.
1100. PROCEDURAL RULES FOR GRADING AND ADVANCEMENT COMMITTEE
1101. Committee Operating Procedures. The Committee shall have three types of meetings:
- a. Hearings. Hearings shall be held at the call of the Chair or upon request of a majority of the members of the Committee. Such meeting and the agenda thereof shall be announced to the entire school. The primary purpose of such meetings shall be to provide a vehicle for the expression of sentiment concerning agenda items by persons who are not members of the Committee. No formal action will be taken by the Committee at such meetings. (Revised 4/24/92)

- b. Regular Meetings. Regular meetings shall be held at the call of the Chair or upon request of any two members of the Committee. Proposed agenda shall be distributed to Committee members at least two days before such meetings. Persons who are not members or ex-officio members of the Committee may attend such meetings if the majority of the Committee determines that such attendance is appropriate. Until changed by the majority of the Committee, the standard procedure will be to invite the person designated as the G & A reporter by the student newspaper. Regular meetings shall consider all policy questions within the province of G & A. Regular meetings shall not consider or pass upon individual student petitions concerning relief from the application of G & A rules.
 - c. Executive Meetings. Executive meetings shall be attended only by non-student members of the Committee. They shall be called by the Chair as needed and shall be concerned only with individual student petitions. (Revised 4/24/92)
1102. Minutes. The Chair shall designate a Committee member to act as secretary and prepare minutes of all Hearing and Regular meetings. Minutes of Hearing and Regular meetings shall be available to any interested person at the school. (Revised 4/24/92)
1103. Voting. No Committee members may vote or be otherwise represented by proxies or alternates.
1104. Faculty Action. All decisions of the Grading and Advancement Committee involving major policy considerations are subject to faculty review. Where the majority of the members of G & A so determine, decisions of the Committee shall not become effective until reviewed and approved by the faculty.
1105. Record of Petitions. The Chair or the person he/she so designates will be responsible to keep a log-in, log-out record of all petitions submitted by students to the Executive Committee of the Grading and Advancement Committee. The Committee secretary shall notify the student when his/her petition will be heard. When the Executive Committee has decided a petition, the Committee secretary shall notify the student of the Committee's decision and shall record the Committee's decision on the original of the petition in the student's permanent record file. (Revised 4/24/92)

Substance Abuse Policies & Procedures

College and university campuses may be particularly vulnerable to the abuse of alcohol and other drugs. Please read this information and support our promotion of low-risk, healthy choices concerning the use of alcohol and other drugs. All members of the University share the responsibility for this problem and should lend support in solving it.

This is a summary of the University's policies which are applicable to the School of Law and those programs relating to substance abuse on our campus. This information is sent to you annually as a requirement of the Drug Free Schools and Communities Act of 1965, amended 1989, and the Drug Free Workplace Act of 1988. Universities that receive federal funds in any form are required to comply with the above acts. We must take affirmative steps to prohibit the unlawful manufacture, distribution, possession, and use of controlled substances in the workplace.

If you have any questions, students please call the Assistant Dean for Student Affairs (916) 739-7089.

STANDARDS of CONDUCT

University students, faculty and staff will comply with federal, state and local laws governing the use of alcohol and drugs on the University campuses and as part of University activities both on and off the campuses.

It is the responsibility of every student, faculty and staff member to report incidents involving infractions of federal, state and local drug and alcohol laws on campus, or at officially sponsored off-campus activities, to one of the following: Assistant Dean for Student Affairs, Office of Administration, Chief of Public Safety, or the Dean's Office.

As in the courts, lack of awareness and/or failure to comprehend the regulations are not an acceptable defense of one's actions.

DESCRIPTION of APPLICABLE LEGAL SANCTIONS

Federal penalties for trafficking depend upon several conditions including the substance, amount, and whether the matter is a first offense for an individual or other legal entity. Penalties involve monetary sanctions and/or prison terms up to and including life in prison.

The California Alcoholic Beverage Control Act protects the safety, welfare, health, peace, and morals of Californians, eliminates the unlicensed and unlawful manufacture, sale and disposal of alcoholic beverages, and promotes temperance in the consumption and use of alcoholic beverages. (Bus. and Prof. Code 23001). A person convicted of a violation of this act is guilty of a misdemeanor or felony depending upon the violation.

The California Uniform Controlled Substances Act divides controlled substances into five schedules, which may be found in California Health and Safety Code, sections 11053-11058.

The *Code of Student Responsibility* governs student conduct and compliance with University rules, regulations and policies. The School of Law posts information concerning the use of anabolic steroids in designated areas as required by law.

DESCRIPTION of HEALTH RISKS

Alcohol: When alcohol is abused, the consequences to the body can be severe. All systems of the body are affected. The effects on the central nervous system include poor memory, premature aging of the brain and loss of reasoning ability. There is also the possibility of an increase of cancer of the mouth, larynx and the esophagus along with the possibility of heart rhythm disturbances, as well as significant liver damage.

Marijuana: Users often have chronic bronchitis and run the added risk of lung cancer. Heavy users may show slow and confused thinking, loss of energy, abdominal cramps and diarrhea. Other side effects associated with chronic use of marijuana are chromosome damage, decreased levels of the male sex hormone, and brain damage.

Cocaine: Cocaine abusers often have a stuffy, runny nose with eczema around the nostrils and possible perforation of the nasal septum. Cocaine can also cause delirium, hallucinations, blurred vision, severe chest pain, muscle spasms, convulsions, and death.

Amphetamines: These drugs can cause a very rapid or irregular heart beat, tremors, loss of coordination, collapse, even death from heart failure or from burst blood vessels in the brain. Heavy users are prone to irrational acts.

Heroin: This is an opiate drug that causes diminished pain reactions. Some of the risks associated with heroin use include slowing of the heart rate to coma or death, chronic constipation and depression of male and female sex hormones.

University of the Pacific, McGeorge School of Law students are encouraged to seek assistance for drug and alcohol problems from:

Cowell Wellness Center
1041 Brookside Road
Stockton, CA 95211
Appointment Line: (209) 946-2315

The Cowell Wellness Center on the UOP campus in Stockton provides outreach programs relating to alcohol use and abuse to the campus community. In April of every year, Cowell also participates in the National Alcohol Screening Day, when students can complete a screening and receive feedback on their alcohol use.

THE OTHER BAR

A self-support group made up exclusively of lawyers, judges and law students, most of whom are recovering alcoholics though recovering substance abusers are welcome; this groups meets locally.

(800) 222-0767

ALCOHOLICS ANONYMOUS

Several groups meet locally, including in the immediate neighborhood of the School of Law.

7500 14th Avenue, Building 27
Sacramento, CA 95820

(916) 454-1100

THE EFFORT (formerly Aquarian Effort)

A non-profit referral and treatment agency specializing in substance abuse problems, detoxification assistance and continuing support.

1820 J Street
Sacramento, CA 95816
(916) 325-5556

HEALTH INSURANCE

Many health insurance plans provide benefits for alcoholism/substance abuse on both an inpatient and outpatient basis. Check with your provider for specific benefits.

UOP also maintains an Employee Assistance Program (EAP) administered by Magellan Behavioral Health to help employees and their dependents with problems of alcohol and drugs [confidential help (800) 993-2273]. In addition, the Yellow Pages of telephone directories under the headings *ALCOHOLISM* or *DRUG* contain numerous agencies and practitioners specializing in the treatment of alcohol and drug problems.

A representative listing follows:

Al-Anon Information Service	(916) 334-2970
Alcoholics Anonymous	(916) 454-1100
Nar-Anon Family Group	1-800-477-6291
Narcotics Anonymous	(916) 732-2299

STATEMENT OF DISCIPLINARY SANCTIONS

Students who have failed to comply with federal, state and local laws governing the use of alcohol and illicit drugs will be subject to sanctions ranging from a letter of reprimand up to and including expulsion from the School of Law. Incidents involving students against whom charges have been filed will be processed in accordance with the *Code of Student Responsibility*, a copy of which has been provided to you. In all cases, the State Bar will be notified. Additional copies may be obtained in the Assistant Dean for Student Affairs' Office.

**University of the Pacific
McGeorge School of Law
Student Policy Prohibiting Sexual Assault & Sexual Harassment**

- I. Introduction
- II. Definitions
- III. Procedures for Victims of Sexual Assault
- IV. Procedures for Victims of Sexual Harassment
- V. University Support

I. Introduction

All members of the Pacific McGeorge community shall be able to pursue their interests free from sexual assault and from sexual harassment. This Policy pertains to incidents where both the student who allegedly experienced the sexual assault or sexual harassment (complainant) and the person who allegedly engaged in the sexual assault or sexual harassment (respondent) are current students, or where only the respondent is a current student.

Students should follow the procedures outlined in this Policy. In instances where a student believes that a faculty or staff member has engaged in sexual assault or sexual harassment, the student should promptly contact the Human Resources Department and immediately confirm the contact in writing with the Dean of Students.

Pacific McGeorge will investigate and evaluate complaints, and when appropriate, will take disciplinary action. In accordance with the Code of Student Responsibility, violations of this Policy may result in expulsion, suspension, or a lesser disciplinary sanction.

II. Definitions

Sexual assault is an umbrella term that describes various forms of unwanted, non-consensual sexual contact. Acts of sexual assault may include, but are not limited to, rape, oral copulation, sodomy, sexual penetration, and sexual battery. (For statutory definitions, please refer to the California Penal Code.) An attempt to commit any of the aforementioned acts is an attempted sexual assault which is equally prohibited.

Consent is the “positive cooperation in act or attitude pursuant to an exercise of free will.” To consent, the person must “act freely and voluntarily and have knowledge of the nature of the act involved.” (See California Penal Code section 261.6.) The protections and prohibitions of this Policy apply to both genders.

Sexual harassment occurs when an individual’s behavior constitutes unwelcome sexual advances, unwelcome requests for sexual favors, or other unwelcome verbal, visual or physical behavior of a sexual nature, and where submission to such conduct is made

explicitly or implicitly a term or condition of a student's education or employment; or submission to, or rejection of, such conduct by a student is used as the basis for academic or employment decisions affecting the student's welfare, or such conduct has the purpose or effect of unreasonably interfering with a student's welfare, academic, residential life or creates an intimidating, hostile or offensive educational, living or working environment.

Prohibited acts that may constitute sexual harassment include, but are not limited to: verbal conduct such as epithets, derogatory comments, slurs or comments; visual displays such as derogatory or offensive posters, drawings or images; unwanted touching, blocking normal movement, interfering with study, work or activities; threats, demands to submit to sexual requests; retaliation for opposing, reporting or threatening to report sexual harassment or for participating in related investigation, proceeding, or hearing.

III. Procedures for Victims of Sexual Assault

Immediate Action - The student should seek assistance and support from someone he or she trusts, such as a friend or family member, the Dean of Students, a faculty member or other Pacific McGeorge staff member. The student may also consider discussing the sexual assault on a confidential basis with:

- A therapist from the Cowell Wellness Center (209-946-2225);
- University of the Pacific's Student Victim Advocate (209-946-2428 non-emergency, 209-403-0250 emergency);
- WEAVE (916-920-2952).
- Dr. Dale Brody, Pacific McGeorge's clinical psychologist, (916-739-7233) to schedule an appointment on an emergency basis.

Medical Attention - The student should seek immediate medical attention at the UC Davis Medical Center (916-734-2011). In instances where a student does not choose to use his or her insurance or is unable to pay for treatment, Pacific McGeorge will pay all charges incurred during the initial emergency room visit. Medical assistance at UC Davis Medical Center includes a comprehensive medical and forensic exam with appropriate testing and treatment. Evidence collected during the exam will be preserved for future use in the event the student decides at some later point to press charges. It is recommended to take a full change of clothing, including shoes, as the clothing worn to the exam may be needed for evidence.

When the student arrives at the medical center for an exam, the Sacramento Police Department will be notified by the hospital. A Sexual Assault Response Team (SART) Advocate will be dispatched and can offer support at the hospital. The student may choose whether or not to speak to the police at the hospital. If a student does not wish to go to the hospital, the Cowell Wellness Center staff (209-946-2315) in Stockton is available during clinic hours (Monday – Friday: 7am – 7pm, and Saturday: 9am – noon) and can treat non-life threatening injuries, perform non-evidentiary exams, provide medical options and follow-up medical tests for sexual assault victims. The California

Penal Code requires health practitioners who provide medical treatment to report suspected cases of sexual assault to law enforcement.

Preserving Evidence – Sexual assault victims should attempt to preserve evidence at the scene in the following ways:

- leave the scene undisturbed to allow professionals to collect the evidence;
- if not able to leave the scene undisturbed the student may collect bedding and/or other loose fabrics in the immediate area of the sexual assault which should be stored in a paper bag for evidence;
- if a prophylactic device of any type was used and remains at the scene of the incident, the student should attempt to retrieve it and/or any other debris and preserve it in a paper bag;
- do not bathe, urinate, douche, brush her/his teeth, drink liquids, or change clothing before seeking medical attention at a hospital;
- if the student has already changed clothes, she/he should bring all the original clothing to the hospital in a paper bag;
- all evidentiary materials should be placed in separate paper bags to prevent cross contamination of evidence. Plastic bags may damage evidence.

Options for Filing a Report

Anonymous Report - Students may elect to file an anonymous report. The Anonymous Report Form will not include the name of the student filing the report or the alleged offender unless the student chooses to include them. Filing an anonymous report will assist the university in compiling crime statistics. It will not result in a police investigation. Copies of the anonymous report forms are available on-line at <http://web.pacific.edu/x5068.xml>, at the Dean of Student's Office, Cowell Wellness Center at UOP Stockton, the Housing Office, and the Pacific McGeorge Public Safety Department.

Formal Report - Students may elect to file a formal report through the Dean of Student's Office, the UOP Stockton Student Victim Advocate or the McGeorge Public Safety Department. A formal report may include the names of the student filing the report and will include the name of the alleged perpetrator(s), if known. If a student chooses to file a formal report, then either or both of the following procedures may result:

Code of Student Responsibility – If the accused is a current student, and if requested by the Dean of Students, the Public Safety Department will initially conduct an investigation of the incident and further disciplinary proceedings may take place as appropriate under the Code of Student Responsibility. The Dean of the Law School will review the referral to determine if there is sufficient evidence to charge a student with a violation of this Code. If so, the Dean of the Pacific McGeorge will issue a disciplinary complaint to the accused. Pacific McGeorge will treat all students who bring forth reports of a violation of this Policy in accordance within the Code of Student Responsibility.

Criminal Justice System - The report may lead to a review by the governmental criminal justice system, whether or not the Pacific McGeorge disciplinary system is reviewing the matter. Students may choose to report these incidents to the Pacific McGeorge Public Safety Department or to any other appropriate law enforcement agency. The SART Advocate, UOP Stockton Student Victim Advocate or Pacific McGeorge Public Safety Officer can assist in the reporting within the criminal justice system.

Students may elect not to file a report. However, if they discuss the incident with a Pacific McGeorge staff or faculty member (with the exception of Pacific McGeorge therapist staff members, Cowell Wellness Center therapist staff members, and the UOP Stockton Student Victim Advocate, who are confidential resources), the staff member or faculty are required to file a report with the Pacific McGeorge Department of Public Safety.

IV. Procedures for Victims of Sexual Harassment

Pacific McGeorge encourages individuals who believe they are being sexually harassed to report such information. Complaints may be made orally or in writing to the Dean, the Dean of Students, the Associate Dean for Academic Affairs, Director, Human Resources, or to any representative of Pacific McGeorge or the University of the Pacific. Any person receiving a complaint of sexual harassment must promptly inform one of the individuals listed below:

Dean:	739-7151
Dean of Students:	739-7089
Associate Dean for Academic Affairs:	739-7169
Assistant Dean of Administrative Affairs:	739-7151
Director, Human Resources:	739-7182

Any student who believes that he or she has been subjected to sexual harassment may make a complaint. The complaint shall include the details of the incident or incidents, the names of individuals involved and the names of any witnesses.

Anyone receiving a complaint of sexual harassment must promptly refer it to the Dean. The Dean or an appointed designee will undertake an investigation of the sexual harassment allegations. The Dean or Dean's designee will promptly interview, to the extent practicable, individuals who possess information regarding the conduct that is the subject of the complaint. If the investigation is undertaken by the Dean's designee, the designee will discuss his or her factual findings and prepare a written report in consultation with the Dean, recommending appropriate remedial action. After the investigation is completed and a determination regarding the sexual harassment has been made, the conclusions will be communicated to the complainant and respondent, and both shall be informed of the outcome of any institutional disciplinary proceeding alleging a sex offense.

Pacific McGeorge may determine that the complaint does not show a violation of its policy against sexual harassment. If so, Pacific McGeorge shall so inform the involved parties.

If Pacific McGeorge finds that the complaint in whole or in part shows a violation of the its policy against sexual harassment, the Dean or Dean's designee shall determine what corrective action is appropriate, including but not limited to disciplinary action under the Code of Student Responsibility. Violations of this policy may result in disciplinary action including but not limited to warning, suspension or expulsion.

No faculty, administrator, staff, applicant for employment, student, or other members of the Pacific McGeorge community may be subject to interference, coercion or reprisal for seeking advice concerning a sexual harassment matter, filing a sexual harassment complaint, or otherwise participating in good faith in the processing of a sexual harassment complaint. Pacific McGeorge will not retaliate against any person making a complaint of sexual harassment and will not knowingly permit retaliation by any manager, supervisor, faculty or administrator.

V. University Support

Student Victim Advocate - The University of the Pacific Student Victim Advocate (209-403-0250 emergency, 209-946-2428 non-emergency) has been trained to support and assist any student who has experienced a sexual assault or sexual harassment. The Student Victim Advocate can explain options regarding medical care, academic concerns, housing, counseling, judicial process, and how to file a report.

Reassignment of Rooms & Classes- When a complainant and respondent reside in the same campus apartment building or in close proximity to one another; the complainant may request that the Housing Office decide upon a fair and immediate reassignment of housing if requested and if possible. If the complainant and respondent attend the same class the Assistant Dean of Students will make the determination regarding reassignment if requested. A safe room is available on a temporary basis through the Housing Office.

Education and Counseling - Pacific McGeorge offers educational programming to students, faculty, and staff on sexual assault and sexual harassment. As part of its safety education program, the Public Safety Department invites Women Escaping a Violent Environment [W.E.A.V.E.] to the campus annually to provide training on the prevention and awareness of sexual assault. The Public Safety Department also has a list of safety tips posted on the campus website that can be accessed at <http://www.mcgeorge.edu/x621.xml>.

Pacific McGeorge can also provide counseling to a student who may have been a victim of a sexual assault or sexual harassment. Dr. Dale Brody, a clinical psychologist, can be reached at 916-739-7233. Also, psychologist Dr. Stacie Turks is available to meet with a student. Scheduling can be done through the Cowell Wellness Center at the Stockton campus by calling 209-946-2315.

SECTION V

STUDENT ACTIVITIES

A. STUDENT BAR ASSOCIATION

All registered students at the Pacific McGeorge hold membership in its Student Bar Association. The SBA serves as a forum for student interests and concerns. It sponsors a number of school-wide social events throughout the year as well as several programs to benefit members of the Oak Park community.

The SBA is administered by a student-elected Board of Governors comprised of the SBA President, Day and Evening Division Vice-Presidents, Secretary, Treasurer, a Representative for each class year (i.e., 1D, 2D, etc.), and an At-Large Representative. The Board appoints student representatives to several of Pacific McGeorge's standing committees to insure student input to faculty and administrative policy decisions. The President of the SBA is invited to attend and participate in faculty meetings.

Each spring, SBA Board elections are held for the following school year. First-year classes elect their representatives shortly after the fall semester begins. The SBA cooperates with chartered student organizations which sponsor their own activities.

Further information about the SBA and its activities may be obtained by contacting the current SBA President or your class representative.

B. CHARTERED STUDENT ORGANIZATIONS

Student organizations represent social and law-related interests of the student community. An organization renews its chartered status each year through submission of relevant information to Pacific McGeorge's coordinator for student organizations. A "chartered" status enables the organization to reserve campus facilities needed for events and to be eligible to request funds from the Student Bar Association to support its activities. Information about chartering a new student organization may be obtained from the Student Services Counselor at (916) 739-7139.

Student organizations may be contacted either through information furnished by the administrative coordinator for student organizations or by leaving a note in the student organization mail-box near the Career Development area. The Pacific McGeorge on-line catalogue contains a listing of current student organizations.

Listed below are the student organizations chartered for the 2007-2008 academic year as described by their members:

American Constitution Society (ACS)

The mission of the American Constitution Society is to harness the values of compassion and respect for each individual and to re-incorporate them into American law and politics in order to build a stronger and more decent national community. ACS works to achieve this mission by providing opportunities for students through speaking and discussion events, as well as intersection with professionals in the field of constitutional law and related practice areas.

Asian Pacific American Law Student Association (APALSA)

APALSA was formed to introduce Asian American and Pacific Islander cultures and issues into the Pacific McGeorge community. It is also a support and fellowship group for the Asian American students and friends at Pacific McGeorge. Additionally, APALSA provides a forum to keep Asian law students informed about issues that may affect them as both law students and attorneys in the community. The Association, moreover, has a long standing tradition of holding social events and sponsoring cultural functions that celebrate Asian heritage.

Black Law Students' Association (BLSA)

BLSA members strive to promote and support the academic and social needs of African-American law students, while simultaneously striving towards diversity and the enhancement of the overall experience of the entire Pacific McGeorge student population. Membership is open to all Pacific McGeorge students and provides a focus of community service within Oak Park as well as an opportunity to discuss current topics that impact the Pacific McGeorge community and surrounding areas.

Entertainment and Sports Law Society

The Entertainment Law and Sports Society is designed to provide students at Pacific McGeorge the opportunity to keep abreast of the ongoing operation of the entertainment and sports industries. The Society also hopes to assist those unfamiliar with the entertainment and sports industries who are curious about its unique characteristics. The organization seeks to promote a greater understanding of entertainment and sports law and its place in the legal profession.

Environmental Law Society

The McGeorge Environmental Law Society assists students with an interest in the field of environmental law. Environmental law governs the interaction of people and their physical surroundings, including any impact on atmospheric, organic or inorganic matter, and living organisms. It also deals with the socio-economic, health, and cultural impacts to the environment. The Environmental Law Society offers students an opportunity to discuss environmental issues, to network with other students with similar interests, and to get involved with the community.

Governmental Affairs Student Association (GASA)

The Governmental Affairs Student Association is an organization comprised of Pacific McGeorge students who share a common interest in federal, state and local governmental affairs. The organization is concerned with the activities and policies of government as viewed from a legal perspective.

International Justice Mission

The International Justice Mission (IJM) provides a forum where students, faculty and community members can raise awareness of human rights abuses being investigated by IJM, organize advocacy and intervention efforts on behalf of victims of that abuse, and raise money to support the IJM in its work abroad. The IJM also provides a venue for students to connect with other students who share their interests, passions or faith. The organization creates opportunities for students to participate in social change while in law school and motivates students to affect change using their professional skills beyond law school.

J. Reuben Clark Law Society

The McGeorge J. Reuben Clark Law Society seeks to affirm the strength brought to the law by a lawyer's personal religious conviction. It strives through public service and professional excellence to promote fairness and virtue founded upon the rule of the law. The society particularly strives to espouse the virtues of J. Reuben Clark and the Church of Jesus Christ of Latter-day-Saints, but membership is open to all interested students and professors. The society has weekly Institute classes on-campus, socials for the whole family, a wives club, participates in service projects, has an active mentorship program with the Sacramento JRCLS, and offers help with academics and anything else facing law students.

Jewish Law Students Organization

The Jewish Law Students Organization is open to all students, faculty and administrative personnel of Pacific McGeorge. It serves as a forum for those interested in Jewish issues; provides a community for Jewish law students and faculty; offers educational opportunities about Judaism and its customs to both members and the Pacific McGeorge community, and serves as a liaison between the local Jewish community and Pacific McGeorge School of Law.

Junior Barristers' Club

The focus of the Junior Barristers' Club is to establish relationships and contacts with attorneys in the Sacramento area. The parent organization, the Barristers' Club, has opened its functions to Junior Barrister members and has developed special seminars to address law school topics. Through social events, seminars and community involvement activities, the Barristers strive to promote the legal profession.

Lambda Law Students' Association

The Lambda Law Students Association is dedicated to promoting awareness and understanding of issues affecting gay, lesbian, bisexual and transgendered individuals. The Association is also conscious of race and gender issues and strive to be inclusive in all aspects of its membership and organization. It seeks to achieve its goals through education, community outreach and dialogue with interested groups and persons.

Latino Law Students' Association (LLSA)

The Latino Law Students' Association is an organization devoted to the establishing and promoting fellowship between Latinos of diverse backgrounds at Pacific McGeorge. The purpose of LLSA is to provide academic and social support for members throughout their law school career and to bring awareness of Latino culture and political issues to the Pacific McGeorge community. Through community involvement, LLSA aspires to encourage Latinos in the community to pursue higher education. Its members are comprised of both Latino students and non-Latino students interested in Latino culture and issues. For more information please visit LLSA's website at: <http://groups.msn.com/LLSAMcGeorge>.

McGeorge Business and Tax Society

The purpose of the McGeorge Business and Tax Society is to provide an opportunity for students with an interest in tax and business issues to meet and join with other students and legal and business professionals who share the same interest. The Society promotes tax classes and concentrations, introduces tax issues and other business matters and provides a friendly atmosphere for discussing tax related issues. The Society also provides a forum that gives students the opportunity to engage in community service, as well as social and extracurricular activities.

McGeorge Cycling Club

The McGeorge Cycling Club provides a forum to those interested in cycling, supplies information to members about cycling events and acts as a social outlet for members.

McGeorge Democrats

The McGeorge Democrats provides a forum for those interested in the politics of the Democratic Party. It also provides educational opportunities about politics and the Democratic Party, social outlets for members and the Pacific McGeorge community, and interaction with other organizations and the Pacific McGeorge community to promote a fuller understanding of Democratic politics and its place in the legal profession.

McGeorge Federalist Society

The Federalist Society is a group of conservatives and libertarians interested in the current state of the legal order. It is founded on the principles that the state exists to preserve freedom, that the separation of governmental powers is central to our Constitution, and that it is emphatically the province and duty of the judiciary to say what the law is, not what it should be. The Federalist Society is a non-profit organization that does not involve itself with political issues. Thus, the

Society takes no position on candidates, referenda, legislation, or any other form of political expression. Instead, the Society exists to provide a forum for the discussion of conservative and libertarian ideas, primarily through the sponsorship of lectures and debates.

McGeorge Golf Club

McGeorge Golf Club seeks to promote the sport of golf on campus and provides an environment for golfers to socialize and compete with each other and legal professionals. This objective is met by hosting golf league(s) or tournament(s) for members and guests, seeking legal professionals for participation in league(s) or tournament(s), and seeking sources of funding to provide more affordable golf for members. The club provides a friendly environmental for all skill levels.

McGeorge Health Law Association

The Health Law Association provides a forum for those interested in health law, provides information to members about internships, career opportunities, scholarships, networking opportunities, and events pertinent to health law.

McGeorge Intellectual Property Student Association

The purpose of this organization is to provide a forum through which members can coordinate resources, knowledge and interests, promote interaction between students and members of the intellectual property community, and to assist the faculty and staff to develop extra-curricular intellectual property programs.

McGeorge International Law Society

The International Law Society (ILS) promotes an understanding and recognition of the principles of international law, educates students in the purposes of international law and international organizations, and encourages a just world order and friendly commerce among the citizens of all nations by promoting the comparative study of the legal systems of the world. Members build contacts and form relationships with individuals and organizations oriented toward international law and business. The ILS also provides various social and educational activities as well as employment opportunities.

McGeorge Men's Caucus

The McGeorge Men's Caucus (MMC) is a non-partisan organization open to both males and females. The MMC encourages members to make connections within the legal community and has a strong commitment to the local community as well as to the student body. It also provides a forum for the discussion of social and political issues that are of particular concern to men and women, and promotes programs concerning men and women and the law. The MMC will organize social and philanthropic activities throughout the school year and will provide a variety of leadership opportunities to all of its members.

McGeorge Mixed Martial Arts Club

The McGeorge Mixed Martial Arts Club promotes an interest in mixed martial arts among the Pacific McGeorge students. The organization also promotes health and fitness by encouraging the practice of mixed martial arts and provides a forum of interaction for mixed martial arts enthusiasts. It also seeks to promote the sport by offering education about mixed martial arts.

McGeorge Republican Society

The McGeorge Republican Society provides Pacific McGeorge students and alum with a network for those who are *political*, and not merely interested in government-related opportunities. The Society brings new opportunities to students and graduates that explore the lawyer's role in government and politics with Republican Party objectives and which allow them to help further a Republican Party agenda. Members will also develop networking skills and contacts among Party activists, public officials subscribing to Republican ideals, and Republican campaign strategists to help further each member's career goals as they relate to the law.

McGeorge Rugby Football Club

The McGeorge Rugby Football Club was created to promote good fellowship among all students, foster the athletic life of the students and promote the name of Pacific McGeorge School of Law throughout the Northern California region and beyond. This goal is achieved by holding matches with other rugby clubs throughout the area, team practices and other planned social activities.

McGeorge Ski and Snowboard Club

The objective of this club is to create a social atmosphere for its members and the Pacific McGeorge community interested in skiing and snowboarding. The club strives to make the sports available to those who may not be able to afford it.

McGeorge Society of Law and Religion

McGeorge Society of Law and Religion is dedicated to exploring the relationship between law and religion. The Society recognize that the laws and government of the United States are informed by the personal religious beliefs of its citizens. The Society is committed to providing a neutral forum to discuss the influence of religion on the law and the influence of law on religious behavior. By this process, it hopes to expose its members to different religious ideas and beliefs and to promote mutual understanding and respect in the legal community.

McGeorge Softball Club

The McGeorge Softball Club's purpose is to organize Pacific McGeorge students and faculty to play softball in a fun and competitive environment and to mix first, second, third and fourth year law students together to build friendships and a sense of community. There will be a Fall and Spring Softball League and a Fall and Spring Softball Tournament.

McGeorge Women's Caucus

The McGeorge Women's Caucus was founded in 1971 in an effort to explore and act upon concerns common to women at Pacific McGeorge. One of the most active organizations on campus, the Women's Caucus often takes the leadership role on issues of general student interest. The goal of the Women's Caucus is to provide support in the law school experience for its members and to provide assistance to its surrounding community. In addition, the Women's Caucus holds an annual wine tasting event each spring in order to raise funds to donate to local charities. Individual inquiries from interested women and men may be left in the Women's Caucus mailbox in the Student Services Office.

Middle Eastern/South Asian Association (MESAA)

This association is designed to further the academic welfare of the Middle Eastern/South Asian students at Pacific McGeorge. Further, they strive to promote a commitment towards professionalism and excellence in the legal profession.

National Lawyers Guild

The National Lawyers Guild is an association dedicated to the support and defense of economic and social justice, and to progressive change rather than acceptance of the status quo. The Guild seeks to educate its members and the community about issues effecting economic and social justice, provide law students with pro bono opportunities in support of these goals, and increase awareness of the Pacific McGeorge community on issues surrounding economic and social justice.

The Nevada Laws Student Association (NLSA)

The NLSA provides a network through which students interested in practicing law in Nevada can meet with one another and with Pacific McGeorge alumni practicing in Nevada. The Association holds several social events for its members each year as well as at least one Alumni event.

Phi Delta Phi

Founded in 1869, Phi Delta Phi is an honor society dedicated to the promotion of the highest standards of professionalism, legal ethics, and scholarship. The Society accomplishes this goal by providing students, alumni and faculty members a forum where they can voice their concerns. Additionally, the Phi Delta Phi works to foster better relations between students, faculty and alumni. The Society also provides a social outlet for students and increases student to student interaction by staging social events which involve members of all divisions of the student body.

Property Law Association

The purpose of the Property Law Association is to give students a forum to discuss property, real estate and land use law issues. The organization also provides an opportunity to connect students with real estate and land use attorneys, as well as brokers and developers. The Association hosts guest speakers of regional importance to provide insight into the specialty, establishes networking and social opportunities, and mentors students in classes concerning property, environmental, and land use law.

Public Legal Services Society (PLSS)

The Public Legal Services Society is a club dedicated to supporting students who desire to work in the public-interest or public-services sectors of the legal community. This goal is achieved by two programs: first, the summer grant program that assists students who work in these sectors over the summer break; and second, the loan repayment assistance program (LRAP). LRAP assists graduates who take employment in these sectors by reducing monthly law school loan obligations. Graduates who maintain a long term career may potentially receive assistance until all law school loan debt is eliminated. To support these programs, PLSS holds an annual fund-raiser that includes both a live and a silent auction. Auction items are provided by faculty members as well as businesses around the state.

Students for a Better McGeorge

Students for a Better McGeorge is one of the largest student organizations on campus. SBM is dedicated to improving Pacific McGeorge's national rank by providing academic assistance to all students in the form of course specific outlines and tutors. It also furthers its objective by organizing lectures featuring world-renowned leaders, beautifying the campus to promote a welcoming and prestigious environment and seeking corporate sponsorships in order to fund large-scale campus improvements.

C. LAW JOURNALS

Upon publication, copies of both the McGeorge Law Review and The Transnational Lawyer are placed in the student pendaflax area for distribution to all students.

1. The McGeorge Law Review

The McGeorge Law Review is published quarterly. It publishes articles by law professors, practitioners, and jurists as well as student authored comments and case notes. A special supplement, "Review of Selected California Legislation" (Greensheets), is published annually. The Review is edited and managed by a board of student editors assisted by faculty advisors.

"Solicitation" is the process by which Greensheets and Comment writers are chosen each year through a writing competition. Invitations to solicit for a position on the Greensheets staff, which works during the summer months, are extended in the spring to students in the top 40% of the first-year Day Division class (based on averaging examination scores for the Fall semester) and second-year Evening Division classes (based on cumulative grade point average through the 2E Fall semester).

Invitations to solicit for a position on the McGeorge Law Review as a comment writer are extended early in the Fall semester to second-year Day or third-year Evening Division students who completed the prior year with a grade point average that placed them in the top quartile of their respective classes. In addition, members of the Greensheets staff are invited to solicit for Review

positions, and a very limited number of students are eligible for a Comment position based solely on grades.

2. The Pacific McGeorge Global Business and Development Law Journal

The Pacific McGeorge Global Business and Development Law Journal, published semi-annually, provides a forum for articles, comments, and notes by practitioners, legal scholars, academicians, and student comment writers on current topics relevant to transnational practitioners. It is managed and edited by a board of student editors assisted by faculty advisors.

Invitations to solicit for a position as a comment writer through a writing competition are extended early in the Fall semester to second-year Day and third-year Evening Division students who completed the prior year with a grade point average that placed them in the top half of their respective classes.

Further information about the solicitation process is contained in a brochure available from The Transnational Lawyer office.

D. COMPETITION TEAMS

Each year, Pacific McGeorge teams participate in a number of interscholastic competitions at regional, national, and international levels. Advanced students are eligible for membership, and information about the selection process is distributed each year. Teams have faculty advisors, and interested alumni often assist with preparation for the competition.

Our teams regularly participate in the following competitions:

Appellate Advocacy:

National Moot Court

American Bar Association National Appellate Advocacy

Philip C. Jessup International Law Moot Court

Trial:

American Trial Lawyers (ATLA)

San Diego Consumer Attorneys

San Diego Defense Lawyers

Texas Young Lawyers

ABA Client Counseling

Willem C. Vis International Commercial Arbitration (in Vienna, Austria)

SECTION VI

ADMISSION TO PRACTICE LAW

A. GENERAL INFORMATION

Each state has its own rules and procedures regarding admission to practice law within the state. Almost all require passing a state bar examination and meeting character and fitness standards. ABA standard 504 encourages each law student to determine “the applicable character, fitness or other qualifications” a jurisdiction may impose. Bar examination coverage, format, deadline dates for filing applications, and timing of examinations vary. Further, almost all require a “passing” score on the Multistate Professional Responsibility Examination, but the passing score and the time within which the test was “passed” relative to the date of admission to the bar, varies from state to state.

Information regarding the above, including how to contact bar examiners in each state, is available in the Registrar’s Office. Information regarding the Multistate Professional Responsibility Examination, which is offered three (3) times each year in March, August, and November, is also available in the Registrar’s Office. **Students should familiarize themselves with the specific requirements of the state in which they plan to be admitted to practice.**

In addition to admission to practice following graduation, The State Bar of California offers a Practical Training Program for advanced students which is described in Section B below.

Nevada offers its bar examination only in July of each year. Under rules of the Nevada State Bar, mid-year (December) graduates who intend to practice in Nevada may be eligible to sit for the Nevada bar examination during July preceding fulfillment of graduation requirements at the end of the Fall semester upon certification by Pacific McGeorge of an anticipated December degree date. Admission to practice in Nevada awaits conferral of the J.D. degree. Students expecting to be admitted to practice in Nevada should also check with the Nevada State Bar regarding limitations on the time period within which the Multistate Professional Responsibility Examination must be passed relative to the date of admission to practice.

B. CERTIFICATION UNDER THE PRACTICAL TRAINING OF LAW STUDENTS PROGRAM OF THE STATE BAR OF CALIFORNIA

Under the “Practical Training Program” of The State Bar of California, students may apply to become a “Certified Student”. This certification permits eligible students to engage in limited types of practice under the supervision of an attorney. Rules Governing The Practical Training of Law Students are attached to the application forms and should be carefully read.

To be eligible to be a Certified Student, a student at an ABA-accredited school must:

1. have successfully completed one full year of studies (minimum of 270 hours) (i.e., either 1D or 2E);
2. have been accepted into, and be enrolled in, the second, third or fourth years of law school in good academic standing; and
3. have either successfully completed or be currently enrolled in and attending academic courses in Evidence and Civil Procedure.

Application packets for certification may be obtained by accessing The State Bar of California's website: www.calbar.ca.gov. The packet will contain a Declaration by Dean of Law School form. The top sections of the Declaration should be completed by the student and submitted to the Registrar for verification of information requested. The signed Declaration is returned to the student. The State Bar requires that the application and declaration forms for certification as well as the application fee be submitted together.

C. REGISTRATION AND APPLICATION TO PRACTICE LAW IN CALIFORNIA

California requires the following registrations, applications, and examinations to be considered for certification by the Committee of Bar Examiners to the Supreme Court of California for admission to practice law:

1. Registration as a Law Student;
2. Application for Determination of Moral Character;
3. Application to take California Bar Examination; and
4. Multistate Professional Responsibility Examination.

Summary information about each item is provided below. Registration and examination applications have significant late fees after filing deadline dates.

1. Registration as a Law Student:

Students who intend to seek admission to practice law in California should register with the Committee of Bar Examiners not later than 90 days after beginning the study of law. Students who register after the 90 day period are charged a late filing fee. Students must have registered as a law student either before or at the time of filing any other application with the Committee of Bar Examiners relative to being admitted to practice in the state of California.

Applicants may submit their registration and/or examination applications by accessing the Bar Admissions section of the State Bar's website via the Internet, which is located at www.calbar.ca.gov. Those not wishing to submit via the Internet can download the forms from the Bar Admissions web pages and then submit the completed registration and/or examination applications by mail to the address stated on the instructions or submit them in person at either the Los Angeles or San Francisco State Bar Office of Admissions. (March 22, 2002 Memorandum from Jerome Braun, Senior Executive for Admission.)

2. Application for Determination of Moral Character:

Candidates for admission to practice in California must file an Application for Determination of Moral Character. The Committee of Bar Examiners recommends that the application be filed at least 8 to 10 months prior to the date when the candidate would like to be admitted to practice.

"Rule X of the Rules Regulating Admission to Practice Law in California provides: Every applicant shall be of good moral character. The applicant shall have the burden of proving that he or she is possessed of good moral character. The term good moral character includes qualities of honesty, fairness, candor, trustworthiness, observance of fiduciary responsibility, respect for and obedience to the laws of the state and of the nation and respect for the rights of others and for the judicial process."

The Moral Character application requires extensive information regarding personal, employment, and educational history. It includes financial items related to past due indebtedness or other financial obligations, bankruptcy, student loan default, and bondedness; other items ask for specific information about involvement with civil actions and administrative proceedings, criminal convictions, and mental, emotional, and nervous disorders as well as chemical dependency.

For May graduates who will be taking the July California Bar Examination following graduation, admission following receipt of passing bar examination results (usually sometime the latter part of November) would be in late November or early December. Thus, seniors should file the Moral Character application at least by mid to late January to allow for processing time in order to avoid any delay in admission to practice. **Filing the application during the Fall Semester of the final year in law school is recommended.**

Seniors graduating at the end of the Fall semester and planning to take the February California Bar Examination should file the Moral Character application early in the Fall semester if they have not already done so.

A student who has reason to believe that there may be factors which might delay or hinder a positive finding of good moral character for admission to practice law in California should consider early filing of an application for determination.

Students who file an application and receive a determination of good moral character more than 18 months prior to the time they expect to be admitted to practice must file an Application for Extension of Determination of Moral Character within an 18-24 month period from the determination in order to avoid completing the initial application again and paying the full application fee.

Although it may involve "extension" fees, students who have reason to believe questions may be raised by their Moral Character applications would be well-advised to file the application early in their legal education and receive a determination.

3. Application to Take California Bar Examination:

Applications for Admission into the California Bar Examination are available from the Committee of Bar Examiners in March for the July examination and in October for the February examination.

Applicants may submit their registration and/or examination applications by accessing the Bar Admissions section of the State Bar's website via the Internet, which is located at www.calbar.org. Those not wishing to submit via the Internet can download the forms from the Bar Admissions web pages and then submit the completed registration and/or examination applications by mail to the address stated on the instructions or submit them in person at either the Los Angeles or San Francisco State Bar Office of Admissions (March 22, 2002 Memorandum from Jerome Braun, Senior Executive for Admission.)

A student who sits for a bar examination prior to completion of all degree requirements is ineligible to receive a J.D. degree from Pacific McGeorge unless an exception has been approved (e.g., mid-year graduates who plan to practice in Nevada).

4. Multistate Professional Responsibility Examination (MPRE):

To be admitted to practice in California, candidates must have achieved a passing score on the Multistate Professional Responsibility Examination in addition to meeting the other registration, examination, and moral character requirements. The MPRE is administered by the National Conference of Bar Examiners. It is a multiple choice examination testing the examinee's knowledge of the ethical standards of the legal profession as set forth in model codes for professional conduct. It is offered each year in March, August, and November.

California will accept MPRE scores from tests taken after completion of one year of law study. Many students intending to apply for admission to practice in California take and pass the MPRE at some time after the first year and prior to graduation so that this requirement for admission

to practice has been fulfilled prior to sitting for the general bar examination. Information regarding the MPRE is available on line at www.ncbex.org or www.act.org/mpre.

SECTION VII

STUDENT RECORDS

The Family Educational Rights and Privacy Act of 1974 (FERPA), as amended, deals with the release of student education records and affords students certain rights of access regarding those records. Under FERPA, institutions may not disclose information in education records without a student's written consent except as specified. In accordance with FERPA, Pacific McGeorge has established procedures to ensure that students have access to their records, that those records are accurate, and that the privacy rights of students are protected.

1. Definitions

Education Records: all records that contain information that is directly related to a student and are maintained by an educational institution or by a party acting on the behalf of the agency or institution except: employment records (unless contingent on attendance), law enforcement records, medical/health records, alumni records, and "sole possession" records.

Student: any individual who is or has been in attendance at Pacific McGeorge and regarding whom the institution maintains education records.

Records: information maintained in any way, including, but not limited to: handwriting, computer databases, print, video or audio tape, film, microfilm and microfiche.

Personally Identifiable Information: includes, but is not limited to: student's name and address (although allowed to be designated as "directory information"), a personal identifier such as social security number, and a list of personal characteristics that would make the student's identity traceable.

Directory Information: information which would not generally be considered harmful or an invasion of privacy if disclosed. Information that can be and is designated by Pacific McGeorge as directory information includes: student's name, address, telephone listing; date and place of birth; dates of attendance; major field of study or concentration, if any; degrees and awards received; participation in officially recognized activities; enrollment status; and the most recent previous institution attended. Information that is not designated as "directory information" includes social security number, student ID number, race, ethnicity, nationality, and gender.

2. Release of Information

The Registrar of Pacific McGeorge is responsible for maintaining student academic records. Student records are available to the Registrar, the Dean, academic deans, Director of Business Services, the Director of Financial Aid, the Assistant Dean of the Career Development Office, the

on-campus Housing Manager, the faculty of Pacific McGeorge, and their respective staffs for the normal academic and business purposes as required for their respective positions.

Directory information, as defined above, may be released by Pacific McGeorge unless a continuing student files a written request with the Registrar prior to the last day to register for the Fall Semester, or a first year student files such a request within 45 days of registration for the Fall Semester, that directory information be kept confidential.

It is the general policy of the Registrar's Office **not** to release Directory information to others than those listed above unless the student has consented or there is an emergency situation. Students may use a Student Action Request Form or written letter to request that information such as confirmation of enrollment, class year level, transcript, letter of standing, or other information be released to designated persons or agencies for the purpose indicated.

The Federal Education Rights and Privacy Act, as amended, provides a number of exceptions to the requirement for prior consent to release of personally identifiable information. Exceptions include: to school officials with legitimate educational interest; to schools in which a student seeks or intends to enroll; to federal, state, and local authorities involving an audit or evaluation of compliance with education programs; in connection with financial aid; to organizations conducting studies for or on behalf of educational institutions; to accrediting organizations; to comply with a judicial order or subpoena; in a health or safety emergency; directory information, as defined above; to the student; results of disciplinary hearing; results of disciplinary hearing to an alleged victim of a crime of violence; final results of a disciplinary hearing concerning a student who is an alleged perpetrator of a crime of violence and who is found to have committed a violation of the institution's rules or policies.

3. Student Access to Education Records

Students have the right to inspect and review their education records and to seek to amend their education records.

A request by a student to review his or her education record should be in writing and addressed to the Registrar. The request should include the student's current address and telephone number. A mutually convenient time within 30 days of delivery of the request will be scheduled by the Registrar for the student to review her or his education record in the Registrar's office area or in another location, as designated. Records may not be removed from the Registrar's office area or the location designated by the Registrar.

The Registrar does not provide copies of student education records unless failure to do so would effectively deny the student access (e.g., a former student who does not live within commuting distance). A fee may be charged for copies of education records unless imposing the fee would effectively prevent a student from exercising his or her right to inspect and review education records.

If an education record contains information on more than one student, the requesting student may inspect, review or be informed of only the specific information about her or his record. Further, Pacific McGeorge is not required to, and does not, permit a student to inspect education records that are confidential letters and statements of recommendation if the student waived his or her right to those records, such as letters of recommendation submitted during the admissions process to which access has been waived by the student. Pacific McGeorge may not, and does not, destroy records if a request for access is pending.

To request an amendment to or correction of any document in or part of a student record, the student should file a written request specifically addressing the record to be amended or corrected and stating the action or language requested. The request memorandum should be addressed and delivered to the Associate Dean for Academic Affairs. If a student identifies a record he or she believes to be inaccurate or misleading, Pacific McGeorge must decide within a reasonable period of time whether to amend as requested.

If Pacific McGeorge decides not to amend, the student is informed of a right to a hearing. After a hearing, if the decision is still not to amend or correct, the student has a right to insert a statement in the student record.

Further information or complaints regarding implementation of the Family Educational Rights and Privacy Act may be addressed to the:

Dean or Associate Dean for Academic Affairs of Pacific McGeorge.

Provost of the University of Pacific (Stockton campus)

OR

Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue, SW
Washington, DC 20202-4604

(34 Code of Federal Regulations, Part 99)

SECTION VIII

RESIDENCY REQUIREMENTS

A. General

One of the values of a multiple-division school such as Pacific McGeorge is the flexibility to tailor various educational options to meet J.D. degree requirements. However, this same flexibility carries with it the need to consider possible effects on “residency requirements,” an unfamiliar concept to most students, when planning to change Divisions, take “lighter” course loads, or enroll for summer sessions.

Note that residency requirements are separate from unit requirements. Taking more than the minimum units for full-time residency for one semester, for example, does not compensate for taking less than the minimum number of units for full-time residency credit for another semester; the first semester would be one full-time semester of residency credit; the second semester would be a part-time semester, assuming at least the minimum required for part-time residency credit was completed.

B. Day Division Students

Full-time Day Division Students may fulfill degree residency requirements with six (6) academic semesters of full-time study. For a semester of full-time residency credit, a minimum course load of 12 units is required, employment is limited to 20 hours or less per week, and required courses must be taken as scheduled for the Day Division class during daytime hours. (The American Bar Association accreditation standards specifically provide that law schools implement policies relating to class scheduling, attendance, and limitation on employment.)

Summer school attendance, with classes scheduled during evening hours, does not qualify as full-time study for residency purposes; the six (6) academic semester requirement for full-time study cannot be accelerated through summer session attendance. The usual course load for full-time students to achieve required course and unit degree requirements in six (6) academic semesters is 14-16 units per semester. Full-time students may want to undertake summer session courses for specific offerings or to reduce one or more semester course loads to 12 or 13 units.

For full-time students, falling below the minimum number of units for a semester of residency credit results in a semester of part-time residency credit (assuming at least eight (8) units were earned) and would extend the anticipated graduation date beyond six (6) academic semesters. (See below for residency requirements when some semesters are full-time and some part-time.)

C. Evening Division Students

Part-time Evening Division students may fulfill degree residency requirements with eight (8) academic semesters of part-time study. For a semester of part-time residency credit, a minimum course load and credit for 8 units is required. Evening Division students are expected to complete degree requirements in five (5) consecutive years from the date of beginning law studies.

Evening Division students may accelerate graduation by one (1) semester through attendance at Summer Sessions. To accelerate and graduate mid-year following the Fall semester of the fourth year of study, students must earn a total of eight (8) units over at least two summer sessions that total no fewer than 65 semester days during which classes are regularly scheduled in the law school. Students planning to accelerate should confer with an academic dean to assure that their planned Summer Session courses of study comply with the “semester days” requirement.

D. Residency Requirements: Dropping Courses

Residency credit depends not only on the number of units for which a student enrolls but, also, on the number of units actually earned. For example, if the student enrolls for 14 units but drops a 3-unit course to complete only 11 units, the student would have earned one semester of part-time residency credit. **Whenever a student contemplates dropping one or more courses that would take the student below the minimum number of units required for a semester of residency credit for her or his Division, the student should consult with an academic dean regarding the effect, if any, on the student’s anticipated graduation date.**

E. Residency Requirements: Changing Divisions

Students who change programs between the Day and Evening Divisions will usually require at least seven (7) academic semesters to fulfill degree residency requirements; either four (4) part-time and three (3) full-time semesters or three (3) part-time and four (4) full-time semesters. Attendance at two or more summer sessions may equal one part-time semester of residency credit if total unit and semester-day requirements are met, as described above for accelerating the Evening Division program.

For example, if an Evening Division student, after completing 1E and 2E and earning four semesters of part-time residency credit, changed to the full-time Day Division program, three semesters of full-time study, as defined above in the section relating to Full-time Day Division students, would meet degree residency requirements. The student’s anticipated graduation date would be mid-year following completion of the full-time Fall semester of the student’s fourth year of law study. In this example, if the student attended summer sessions that equaled one semester

of part-time study in residence, the student's graduation date would remain the same although the final

Fall semester of the fourth year could be a part-time semester for a total of 2 full-time and 6 part-time (i.e., 5 part-time semesters plus the summer sessions) semesters of study in residence.

Note that if a first-year student changes from the full-time Day to the part-time Evening Division during the Spring semester of the first year, the student will earn two semesters of part-time credit for first year studies since first-year courses are year-long, with the exception of Criminal Law, with unit and residency credit not earned until completion of each course at the end of the Spring semester. In other words, the student would have earned eight (8) units for the Fall semester (Contracts, Torts, and Legal Process), and 10 units for the Spring semester (Contracts, Torts, Legal Process, and Criminal Law) for two part-time semesters of residency credit.

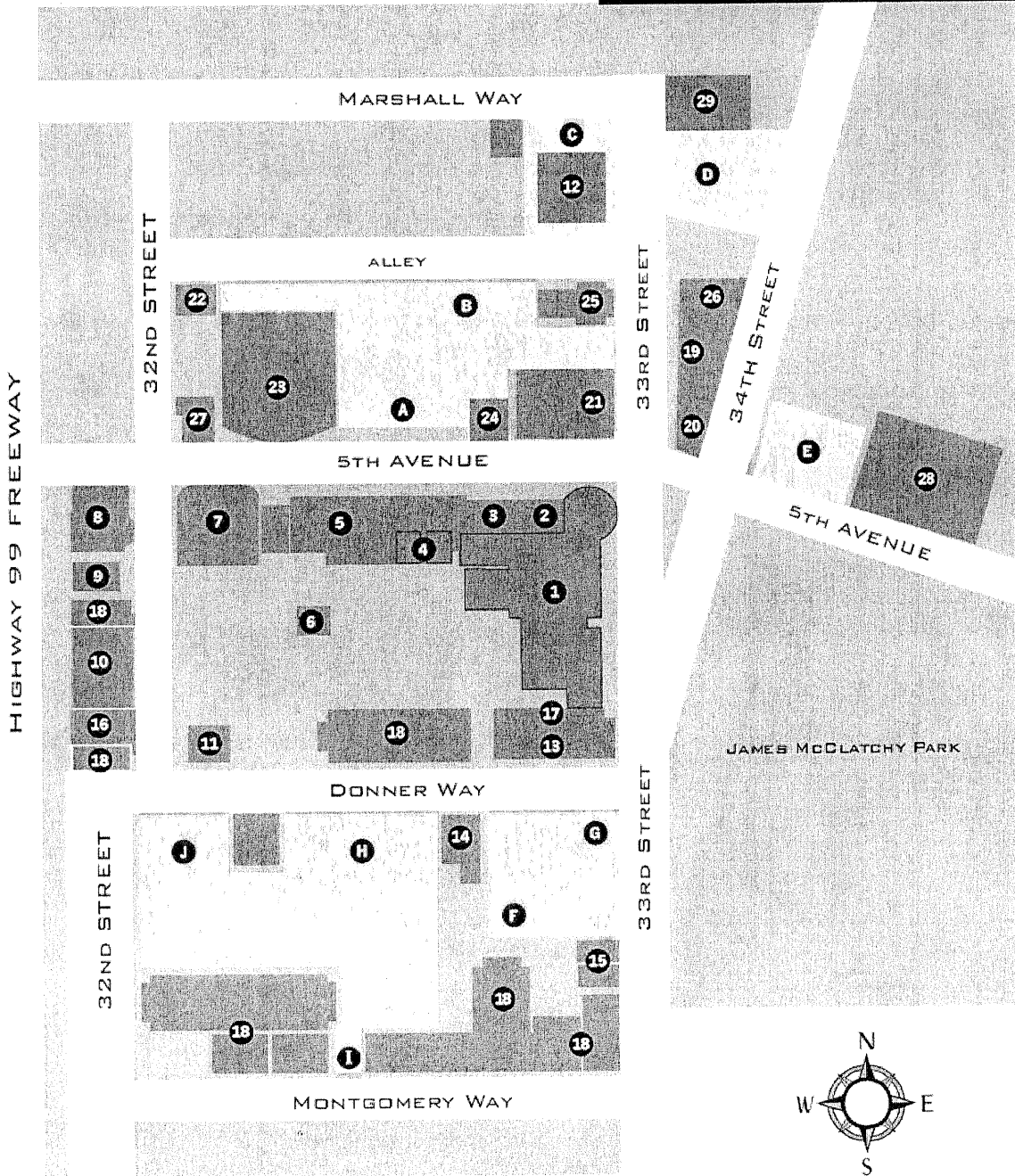
Students considering a change between Divisions should develop a general plan for meeting required course, unit, and residency degree requirements and then confer with an academic dean as well as the Financial Aid Office before requesting approval for the change.

F. Residency Requirements and Joint Degree Programs

If a student is pursuing a joint degree program toward, for example, both J.D. and M.B.A. or M.P.P.A. degrees, residency requirements may be met if concurrently enrolled during a semester in J.D. and in M.B.A. or M.P.P.A. courses for which credit will be accepted toward the J.D. degree and units in both programs total the minimum number of units necessary for full-time or part-time residency credit. For example, if a student is concurrently enrolled and earns credit in 9 units of J.D. course work and 6 units of M.B.A. course work that is accepted by Pacific McGeorge toward the J.D. degree, then the semester would count toward one semester of full-time residency.

Note, however, that graduate work being undertaken that will not be accepted toward the J.D. degree does not count toward fulfilling residency requirements. Further, graduate work in a Master's program taken prior to matriculation at Pacific McGeorge does not count toward residency credit toward the J.D. degree. In summary, then, the J.D. degree residency requirements for the period of law study are not reduced under a joint degree program to less than required for the law school's full-time or part-time programs. However, concurrent enrollment in courses in both degree programs may satisfy requirements for a semester of residency credit during a semester in which Master's courses that are taken are accepted toward the J.D. degree.

Students planning for a joint degree program should consult an academic dean regarding their planned course of study and questions they may have regarding residency requirements.



Revised 8/2007

MAP LOCATIONS - by Office /Building

Academic Success Resource Center	5
ACME	12
<i>(Alumni, Communications, Marketing & Events)</i>	
Admissions	5
Assistant Dean for Student Affairs	5
Associate Dean for Academic Affairs	5
Bookstore	16
Buildings & Grounds	22
Business Office	5
Capital Center for Government Law & Policy <i>(upstairs)</i>	28
Career Development Office	3
Center for Global Business & Development <i>(upstairs)</i>	8
Classrooms A & B	4
Classrooms C, D & E.....	21
Classrooms G & H.....	17
Clinical Legal Education <i>(ground level)</i>	8
Courtroom	7
Dean and Assistant Dean for Administrative Affairs, Advancement Office	9
Field Placement Program <i>(ground level)</i>	8
Faculty Secretaries Office	13
Financial Aid	5
Gazebo	6
Housing Office.....	2
Human Resources.....	24
Information Technology	20
Institute for Administrative Justice <i>(upstairs)</i>	28
Law Journals.....	15
Lecture Hall.....	23
Legal Studies Center	1
McGeorge House.....	11
Parking Lots	A - J
Payroll Office.....	24
Printshop / Mailroom <i>(downstairs)</i>	19
Public Safety.....	26
Purchasing / Financial Administration	27
Recreation Center.....	14
Registrar	5
Seminar Room 1 <i>(ground floor)</i>	1
Seminar Rooms 2 & 3	23
Seminar Rooms 4, 5 & 7 <i>(upstairs)</i>	8
Seminar Rooms 9, 10, 11 & 12 <i>(upstairs)</i>	28
Seminar Rooms 15, 16 & 17 <i>(downstairs)</i>	5
Seminar Rooms 18 & 19 <i>(upstairs)</i>	10
Student Housing	18
Student Center / Dining Services.....	10
Victims of Crime Resource Center	25
Warehouse	29

MAP LOCATIONS - by Site Number

Parking Lots	A - J
Legal Studies Center	1
Seminar Room 1 <i>(ground floor)</i>	1
Housing Office.....	2
Career Development Office	3
Classrooms A & B	4
Academic Success Resource Center	5
Admissions	5
Assistant Dean for Student Affairs	5
Associate Dean for Academic Affairs	5
Business Office	5
Financial Aid	5
Registrar	5
Seminar Rooms 15, 16 & 17 <i>(downstairs)</i>	5
Gazebo	6
Courtroom	7
Center for Global Business & Development <i>(upstairs)</i>	8
Clinical Legal Education <i>(ground level)</i>	8
Field Placement Program <i>(ground level)</i>	8
Seminar Rooms 4, 5 & 7 <i>(upstairs)</i>	8
Dean and Assistant Dean for Administrative Affairs, Advancement Office	9
Seminar Rooms 18 & 19 <i>(upstairs)</i>	10
Student Center / Dining Services.....	10
McGeorge House.....	11
ACME.....	12
<i>(Alumni, Communications, Marketing & Events)</i>	
Faculty Secretaries Office.....	13
Recreation Center.....	14
Law Journals.....	15
Bookstore	16
Classrooms G & H.....	17
Student Housing	18
Printshop / Mailroom <i>(downstairs)</i>	19
Information Technology	20
Classrooms C, D & E.....	21
Buildings & Grounds	22
Lecture Hall.....	23
Seminar Rooms 2 & 3	23
Human Resources.....	24
Payroll Office.....	24
Victims of Crime Resource Center	25
Public Safety.....	26
Purchasing / Financial Administration	27
Capital Center for Government Law & Policy <i>(upstairs)</i>	28
Institute for Administrative Justice <i>(upstairs)</i>	28
Seminar Rooms 9, 10, 11 & 12 <i>(upstairs)</i>	28
Warehouse	29