

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

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

**REVISED AS OF
September 17, 2010**

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100. INTRODUCTION

101. Authority. The Grading and Advancement Committee (hereinafter referred to as “G & A”) 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 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 with the Office of the Assistant Dean for Student 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. G & A shall consider the written petition and grant, modify, or deny the relief requested.
- d. G & A shall be the final decision-making body in matters concerning student petitions. (Revised 4/7/10)

104.1 Any student submitting a petition to the Executive Committee of the Faculty Committee (as defined in Rule 1101 (c)) on Grading and Advancement pursuant to Rule 104 and/or Rule 703 of the Grading and Advancement Committee Rules, Regulations and Procedures, 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 Rule 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 Assistant Dean for Student Affairs. A student may also discuss G & A Committee rules and procedures with the Chairperson of the Committee.
 - d. This rule does not impair any student's right to appear personally before the Committee upon request pursuant to Rule 104.1. (Adopted 4/29/02) (Revised 4/7/10)

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 Assistant Dean for Student 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 Rule 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, 72 semester units must be earned in graded courses. (Adopted February 17, 2010; Effective August 16, 2010).

- 205. Minimum Course Load.
 - 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 Rule 604)

 - b. Evening Division. To maintain Evening Division status, a student must be enrolled for credit in at least eight (8) units per semester. (Revised 4/7/10.)

 - c. The course of study for the J.D. degree must be completed no later than 84 months (7 years) after a student has commenced law study.

300. ATTENDANCE, PREPARATION AND PARTICIPATION

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. A professor may consider a student's preparation, participation and performance in assigning his/her 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 examination or to submit the final written assignment in a course; thereupon the Associate Dean for Academic Affairs 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 examination or to submit the final written assignment 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 for Academic Affairs, deny the student the right to take the final examination or submit the final written assignment in the course. In assigning a final grade pursuant to this rule, no final examination or final written assignment grade shall be changed more than one-third of a grade (e.g. "B-" to "C+") without the concurrence of the Associate Dean for Academic Affairs. (Revised 4/7/10.)
303. A professor may not alter a final grade under Rule 302 after final grades in the course have been distributed to students. (Adopted 11/2/84)
304. 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 Rule 401), final course grades shall be based on examination scores together with class attendance, preparation, participation, and performance, as provided in Rules 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).
- a. The Assistant Dean for Student Affairs may retroactively approve a missed examination where notice by the student was not provided prior to the examination. Full written verification of the reason for missing the examination will be required and should be directed to the Assistant Dean for Student Affairs.

The effect of a retroactively-approved missed examination shall be the same as a

missed examination under this rule except that the numeric score(s) or letter grade shall be reduced by a full letter grade or full grade point.

In a semester-long course where the student is allowed to make up the examination, the student will sit for the examination at the earliest time available, as determined by the Assistant Dean for Student Affairs, but no later than 5 days after the original examination date. Should the reason for the original absence continue past the 5 days following the original examination date, the Assistant Dean for Student Affairs has discretion to extend the time for the make-up exam until 5 days after the reason itself has ended or to a time that is convenient for the law school. (Revised 4/19/91, 4/24/92, 4/18/07, 9/17/10)

404. Missed Examination - Unexcused. A student who fails to take the final examination in a course and is not excused pursuant to Rule 403 shall receive an "F" grade for the course. A student who fails, without excuse pursuant to Rule 403, 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 Rule 405, (2) upon discovering the omission the student without unnecessary delay turned the answer in to the Associate Dean for Academic Affairs or the Assistant Dean for Student Affairs, (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 for Academic Affairs or the Assistant Dean for Student Affairs 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 Rule 405 and (2) the Associate Dean for Academic Affairs or the Assistant Dean for Student Affairs 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 Rule 404.

406. Make-up Examinations. A student who has missed or intends to miss an examination shall communicate as quickly as possible with the Assistant Dean for Student Affairs or the Associate Dean for Academic Affairs, who may excuse the student's failure to take the examination for the reasons set forth in Rule 403, in which case the following provisions apply:

- a. The student shall be informed of the provisions of this Rule 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 Assistant Dean for Student Affairs 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 Assistant Dean for Student Affairs 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 Rule 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 Rule 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 Rule 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)
410. Use of Computers on Examinations
- Laptop or other portable computers may be used in answering examination questions only if: (1) the course has been designated by the Associate Dean for Academic Affairs, (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 Assistant Dean for Student Affairs. This subsection does not apply to take-home examinations. (Adopted 4/29/02)
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 "F." 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
- 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 Rule 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 |

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 (Rule 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

Rules 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 Rules 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. (Revised 4/6/94)(Revised 4/7/10)

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 required courses 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) (Revised 4/7/10)

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 that falls within the range from 2.180 through and including 2.324 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) (Revised 4/7/10)

- a. All probationers must meet with the Assistant Dean for Student Affairs for program approval. 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 Assistant Dean for Student Affairs 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 Assistant Dean for Student Affairs, 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 Rule 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: Rules 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 Rules 605 and 703.

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

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 Rule 703 (d). (Revised 5/3/00, 4/10/02, 4/19/06)

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

d. Petitions to shorten the time for filing petitions pursuant to Rule 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 Rule 703 (b). (Revised 4/7/10.)

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

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

704. Effect on Transcript and GPA. If a student repeats one or more classes under Rule 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 Rule 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 Assistant Dean for Student Affairs' office, and
 - b. Consult with the Assistant Dean for Student 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 Assistant Dean for Student Affairs 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 Rule 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 Assistant Dean for Student Affairs or 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 and "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 Assistant Dean for Student Affairs 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. 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 Assistant Dean for Student Affairs shall notify the student when his/her petition will be heard. When the Executive Committee has decided a petition, the Assistant Dean for Student Affairs 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)