Welcome!

Welcome to McGeorge School of Law. Part of McGeorge’s hands-on approach to the law school experience includes regular guidance through the Office of Graduate Programs to help you identify your goals, access useful resources, and design an academic plan that will prepare you to meet your future career goals.

In addition to one-on-one meetings, we offer this reference guide. Here you will find detailed information about graduation requirements, academic policies, program descriptions, and more. If there is something not answered here, please ask. And remember, we are here for one purpose: to help you succeed.

Clemence Kucera, ’05
Director of Graduate & International Programs
ckucera@pacific.edu
916.739.7353

Jocelyn Blinn, ’11
Assistant Director of Graduate & International Programs
jblinn@pacific.edu
916.739.7383

Disclaimer
This book is intended to be a helpful summary of many of McGeorge’s academic policies and procedures. However it should not be considered or relied on as the definitive source of information. The McGeorge Catalog is the document of authority for all students and is not superceded by other information published by the various academic units.

Office of Graduate Programs
Office of Graduate Programs
The Office of Graduate Programs exists to serve students. Our principal job is to help students navigate through law school. We provide academic counseling to graduate students and serve as a go-between for graduate students, and the administration.

Code of Student Responsibility
McGeorge students are governed by the Code of Student Responsibility both on- and off-campus at all times from the day you submit your application to graduation. This Code embodies the key concepts of professionalism and civility that are so crucial to the legal profession.

Student E-mail
McGeorge sends the majority of its correspondence solely through email to your University-assigned email account (username@u.pacific.edu). Students are responsible for all information sent to their University-assigned email, and are required to check their email on a frequent and consistent basis in order to stay current with campus communications.

The Docket
The Office of Student Affairs prepares a weekly email for students called The Docket, with important announcements, deadlines, and upcoming events. It is critical that you read this email to stay abreast with campus happenings and key information you will need that you will not receive elsewhere.

Office of the Registrar
The Office of the Registrar is the official academic records office. Our roles are varied, including managing class registration, recording grades, distributing graded exam materials, issuing official transcripts, processing enrollment and degree verifications, performing degree audits, and issuing diplomas.

Faculty Support Office (“FSO”)
The FSO supports students with obtaining syllabi and first assignments before the first day of class, manages the testing process (including the Examsoft software, mid-semester and mid-term assessments, and Scantron multiple choice quizzes), distributes reference materials, and publishes professor office hours. The FSO maintains a Sakai site where important start-of-the-semester materials may be found https://pacific.anisakai.com/xsl-portal/site/d14cbbd8-e756-435c-bea9-eba8de15bd5e (click on the “resources” tab). Many professors use the FSO as a location where students turn in (and timestamp) papers or other written assignments. All Moot Court, Mock Trial, Trial Ad and Inns of Court logistical arrangements are processed by the FSO. The FSO also provides clerical support for faculty teaching, scholarship and service.

Graduate Studies Committee

The Graduate Studies Committee is the body duly authorized to study, develop, adopt, and apply rules, regulations, and procedures pertaining to examinations, grading, advancement, graduation, and related matters. Major policy considerations are presented by the committee to the entire faculty for debate and vote before official adoption.

Master of Science in Law Grading Rules and Graduation Policies (MSL Rules)
The MSL Rules are located on the Pacific McGeorge website. The MSL Rules are subject to amendment at any time by the faculty, without prior notice. Although the faculty seeks to avoid changes which would result in preventing a student who is satisfactorily following a regular course of study from graduating at the normal time, students do not acquire any vested rights in the continued enforcement of the MSL Rules as now set forth.

Graduate Petitions
Any student who is adversely affected by the application of the MSL Rules may file a petition for relief with the Graduate Programs Office in the form of a letter addressed to the Committee. Students have the right, and are encouraged to, make a personal appearance before the committee in support of their petition. Petitions should set forth the nature of the relief being requested and the reasons why it should be granted. The Committee is the final decision-making body in matters concerning student petitions; there is no appeal to the Dean or Provost.

Academic Year
The academic year extends from May – the first day of the summer session – through May – the last day of the Spring Semester. The Academic Calendar can be found on the Pacific McGeorge website.

Campus Public Safety
The Public Safety Department provides 24-hour patrol and crime prevention service for the Sacramento campus. Call 916.739.7200 for 24-hour access to Public Safety. (Call 916.217.0896 when campus phone lines are down or during a campus power outage.) To request an escort, call 916.739.7200 or contact the attendant on duty at the Law Library circulation desk.
Welcome to campus! As you embark on your first semester, here are important items to complete:

- **Attend Orientation** Orientation provides the administrative and academic information necessary for a successful year, as well as opportunities to connect socially with the professors and classmates who will become your colleagues and support system throughout your program and beyond. Contact Graduate Programs with any Orientation questions.

- **Submit your undergraduate/graduate transcripts to the Graduate Programs Office** There is a requirement that we have your official transcript on file by the start of classes.

- **Sign and submit your Student Handbook (Black Book) Form** This form will be distributed during the Nuts n’ Bolts presentation at Orientation. Submit your signed form to the Office of Graduate Programs before the start of classes.

- **Go to the FSO’s Sakai page to get your syllabi and first assignments** Longer items will be printed and available for pickup from the FSO.

- **Check the Booklist and get your textbooks** The Booklist is posted online at mcgeorge.edu/Students/Services/Bookstore.htm.

- **Update your contact info with the Office of the Registrar AND the Graduate Programs Office if it has changed** This includes address changes, name changes, emergency contact, etc. Use the on-line form at mcgeorge.wufoo.com/forms/contact-information-form/

- **Complete the Health Insurance Enrollment/Waiver Process** In order to ensure your academic success, Pacific mandates that you maintain comprehensive health insurance if you are enrolled in 6 or more units per semester. Please visit pacific.edu/insuranceoffice for information about the Enrollment/Waiver Process. Note the waiver deadline, Friday, September 4, 2015, after which anyone who did not complete the waiver process will be auto-enrolled in the student plan at a cost of $1,364 per semester. The waiver/enrollment process is a requirement you must meet each academic year.

- **Request Accommodations under the American’s with Disabilities Act** McGeorge’s Policy Handbook for Students with Disabilities is available online at mcgeorge.edu/Disabled_Student_Services.htm. Those needing accommodations should review the policy and contact the Office of Student Affairs at sacstudentaffairs@pacific.edu or 916.739.7089 to submit a request and provide the requested supporting documentation well before classes begin.

- **Remember your continuing duty to timely disclose any conduct that would have required disclosure in your law school application** Disclosures should be submitted to the Graduate Programs Office.

- **Do not upgrade your operating system** If you plan to purchase a new laptop, do NOT upgrade to or purchase a new laptop with the very latest operating system version. SofTest (ExamSoft) does NOT support Beta versions of MS Windows or Mac OSX operating systems. Nor do they typically support the Consumer Release version until several weeks after its release. Always confirm with the ExamSoft support site to see if you have a laptop that meets their minimum system requirements.
PEOPLE TO KNOW

**Graduate & International Programs**

**Clemence Kucera**  
Director  
c.kucera@pacific.edu  
916.739.7353

**Jocelyn Blinn**  
Assistant Director  
j.blinn@pacific.edu  
916.739.7383

**Ly Lee**  
Coordinator  
lee3@pacific.edu  
916.739.7350

**Office of Student Affairs**

**Mary McGuire**  
Assistant Dean for Student Affairs  
(Dean of Students)  
m.mcguire@pacific.edu  
916.739.7089

**Rebekah Grodsky**  
Director, Academic & Student Affairs  
r.grodsky@pacific.edu  
916.739.7089

**Kelli Sarnowski**  
Academic & Student Affairs Coordinator  
sarnowski@pacific.edu  
916.739.7089

**Office of the Registrar**

**Lisa Erick**  
Registrar  
l.eric@pacific.edu  
916.739.7106

**Tara Atkinson**  
Registrar’s Office Technician  
t.atkinson@pacific.edu  
916.739.7106

**Academic Affairs**

**Francis “Jay” Mootz III**  
Dean  
d.mootz@pacific.edu  
916.739.7151

**Michael T. Colatrella Jr.**  
Associate Dean for Academic Affairs & Professor  
mcolatrella@pacific.edu  
916.739.7169

**Academic Support**

**Theresa Schriever**  
MSL Support  
t.schriever@pacific.edu
Experiential Learning

Dorothy Landsberg
Associate Dean for Experiential Learning
dlandsberg@pacific.edu
916.739.7009

Legal Clinics

Melissa Brown
Director
mbrown1@pacific.edu
916.739.7378

Externships

Colleen Truden
Director
ctruden@pacific.edu
916.340.6104

Externships & CDO

Sally Draper
Coordinator, Externships and Career Development
sdraper@pacific.edu
916.739.7125

Career Development

Molly Stafford
Director
mstafford@pacific.edu
916.739.7299

Career Development (cont.)

Leah Adams
Career Advisor
ladams@pacific.edu
916.739.7099

Isabella Hannon
Recruiting Coordinator
ihannon@pacific.edu
916.739.7339

Library

James Wirrell
Assistant Dean for Library Services
jwirrell@pacific.edu
916.739.7076

Financial Aid

Tracy Simmons
Assistant Dean of Admissions, Financial Aid & Diversity Initiatives
tsimmons@pacific.edu
916.739.7105

Joe Pinkas
Director of Financial Aid
jpinkas@pacific.edu
916.739.7167

Deborah Berry
Senior Financial Aid Coordinator
dberry@pacific.edu
916.739.7344
NOT SURE WHO TO CONTACT?
Start with the Office of Graduate Programs:

e: graduatelaw@pacific.edu
p: 916.739.7019
### TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>McGeorge Academic Plan (MAP)</strong></td>
<td></td>
</tr>
<tr>
<td>Graduation Requirements</td>
<td>11</td>
</tr>
<tr>
<td>MSL Sample Schedules</td>
<td>11</td>
</tr>
<tr>
<td>Classroom Policies &amp; Standards</td>
<td>12</td>
</tr>
<tr>
<td>Examination Policies</td>
<td>13</td>
</tr>
<tr>
<td>Advancement &amp; Grades</td>
<td>14</td>
</tr>
<tr>
<td>Grading</td>
<td>15</td>
</tr>
<tr>
<td>International Study Opportunities</td>
<td>17</td>
</tr>
<tr>
<td><strong>Class Registration</strong></td>
<td></td>
</tr>
<tr>
<td>When to Register for Classes</td>
<td>19</td>
</tr>
<tr>
<td>Registration Policies &amp; Overview</td>
<td>20</td>
</tr>
<tr>
<td>Course Load</td>
<td>20</td>
</tr>
<tr>
<td>eProwl Registration Instructions</td>
<td>21</td>
</tr>
<tr>
<td>Registration Quick Tips</td>
<td>24</td>
</tr>
<tr>
<td><strong>Financial Aid</strong></td>
<td></td>
</tr>
<tr>
<td>Additional Application Requirements</td>
<td>28</td>
</tr>
<tr>
<td>Cost of Attendance</td>
<td>29</td>
</tr>
<tr>
<td>Application Process</td>
<td>30</td>
</tr>
<tr>
<td>Outside Scholarship Opportunities</td>
<td>31</td>
</tr>
<tr>
<td>William D. Ford Federal Direct Loans and Work Study</td>
<td>31</td>
</tr>
<tr>
<td>Federal &amp; Private Loan Programs</td>
<td>32</td>
</tr>
<tr>
<td>Loan Application Process</td>
<td>33</td>
</tr>
<tr>
<td>Federal Work Study</td>
<td>33</td>
</tr>
<tr>
<td>Summer Session, Visiting and Transfer Students</td>
<td>34</td>
</tr>
<tr>
<td>Additional Information</td>
<td>34</td>
</tr>
<tr>
<td><strong>The Career Development Office</strong></td>
<td></td>
</tr>
<tr>
<td>The Career Development Office</td>
<td>35</td>
</tr>
<tr>
<td>Career Search Strategies</td>
<td>36</td>
</tr>
<tr>
<td>Professional Development &amp; Leadership</td>
<td>37</td>
</tr>
<tr>
<td>Career Connections</td>
<td>38</td>
</tr>
<tr>
<td>Basics of Professionalism in a Digital Age</td>
<td>39</td>
</tr>
<tr>
<td>CDO Resources</td>
<td>40</td>
</tr>
<tr>
<td><strong>Student Life and Wellness</strong></td>
<td></td>
</tr>
<tr>
<td>Wellness Resources</td>
<td>41</td>
</tr>
<tr>
<td>Student Business Cards</td>
<td>43</td>
</tr>
<tr>
<td>Leadership Opportunities – Getting Involved On Campus</td>
<td>44</td>
</tr>
<tr>
<td><strong>Policies</strong></td>
<td></td>
</tr>
<tr>
<td>Mission Statement</td>
<td>51</td>
</tr>
<tr>
<td>Non-discrimination Policy</td>
<td>51</td>
</tr>
<tr>
<td>Statement of Diversity &amp; Inclusion</td>
<td>51</td>
</tr>
<tr>
<td>Code of Student Responsibility</td>
<td>52</td>
</tr>
<tr>
<td>Disabled Student Services</td>
<td>53</td>
</tr>
<tr>
<td>Student Records Policy</td>
<td>53</td>
</tr>
<tr>
<td>Tuition &amp; Fees</td>
<td>54</td>
</tr>
<tr>
<td>Tuition Payment Policy</td>
<td>54</td>
</tr>
<tr>
<td>Late Fees</td>
<td>55</td>
</tr>
<tr>
<td>Installment Plans For Academic Year 2015 - 2016</td>
<td>56</td>
</tr>
<tr>
<td>Policy</td>
<td>Page</td>
</tr>
<tr>
<td>-------------------------------------------------------------</td>
<td>------</td>
</tr>
<tr>
<td>Sexual Assault &amp; Response Policy</td>
<td>58</td>
</tr>
<tr>
<td>Substance Abuse Policies &amp; Procedures</td>
<td>58</td>
</tr>
<tr>
<td>Prohibited Harassment Policies &amp; Procedures</td>
<td>58</td>
</tr>
<tr>
<td>Annual Security &amp; Fire Safety Report</td>
<td>59</td>
</tr>
<tr>
<td>Bookstore Return Policy</td>
<td>59</td>
</tr>
<tr>
<td>Accreditation &amp; Memberships</td>
<td>59</td>
</tr>
<tr>
<td>Additional Policies &amp; Procedures</td>
<td>59</td>
</tr>
<tr>
<td>Student Complaint Procedure (ABA Standard 512)</td>
<td>60</td>
</tr>
</tbody>
</table>
**REQUIREMENT DESCRIPTION**

Total Units  You must earn a minimum of 26 units.

Graded Units  Of your 26 units, a minimum of 16 must be graded units.

Required Courses  
- Introduction to Legal Analysis, and
- At least one of the following:
  - Contracts
  - Tort
  - Property Law
  - Criminal Law

Minimum GPA  Your cumulative grade point average must be 3.00 or higher at the end of the semester or summer in which the first 26 earned units of graduate work are completed.

Application for Graduation  Students entering their final semester of the M.S.L. program must complete the Application for Graduation form no later than the Add/Drop Deadline and return completed forms to the Office of the Registrar.

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**GRADUATION REQUIREMENTS**

**MSL SAMPLE SCHEDULES**

These samples illustrate one of many ways a student may organize their academic schedule, if pursuing the program over two semesters.

### Sample 1

<table>
<thead>
<tr>
<th>FALL</th>
<th>SPRING</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>YEAR 1</strong></td>
<td></td>
</tr>
<tr>
<td>Introduction to Legal Analysis</td>
<td>Negotiating Disputes Into Deals (Intersession)</td>
</tr>
<tr>
<td>Contracts</td>
<td>Administrative Law</td>
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<tr>
<td>2</td>
<td>Worker’s Compensation Law</td>
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<td>2</td>
<td>Navigating HR in Health Care</td>
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<tr>
<td><strong>TOTAL 6</strong></td>
<td><strong>TOTAL 8</strong></td>
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<tr>
<td><strong>YEAR 2</strong></td>
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<tr>
<td>Employment Law</td>
<td>Mediation</td>
</tr>
<tr>
<td>Introduction to Capital Lawyering</td>
<td>Employment Law Practice</td>
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<tr>
<td>Persuasive Public Speaking</td>
<td>3</td>
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<td>3</td>
<td>2</td>
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<tr>
<td>2</td>
<td>2</td>
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<tr>
<td><strong>TOTAL 7</strong></td>
<td><strong>TOTAL 5</strong></td>
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### Sample 2

<table>
<thead>
<tr>
<th>FALL</th>
<th>SPRING</th>
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<tbody>
<tr>
<td><strong>YEAR 1</strong></td>
<td></td>
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</tr>
<tr>
<td>Introduction to Legal Analysis</td>
<td>Intro. to Capital Lawyering</td>
<td>Persuasive Public Speaking</td>
</tr>
<tr>
<td>Torts</td>
<td>Administrative Law</td>
<td>2</td>
</tr>
<tr>
<td>2</td>
<td>California Lobbying &amp; Politics</td>
<td></td>
</tr>
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<td>5</td>
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<tr>
<td><strong>TOTAL 7</strong></td>
<td><strong>TOTAL 7</strong></td>
<td><strong>TOTAL 2</strong></td>
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<tr>
<td><strong>YEAR 2</strong></td>
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</tr>
<tr>
<td>Election Law</td>
<td>Mediation</td>
<td></td>
</tr>
<tr>
<td>Negotiation &amp; Settlements</td>
<td>Statutes &amp; Regulations</td>
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<tr>
<td>2</td>
<td>3</td>
<td></td>
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<tr>
<td>2</td>
<td>3</td>
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<tr>
<td><strong>TOTAL 4</strong></td>
<td><strong>TOTAL 6</strong></td>
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</tr>
</tbody>
</table>

Office of Graduate Programs
Class Attendance, Preparation, Participation & Performance
Regular and punctual class attendance is mandatory. The faculty expects that you will be fully prepared and that you will actively participate in class. The faculty is required to take class attendance, preparation, participation, and performance into consideration in grading. Your attendance and active involvement in class discussion form a central part of the learning process in law school for you and your classmates. Failure to meet the minimum standards set by your professors may result in a lower grade, or exclusion from taking the final examination, resulting in a failing grade.

Classroom Conduct
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.” Students are expected to act civilly, ethically, professionally, and respectfully towards one another and their professors, and to be sensitive and accommodating to the wide range of feelings and perspectives of our diverse faculty and student body.

Religious Holidays
University of the Pacific is committed to diversity and inclusion, and this extends to how we observe religious holidays (for more on diversity and inclusion at Pacific, go to http://www.pacific.edu/Campus-Life/Diversity-and-Inclusion.html). Pacific respects the rights of all members of our community to observe religious holidays and our hope is that we can all work together—staff, faculty, and students—to find constructive ways to achieve this. Students are encouraged to be proactive in speaking with professors and others about possible conflicts early in each semester, working together to find solutions suitable for all parties involved.

Laptop Use
Laptop computers may be used in class only for appropriate academic purposes as determined by the professor. Some professors do not permit in class laptop use. Using a laptop computer during class for a non-academic purpose (e.g., browsing the internet) distracts other students and may violate the Code of Student Responsibility.

Faculty Office Hours
All full-time faculty members have regular office hours posted outside of their office. They make every effort to honor these hours by being available at the times indicated. The approachability of our faculty is a hallmark of McGeorge, so do not hesitate to take advantage of this opportunity.

Policies of Individual Professors
Faculty members have the discretion to give students further information about how they interpret the rules concerning attendance, class preparation, class participation, and other subjects, and what consequences flow from violations of those rules.

Recording Classes
Based upon resolutions approved by the faculty, class sessions may not be recorded except to accommodate:

1. Observance of a religious holiday;
2. 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’s documented disability as a part of services recommended for and provided to disabled students under the American’s with Disabilities Act;
4. A student ordered to active duty by the Armed Forces.

No student shall copy, display, download, upload, post, release or otherwise distribute or publish any recordings of any class given at McGeorge, nor shall any student use such recordings for any commercial purpose without the written consent of the instructor.

To request permission to record, contact the Office of Student Affairs:

e: sacstudentaffairs@pacific.edu
p: 916.739.7089

Once approved, students may self-record their classes. Violations of this policy will result in disciplinary action pursuant to the Code of Student Responsibility.
EXAMINATION POLICIES

Most courses have a comprehensive written examination at the end of each semester. Professors may also 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.

**Exam Schedule**
The tentative final exam schedule is published before registration. McGeorge will not reschedule final exams for students who have two exams in one day. Students may not register for classes with conflicting exams.

**Policy Regarding the Rescheduling of Examinations**
Examinations must be taken at the date and time scheduled for the course and section in which the student is enrolled, unless an exam change is approved by the Assistant Dean for Student Affairs. **Approved excuses are limited to the following circumstances:**

- A bona fide illness, emergency, or personal tragedy;
- A conflict with the student’s religious observance; or,
- Rescheduling is approved as an accommodation for a disability and timely notice has been provided to the Office of Student Affairs, as described in the policy for students with disabilities.

Full written verification of the details of such an event may be required.

Only the Assistant Dean for Student Affairs can approve a student to miss an examination or any portion of an examination. To maintain the anonymity of the grading process, do not contact your professor about exam scheduling or missed exams.

If one or more examinations need to be re-scheduled, the student must complete the Exam Change Request Form (available from the Office of Student Affairs) at least four weeks prior to the examination (or as soon as the emergency arises). The Assistant Dean for Student Affairs will then review and either approve or deny the request.

**Examination Instructions**
Students are advised to read the exam instructions carefully; students are responsible for knowing and complying with all examination instructions.

**Examination Materials**
Unless an announcement is made to the contrary, students are permitted to have only pens, pencils, and a laptop computer with them in the examination room. 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. McGeorge is not responsible for items left unattended during exam periods; leave valuable items at home.

**Conduct During Exams**
Students are expected to conduct themselves honorably and in a professional manner during examinations. Any breach of this standard may result in disciplinary action under the Code of Student Responsibility.

**Submitting Questions & Exam Responses**
Examination responses must be turned in as designated by the proctors before the student leaves the examination room. Essay examination questions may be retained by the student at the conclusion of the exam, unless the professor has specifically designated that they must be returned and it is so announced by the exam proctor. Multiple-choice questions, if any, are stapled together and always must be returned at the conclusion of the examination; each page must be numbered with the student’s exam number and the packet is turned in with the Scantron sheet.

**QUESTIONS?**

Office of Student Affairs  
**p:** 916.739.7089  
**e:** sacstudentaffairs@pacific.edu
Exam and Paper Return
At McGeorge, exams and papers are usually returned to the student, which is a practice that differs from that of most law schools. Reviewing your exams gives you an opportunity to evaluate your performance and to learn from successes and mistakes. During the semester, midterm exams/assignments are returned to students either in class or through the FSO. Final exams/assignments are available for pickup at the Office of the Registrar. You will receive an email with instructions regarding the exam pickup process. Exam booklets remain available for pick up for 90 days, after which they are shredded.

Repeating Courses
Students must repeat courses in which they received a C- or lower. In addition, students who receive a failing grade (“F”) in a required course must repeat that course. Under MSL Rule 800, the original grade remains on the transcript, but only the repeat grade counts for GPA purposes.

Academic Disqualification
Under MSL Rule 702, a student is disqualified when his or her cumulative GPA at the completion of the semester immediately following a probationary status falls below 3.0. Procedures for requesting re-enrollment following academic disqualification are discussed in Q&A Rule 703.

Grade Changes (Appealing a Grade)
Individual professors do not have authority to change grades once submitted, and they are expressly discouraged from re-reading examination papers for the purpose of reevaluation and grade change. Do not contact your professor directly to request a grade change.

► If you believe there is a mathematical error, contact the Office of the Registrar.

► If you believe that there was an abuse of discretion in assigning the grade, the procedure to challenge a grade is described in MSL Rule 604. Contact Clemence Kucera if you are considering such a petition.

Application for Graduation
Students must complete an “Application for Graduation” form and submit to the Office of the Registrar no later than the Add/Drop Deadline of their final term. This form is available on the web (Registrar’s Office page) and in person at the Registrar’s Office. A degree audit will be performed once your form is received, and you will receive an email confirmation with the results.
Grading System
For courses with final letter grades (as distinguished from P/F courses) grades range from A+ to F. **Weighted averages are computed from 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.** Grades may be adjusted upward or downward by a professor based on class attendance, preparedness, participation, and performance.

In **two-semester courses**, 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. Scores are not grades. A **final letter grade is not determined until the completion of the course**, and is 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.

Anonymous Grading
**Grading in most courses at McGeorge is anonymous.** Each fall, students are given a confidential exam number to use for assignments and exams. The professor does not know which grade goes with which student by student name.

In some courses, however, grading may not be completely anonymous. In those courses, students will use their confidential exam number for some assignments and exams and will use their name for some assignments and exams. In other courses, grading is not anonymous at all - assignments and exams are graded using only the student’s name.

Additionally, professors can provide grade adjustments to any student. In such cases, the professor will necessarily know a student’s name when making the adjustment. Moreover, a professor may also opt to ascertain how a student performed on the assignments and exams in the course when deciding on an adjustment for that student.

**Professors will inform students in writing of the anonymous or non-anonymous grading procedures for the assignments, exams, and grade adjustments in their course.** If you have a question about how grading will operate for a particular course, please ask the professor.

Pass/Fail Courses
Some elective courses are designated as Pass/No Credit courses in the Catalog. **The only P/F courses are those so designated by the faculty. Students do not have the option to enroll in a graded course on a P/F basis.** The following grading standards apply in P/F courses:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pass</td>
<td>Work performed at an acceptable level</td>
</tr>
<tr>
<td>No Credit</td>
<td>Work performed at the “D+” or “D” levels</td>
</tr>
</tbody>
</table>

Students earning the grade of “No Credit” do not receive unit credits for the course. In determining a student’s cumulative grade point average, units attempted in P/F courses are not counted for any course in which “Pass” was received.

Grade Distributions & Arithmetic Means
In courses in which both JD and non-JD students are enrolled, only the JD students will be counted in determining compliance with grade distribution and targeted mean.
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 P/F units 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:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Grade Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0</td>
</tr>
<tr>
<td>A-</td>
<td>3.7</td>
</tr>
<tr>
<td>B+</td>
<td>3.3</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
</tr>
<tr>
<td>B-</td>
<td>2.7</td>
</tr>
<tr>
<td>C+</td>
<td>2.3</td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
</tr>
<tr>
<td>C-</td>
<td>1.7</td>
</tr>
<tr>
<td>D+</td>
<td>1.3</td>
</tr>
<tr>
<td>D</td>
<td>1.0</td>
</tr>
<tr>
<td>F</td>
<td>0.0</td>
</tr>
</tbody>
</table>

Grade of Incomplete in a Writing Course
A grade of “I” (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 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 INC course ended. If not, a grade of “F” (fail) will be entered, as specified in MSL Rule 508.

Grades Earned at Other Law Schools
Grades earned at another law school and accepted towards a student’s McGeorge M.S.L. degree do not count in computing a student’s McGeorge grade point average. Only the units, not individual courses and grades, are recorded on a student’s McGeorge transcript.
INTERNATIONAL STUDY OPPORTUNITIES

Summer Abroad Programs
Broaden experience by taking advantage of one of Pacific McGeorge's unique summer programs. Some possibilities include:

- Participate in bilingual externships in Latin America
- Take substantive law classes taught in English and Spanish in Antigua, Guatemala
- Learn from European and American faculty in our long-standing International Legal Studies program in Salzburg, Austria

Antigua, Guatemala
The Inter-American Summer Program in Guatemala is a truly bilingual and inter-cultural approach to legal education. It offers substantive law classes about Latin America taught in Spanish and English as well as bilingual Externships. It allows students the opportunity to study with Latin American students. Program participants will gain professional legal and inter-cultural experience useful in the practice of law in Latin America or to work with Latino clients in the United States. Students with basic Spanish language proficiency may also participate in the program by enrolling in a substantive law class taught in English as well as a Spanish language course.

Salzburg, Austria
Salzburg, Austria has been the site of the McGeorge School of Law annual Summer Program on International Legal Studies since 1974. The three-week program in Salzburg offers international and comparative law courses in public and commercial law fields. Courses are taught by European and American faculty.

QUESTIONS?
Clemence Kucera
ckucera@pacific.edu
p: 916.739.7353
Graduate Students are encouraged to schedule an appointment with Clemence Kucera to receive academic counseling prior to registering for classes. Registration for the 2016-2017 academic year will occur according to the following schedule:

<table>
<thead>
<tr>
<th>Semester</th>
<th>Start Date</th>
<th>Add/Drop Deadline*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summer 2016</td>
<td>March 14, 2016</td>
<td>Varies by Session (Refer to Academic Schedule)</td>
</tr>
<tr>
<td>Fall 2016</td>
<td>June 20, 2016</td>
<td>Monday August 23, 2016 11:59 p.m.</td>
</tr>
<tr>
<td>Intersession 2017</td>
<td>June 22, 2016</td>
<td>Monday January 5, 2017 11:59 p.m.</td>
</tr>
<tr>
<td>Spring 2017</td>
<td>June 22, 2016</td>
<td>Tuesday January 17, 2017 11:59 p.m.</td>
</tr>
</tbody>
</table>

*Courses dropped after the deadline require administrative approval and will result in a “W” on the student’s transcript.
REGISTRATION POLICIES & OVERVIEW

**Timing**
McGeorge has annual registration, meaning that students will register for the entire academic year (Fall and Spring) during the last week of June. Students register via insidePacific web registration (instructions below). Registration for summer school takes place in March. MSL students are encouraged to contact the Graduate Programs Office for academic advising prior to registration.

**Course Load**

<table>
<thead>
<tr>
<th>Course Load</th>
<th>MSL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Typical</td>
<td>6-8 units</td>
</tr>
<tr>
<td>Maximum</td>
<td>13 units</td>
</tr>
<tr>
<td>Summer School</td>
<td>2-5 units</td>
</tr>
</tbody>
</table>

**Adding Classes**
Students may add classes through the Add/Drop Deadline. No student will receive academic credit for any course unless he/she is officially registered in the course. Some courses have special enrollment procedures, such as an application process. A select number of courses require instructor approval to enroll. McGeorge has established wait list procedures for adding closed classes (see “Closed Classes and Waitlists”). Students must follow these procedures and should not seek instructor approval for adding a class. Late add requests must be submitted in writing (email) to Clemence Kucera, Director of Graduate Programs.

**Closed Classes and Waitlists**
Waitlists are formed after a class is full (aka, “closed”); waitlists determine the priority for enrollment as seats become available. During the initial registration period, students confronted with a closed class should place their names on the waitlist immediately. Our waitlists often clear, so there is a good possibility that you will get into the course. Nonetheless, it is imperative that you have a backup option, in case you do not get in off the waitlist.

**Dropping Classes**
Students may drop any upper-division course without approval through the Add/Drop Deadline. It is the student’s responsibility to know the tuition and fee refund provisions. After the Add/Drop Deadline, classes may be dropped for good cause and only with the written approval of the Director of Graduate Programs (Clemence Kucera) and will result in a “W” on the student’s transcript. Students who stop attending a class and do not complete the formal drop process are subject to receiving an “F” grade and are liable for tuition. Students who do not take a final examination or complete required coursework will receive an “F” grade.

**Classes with Insufficient Registration**
Classes with insufficient registration may be cancelled at the discretion of the Associate Dean for Academic Affairs, Dean Colatrella.

**Course Time Conflicts**
Students may not register for courses if meeting times overlap in whole or in part. Not even a one-minute overlap will be allowed.

**Prerequisite and Concurrent Enrollment Requirements**
To determine whether a course has a prerequisite or concurrent enrollment requirement, please read its course description, which is available online at catalog.pacific.edu/law/courses.

**Holds**
You will not be able to register for classes if you have an outstanding balance, unless you have made satisfactory payment arrangements with the Law School. Prior to your registration window, you should check insidePacific to confirm that there are no holds on your account. If there is a hold on your account, you cannot register for classes.
Registration Issues
If you encounter any problems while trying to register, immediately email the Office of the Registrar at sacregistrar@pacific.edu. The Registrar's Office staff will be on hand via email during Registration to assist students with troubleshooting registration issues on a first-come-first-served basis so as to most quickly resolve any issues that may arise.

Intersession
McGeorge offers several one-unit classes which start the week prior to the Spring semester. Students may utilize Spring tuition units to enroll in these Intersession courses. Space is limited and students should select one offering with the possibility of a second, if space is available.

Assessment & Review Sessions
Faculty believe that regular assessment and feedback about academic progress is key to student success and therefore schedule assessments throughout the semester, particularly in bar-tested courses. Blocks of time have been designated for this purpose for some courses and are labeled on your schedule as “Assessment & Review Sessions.” These sessions will be held on an as-needed basis; students should plan their schedules accordingly by reserving these blocks in their individual calendars.

ePROWL REGISTRATION INSTRUCTIONS

1. Log into your Pacific Account,

2. Click the “Academic” Tab,
3. Click “Begin Registration”,

4. Click “Run eProwl Schedule Planner”,

5. Your page will redirect to the Schedule Planner. You must select “LAW”.

6. Add Courses.
7. Add Breaks if you need the planner to keep time blocks free for you.

8. Click “Generate Schedules” button, then click “View” to see your schedule(s).

9. Click “Send To Cart” to save the courses you want to register for.

10. Review your cart. Press “Save Cart” to keep your choices.

11. Your cart will be saved in your Inside Pacific account. You may login at a later date to register for classes. Your cart link is located under the Schedule Planner link.

12. Press “Register”.

Office of Graduate Programs
REGISTRATION QUICK TIPS

1. You must select the correct term.
   It sounds so simple, and yet hundreds of students call the Registrar's Office and ask this question during registration! You must select the term with “Law” in it, or you will get an error message.

   ![Image of correct term selection]
   ![Image of wrong term selection]

   ▶ If you get an error message that says “No registration appointment has been assigned to you,” then you probably selected the wrong term.

   Here is what the error message looks like:

   ![Error message image]

   ▶ If you see this message, go back and try selecting the “Law” term before contacting the Registrar’s Office for help.

2. You are not automatically added to the waitlist when you try to add a full class.
   To add yourself to a waitlist, you need to select “web wait list” from the dropdown menu and hit “submit” to make it official. Here’s what it looks like:

   ![Waitlist image]

   ▶ I tried to add Evidence, but it was full...
2. Class Registration

Select “Web Wait List” from the dropdown menu and hit the “submit” button.

3. Current Schedule

Now Evidence shows on your current schedule as “Web Wait List”. If you don’t see the course listed here, you are not on the waitlist!

3. Registration Appointment Time

Your Registration appointment time is not visible until 8:30 a.m. It is there, but you won’t see it until it goes live at 8:30 a.m. on the dot.

4. Check for holds before registration begins.

If you have a hold on your account, you will not be able to register for classes. To confirm you do not have a hold, navigate to the student records screen and click on “View Holds”.

5. Registration Issues

If you experience registration issues and cannot register for a course, do not panic. Quickly send an email to: sacRegistrar@pacific.edu with: your name, student ID number, CRN, and error message or registration problem. Unfortunately, we cannot answer calls, emails and window traffic simultaneously, so we will answer the emails in the order they are received to be fair to all students. We are here to help you and will respond to each question or concern as quickly as possible.

Office of Graduate Programs
The University of the Pacific, McGeorge School of Law Financial Aid Office is committed to providing students with financial aid resources to meet the educational costs of pursuing their legal career. Our goal is to ensure excellent customer service with accurate and timely delivery of financial aid funds.

**Disclaimer**

University of the Pacific, McGeorge School of Law reserves the right to change fees, modify its services, or change its programs at any time and without prior notification being given.

**Financial Aid Office**

The financial aid office is here to help you with any questions that you may have. Please feel free to contact us if you need assistance.

**Regular Office Hours:**

- 8:30 a.m. to 5:30 p.m. Monday through Friday
- 8:30 a.m. to 6:15 p.m. Wednesday
- During finals, the office closes at 5:30 p.m. daily.

**Summer Hours:**

- 7:30 a.m. to 4:30 p.m. Monday through Thursday
- 7:30 a.m. to 1:30 p.m. Friday

*Summer hours are effective immediately following Spring Semester and end one week prior to the beginning of the Fall Semester.*

**Financial Aid Application Process**

To apply for financial aid, applicants and continuing students must start by completing the Free Application for Federal Student Aid (FAFSA). The FAFSA or Pre-Filled FAFSA can be completed online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).

Students and applicants are eligible to apply for financial aid to assist with educational expenses. In order to ensure that their financial aid proceeds are available within the first few weeks of school, applicants are encouraged to begin the financial aid application (FAFSA) process when you apply for admission. The Financial Aid Office recommends that applicants not wait for the admissions decision before applying for financial aid. Continuing students are encouraged to meet the priority deadline (1st Friday of March each year). To apply for financial aid, students and applicants must complete the FAFSA process.

**Free Application for Federal Student Aid (FAFSA)**

The Department of Education recommends that students complete the FAFSA or Pre-Filled FAFSA ([www.fafsa.ed.gov](http://www.fafsa.ed.gov)) on the Web (FOTW) rather than the paper application. Students are encouraged to complete the FOTW as early as possible, but no sooner than January 1st. The Title IV institutional code for McGeorge is G03952. In order to sign the FAFSA form electronically, you must register for a PIN number at [www.pin.ed.gov](http://www.pin.ed.gov). Once your FAFSA has been processed, a Student Aid Report (SAR) will be sent to you through either the mail or email. The federal processor will send an electronic version of your SAR, which is called an ISIR, to McGeorge. The SAR outlines the information that you reported on the FOTW, and provides you with an Expected Family Contribution (EFC) amount. It is important to review your SAR for accuracy. If corrections must be made to your SAR, please do so immediately.

The priority deadline for continuing students to submit the FAFSA or Pre-Filled FAFSA is the first Friday of March each year. Applicants do not have a deadline. It takes approximately 3-4 weeks to process during peak periods. To check the status of your FAFSA, call (800) 433-3243, or you may check the application status online using your PIN number.
Verification
When students apply for federal financial aid, the U.S. Department of Education verifies information with the following federal agencies:

- Social Security Administration – for verification of social security number and United States citizenship status
- Selective Service System – for verification of Selective Service Registration status
- Department of Homeland Security – for verification of eligible non-citizenship status
- Department of Justice – for verification that an applicant has not been denied federal student aid by the courts as the result of a drug-related conviction
- Department of Veterans Affairs – for verification of veteran status

Students and applicants who apply for need-based financial aid may be asked by our office to supply additional documentation to verify the information that was reported on the FAFSA. Students will be awarded financial aid once all documentation has been received and evaluated. Accepted applicants will receive a tentative award based upon the ISIR information provided by the federal processor and may be asked to provide additional documentation if selected for verification. The verification process requires that selected students and applicants submit a copy of their current year’s federal income tax return, including all schedules and W-2’s. If you are married and filed separate federal income tax returns, you must provide a copy of both you and your spouse’s federal income tax returns with all schedules and W-2 forms. Federal income tax returns must be signed and dated.

Non-U.S. Citizen and Non-U.S. Permanent Residents
Non-U.S. Citizens and non-U.S. Permanent Residents are not eligible for federal financial aid. They are, however, eligible to apply for Private loans. In order to do so, they must have a co-signer that is a credit worthy U.S. citizen.

Selective Service
In order for male students (with some exceptions) to be eligible for federal financial aid, they must be registered with the selective service. Students can register on-line at www.sss.gov.
COST OF ATTENDANCE

The cost of attendance is determined by the Financial Aid Office and is defined as the total budget required by each student for the nine (9) month academic year. The cost of attendance reflects a budget that includes both direct and non-direct costs.

Direct Costs are charges applied directly to the student account. Examples of direct costs are tuition, rent (if the student rents an on-campus apartment), Student Bar Association (SBA) fees and Health Insurance.

Sample 2015-2016 Academic Year Tuition and Fees
Tuition $1,150 per unit (26 units) $29,900
Fees $100
Health Insurance $2,728

Non-Direct Costs are charges not applied to the student account. Examples of non-direct costs include rent (if the student lives off-campus), board, books, supplies, transportation, and personal expenses. Although individual expenses for non-direct costs may vary, the financial aid budget closely estimates the actual expense of each above-mentioned cost.

Sample 2015-2016 Nine (9) Month Living Expense Budget

<table>
<thead>
<tr>
<th>Living Expense</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Room &amp; Board</td>
<td>$13,914</td>
</tr>
<tr>
<td>Transportation</td>
<td>$2,565</td>
</tr>
<tr>
<td>Personal Expenses</td>
<td>$5,265</td>
</tr>
<tr>
<td>Total</td>
<td>$21,744</td>
</tr>
</tbody>
</table>

Other expenses:
- Books & Supplies $1,523 will be added to each student’s budget.
- Tuition & Fees Refer to the 2015-2016 McGeorge School of Law Catalog.
- Child Care Allowance Actual cost will be added to the budget.

Many students ask for an increase to the budget for special unusual and extraordinary expenses by completing a “Petition to Change Your Financial Aid Package” and providing documentation of those expenses to the Financial Aid Office.
Application Processing
Financial need is determined based upon the information provided on the FAFSA and need analysis. The need analysis formula is termed Federal Methodology (FM) and is applied as set forth by the Department of Education. Federal Methodology was passed by Congress under the Reauthorization of the Higher Education Act of 1965 as amended by the Higher Education Amendments of 1992 and 2005.

Expected Family Contribution
The Expected Family Contribution (EFC) is the amount the student is expected to contribute toward their educational costs. The EFC is federally regulated and is established by the income, asset(s) and household information provided on the FAFSA. Graduate and professional school students are considered independent for financial aid need analysis purposes. Therefore, you are not required to report parental information on the FAFSA.

Financial Need
This amount is determined by subtracting the student’s Expected Family Contribution (EFC) from the Cost of Attendance.

The need analysis calculation is as follows:
Cost of Attendance - Expected Family Contribution (EFC) = Financial Need.

Financial Aid Award Letter
Once the Financial Aid Office receives the electronically transmitted FAFSA information (ISIR) from the federal processor, each student who has been admitted to the School of Law is reviewed for financial aid awarding. The Financial Aid Office offers financial aid packages that may include scholarships, grants and/or Federal Direct loans. The Financial Aid Award Letter lists all of the financial aid that is being offered to the student. The Financial Award Letter is sent to the student’s mailing address.

Continuing students must reapply each academic year for financial aid. Factors such as budget and academic standing may play an important role in determining financial aid availability. Continuing students Financial Aid Award Letters are not generated until early July, after Spring Semester grades have been released and all necessary paperwork has been received and reviewed.
The Financial Aid Office encourages students to take advantage of outside scholarship opportunities and services. McGeorge does not endorse fee-based scholarship search organizations; we do support students’ efforts by providing resources to help guide them in the appropriate direction. The most valuable tool in searching for scholarship opportunities is the Internet. In addition to the Internet, there are a number of informative publications available at your local bookstore or library. Scholarships may also be available through local bar associations, state government offices, public and/or private organizations or employers. Numerous private agencies notify our office of scholarship opportunities and provide application materials to be distributed to students. All scholarships are posted on the bulletin board located near the Financial Aid Office, and emailed to students.

### OUTSIDE SCHOLARSHIP OPPORTUNITIES

**Eligibility Requirements**
The McGeorge Financial Aid Office administers financial aid programs (William D. Ford Federal Direct Loans and Federal Work-Study) to students. The amount of financial aid you receive at the time of disbursement will depend on whether you meet all eligibility requirements for the awarded funds.

In order to be eligible for federal financial aid, you must:
- Have demonstrated financial need (Federal Work-Study only);
- be a citizen, national, or permanent resident of the United States or provide evidence from the Department of Homeland Security (DHS) that you are in the U.S. for other than a temporary purpose with the intention of becoming a permanent resident;
- be attending an accredited institution of post-secondary education on at least a half-time basis;
- be registered for Selective Service, if required to be registered;
- never have been convicted of an illegal drug offense;
- be making satisfactory academic progress in your studies;
- must not owe a refund on a Pell Grant, SEOG or State Student Incentive Grant, and
- certify that you are not in default on any Title IV loan or owe a refund on any grant made under Title IV of the Higher Education Act of 1965, as amended, at any institution.

If you wish to obtain financial aid, you are strongly encouraged to complete the necessary forms to determine need. In many cases, students who believe they do not qualify for need-based aid have found that they do qualify by completion of the application process (FAFSA).
FEDERAL & PRIVATE LOAN PROGRAMS

The majority of law students find it necessary to borrow money in order to finance their education. It is important to plan prudently and to select the loans that are best for you.

Federal Direct Unsubsidized Stafford Loan
William D. Ford Federal Direct Unsubsidized Stafford loans are not awarded based on a student’s financial need. Through this program a student may borrow up to $20,500 annually. The aggregate loan limit is $138,500. The interest rate is a variable-fixed rate tied to the 10-year treasury bill plus 3.6% with a 9.5% cap. The interest rate will be determined each year and set for loans disbursed after July 1 through the following June 30. The Unsubsidized interest begins to accrue immediately upon disbursement. The student has the option of paying the interest or allowing it to accrue while in school. Repayment begins six months after the borrower graduates or is no longer enrolled at least half-time. Federal law requires both entrance and exit counseling for this loan.

Approximate Monthly Federal Direct Unsubsidized Stafford Loan Repayment Schedule
Assume 5.84% Interest Rate

<table>
<thead>
<tr>
<th>Debt</th>
<th>Monthly Payment</th>
<th>Total Paid</th>
</tr>
</thead>
<tbody>
<tr>
<td>$20,500</td>
<td>$228</td>
<td>$27,408</td>
</tr>
<tr>
<td>$41,000</td>
<td>$457</td>
<td>$54,816</td>
</tr>
<tr>
<td>$61,500</td>
<td>$685</td>
<td>$82,224</td>
</tr>
<tr>
<td>$82,000</td>
<td>$914</td>
<td>$109,631</td>
</tr>
</tbody>
</table>

Assumptions: 10-year repayment period (120 months) No payment incentives

Federal Direct Graduate PLUS Loans
Students in need of additional financial aid resources may apply for the Federal Direct Graduate PLUS Loan (Graduate PLUS). Students may borrow an amount up to the Cost of Attendance minus all other financial aid. Graduate PLUS Loans are credit based, therefore it is required that the applicants be credit worthy. The interest rate is a variable-fixed rate tied to the 10-year treasury bill plus 4.6% with a 10.5% cap. The interest rate will be established each year for which the first disbursement is on or after July 1 through the following June 30. Graduate PLUS Loans have no loan aggregate. The student has the option of paying the interest or allowing it to accrue while in school. Repayment begins six months after graduation or when the borrower falls below half-time. Federal law requires both entrance and exit counseling for this loan.

Approximate Monthly Federal Direct Graduate PLUS Loan Repayment Schedule
Assume 6.84% Interest Rate

<table>
<thead>
<tr>
<th>Debt</th>
<th>Monthly Payment</th>
<th>Total Paid</th>
</tr>
</thead>
<tbody>
<tr>
<td>$30,000</td>
<td>$361</td>
<td>$43,364</td>
</tr>
<tr>
<td>$60,000</td>
<td>$723</td>
<td>$86,728</td>
</tr>
<tr>
<td>$90,000</td>
<td>$1,084</td>
<td>$130,092</td>
</tr>
<tr>
<td>$120,000</td>
<td>$1,445</td>
<td>$173,456</td>
</tr>
</tbody>
</table>

Assumptions: 10-year repayment period (120 months) No payment incentives

Private Loans
Students who may need additional financial aid resources that are not met by the Federal Direct Graduate PLUS Loan may be eligible to apply for a private loan. Students may borrow an amount up to the Cost of Attendance minus all other financial aid. Private loans are credit based, therefore it is required that applicants be credit worthy or have a credit worthy co-signer. A private loan is the only form of financial aid available to Non-U.S. Citizens and Non-U.S. Permanent Residents. Non-U.S. Citizens and Non-U.S. Permanent Residents must have a co-signer that is a credit worthy U.S. citizen in order to apply for a private loan. It is the student’s responsibility to compare the loan terms of each lender. Information regarding interest rates, payments, fees, and repayment options can be obtained by contacting your participating lenders. McGeorge School of Law will not be held responsible for students who are denied private loans due to adverse credit.

Approximate Monthly Private Loan Repayment Schedule
Assume 10.5% Interest Rate

<table>
<thead>
<tr>
<th>Debt</th>
<th>Monthly Payment</th>
<th>Total Paid</th>
</tr>
</thead>
<tbody>
<tr>
<td>$30,000</td>
<td>$331</td>
<td>$59,691</td>
</tr>
<tr>
<td>$60,000</td>
<td>$663</td>
<td>$119,383</td>
</tr>
<tr>
<td>$90,000</td>
<td>$995</td>
<td>$179,074</td>
</tr>
<tr>
<td>$120,000</td>
<td>$1,326</td>
<td>$238,766</td>
</tr>
</tbody>
</table>

Assumptions: 15-year repayment period (180 months) No payment incentives
LOAN APPLICATION PROCESS

Both Federal Direct Unsubsidized Stafford and Federal Direct Graduate PLUS Loan applications may be completed on-line. Federal regulations require all Federal Direct Loan borrowers complete the Master Promissory Note (MPN). You may e-sign your MPN. The MPN is a legally binding contract. By signing the MPN, the borrower agrees to all terms and conditions, including the responsibility of repaying all borrowed funds, plus interest and fees (if applicable). The MPN, which is valid for up to ten (10) years, allows a student to borrow multiple Federal Direct Stafford loans using the one promissory note.

**Entrance Counseling**
Federal Direct Loans can not be disbursed until Entrance Counseling is complete. The purpose of entrance counseling is to advise students of their rights and responsibilities as an educational loan borrower. The entrance counseling sessions are completed online. You will receive information regarding how to complete entrance counseling in your Financial Aid Award Letter packet. Also, you will be required to attend a Financial Aid Orientation session offered by the Financial Aid Office during the Orientation week.

**Loan Disbursement**
When all loan application requirements are complete, funds are sent electronically in two equal disbursements (one per semester) and applied to your student account.

Note: If you will be attending a single semester and/or Summer School, your Federal Direct Stafford and Federal Direct Graduate PLUS Loans will come in two equal disbursements. The first disbursement will be at the beginning of the semester or summer school period and the second disbursement can not be disbursed until the middle of the semester.

Loan fees, if applicable, are deducted from each loan disbursement. If a refund is due to the student, the Business Office will automatically calculate your refund. Your refund will be sent electronically (EFT) to your checking account if you completed the Direct Deposit Authorization form. Otherwise, your refund will be in the form of a paper check and mailed to your home.

FEDERAL WORK-STUDY

The Federal Work-Study program was established by the federal government to provide support to students who require employment earnings to assist in financing their law school education. Work-study is a need based program and its earnings are considered a component of the student’s financial aid award. McGeorge has allocated most of its federal work-study funds to jobs which are directly related to legal studies, so that the student not only earns support but, also, gains valuable practical legal experience from the federal work-study employment. There are a variety of federal work-study jobs available both on-campus and off-campus. All federal work-study openings are posted on the bulletin board located at the Financial Aid Office and on Symplicity.

Students who are interested in participating in the federal work-study program must check with the Financial Aid Office to determine their eligibility for a work-study allocation. After you have been informed of your federal work-study eligibility and hired for a work-study position you must complete the required paperwork located on InsidePacific.

McGeorge pays you and bills the employer for its share of the cost. A portion of each student’s rate of pay is paid from the Federal Work-study allocation, while the other portion is paid from McGeorge or the off-campus employer.

Your time worked is posted through an electronic timesheet (web time entry). Web time entry must be completed at the end of each and every pay period. Pay periods are the 1st through the 15th and 16th through the last day of the month. You may elect to have your paycheck direct deposited into your checking or savings account or arrange to pick up the check at the Business Office.
Summer Sessions/Study Abroad Programs
Financial aid is available to students enrolled in summer sessions. If you wish to borrow loans for the summer session, there is a separate Summer Loan Request Form that must be completed. Federal Direct Graduate PLUS loans are the primary source of funding for the summer term. Scholarships and grants are not available for the summer term. To ensure that loan funds are available at the start of the summer term, students must complete the summer loan process no later than May 1st.

Visiting Students and the Consortium Agreements
If you plan to visit another ABA approved law school and are in need of financial aid, you must notify the Financial Aid Office in writing. If, on the other hand, you are visiting McGeorge from another school, you must contact your home school so that they may process your financial aid. A Consortium Agreement is required for all visiting students requesting financial assistance.

Transfer Students
Transfer students are eligible to apply for financial aid to assist with educational expenses. In order to ensure that their financial aid proceeds are available within the first few weeks of school, transfer students are encouraged to begin the financial aid application process when you apply for Admission. To apply for financial aid, you must start by completing the Free Application for Federal Student Aid (FAFSA). The FAFSA or Pre-Filled FAFSA can be completed online at www.fafsa.ed.gov.

Additional Information

(And Information Required by Federal Government to comply with Disclosure Regulations)

Satisfactory Academic Progress
Federal regulations (CFR 668.34) require that a student must be making satisfactory academic progress in order to be eligible for federally assisted financial aid programs that include Federal Direct Unsubsidized Stafford Loans, Federal Direct Graduate PLUS Loans and the Federal Work-Study program.

Institutional Aid
If the Grading and Advancement Committee requires a student to repeat an academic year, there will be no institutional funds awarded during that year.

Designated Providers of Information
McGeorge has designated the Director and staff of the Financial Aid Office to be available on a full-time basis to assist current students and prospective students in obtaining financial aid information. They may be contacted by writing, e-mailing or telephoning the Financial Aid Office, Pacific McGeorge School of Law, 3200 5th Ave, Sacramento, CA 95817, 916.739.7158, finaid@pacific.edu.

Academic Probation
The Director of Financial Aid is responsible for monitoring the satisfactory academic progress of all recipients of federally assisted financial aid. At the conclusion of each academic year, the Registrar provides the Director of Financial Aid a list of all students on academic probation.
The Career Development Office supports students, graduates, and alumni in creating and executing their individual career plans to assist them in achieving long-term career success and satisfaction.

Who We Are
Dorothy Landsberg, Associate Dean for Experiential Learning
Molly Stafford, Director; Josh Golka, Career Advisor;
Leah Adams, Career Advisor; Isabella Hannon, Recruiting Coordinator

What We Do
The Career Development Office (CDO) will give you the tools you need to build your Individual Career Plan and to take charge of your professional future. We provide a modernized approach to individualized career advising including interactive programs, speakers, online handouts and videos, and collaboration with our extensive network of alumni and employers.

How We Do It
Advising
Our advisors are available for one-on-one, online, or small group sessions. In working with you to create your Individual Career Plan, we will look at your previous experience, where you want to live after graduation, and what practice areas interest you.

Events
Our events and activities are designed to focus your needs and are grouped into three categories (see the following pages for details):
• Career Search Strategies
• Professional Development and Leadership
• Job Connections

Together, along with guidance from our advisors, these programs will provide you with the tools you need to direct your career path.

Career Connections
The CDO is constantly working to provide you with the right job connection. We do this in multiple ways including, job-postings on McGeorgeCareersOnline, job fairs, and speed networking programs.

Alumni Network
One of Pacific McGeorge's greatest assets is our vast alumni network. We have a network of more than 13,000 alumni across the United States, in all areas of practice and with exceptional ties to Sacramento and Northern California.

Why Visit the CDO?
The CDO serves as your bridge between McGeorge and the professional community. We provide you the tools and resources you will need for lifelong professional development. We are committed to helping you (1) develop your career skills, (2) grow professionally, and (3) discover and expand opportunities for practical experience.

Where We Are
The CDO is located in Northwest Hall, on the first floor. We are open Monday through Friday from 8:30 am until 5:30 pm, and until 6:15 pm on Wednesdays. You can reach us by phone at 916.739.7011 or email at lawcareers@pacific.edu.
**CAREER SEARCH STRATEGIES**

Career Search Strategies are essential to successful career development. The necessary skills include resume writing, crafting cover letters, researching employers, and interviewing, in addition to creating formal strategies for starting and growing your career. The CDO will help you develop and sharpen each of these.

**One-on-One Career Advising**
Throughout your time at McGeorge, and after graduation, we are available to meet with you to help update and modify your Individual Career Plan, guide your self-assessment, discuss your specific plans or concerns, review your application materials, practice interviewing skills, or practically anything else we can do to give you the tools to succeed.

If you’d like to meet with a Career Advisor, simply make an appointment on McGeorgeCareersOnline (MCO) or visit the CDO during our drop-in hours.

**Review of Your Professional Materials**
You may submit your resume and/or cover letter(s) to be reviewed at any time. Your materials can be submitted via email to lawcareers@pacific.edu, dropped off in the CDO, or faxed to 916.739.7260.

**Mock Interviews and Coaching**
We also offer mock interviews with our career advisors. Every mock interview is conducted as if it was the real thing, and it is followed by immediate feedback. Students who participate in mock interviews invariably feel more prepared and perform better when they enter a real job interview.

**QUESTIONS?**

**CDO Drop-In Hours**
CDO Lobby
Tuesday & Thursday | Noon - 1 p.m.
Wednesday | 4:30 p.m. - 6:15 p.m.

Student Center
Wednesday | Noon - 1 p.m.

p: 916.739.7011
e: lawcareers@pacific.edu
PROFESSIONAL DEVELOPMENT & LEADERSHIP

Through our Professional Development and Leadership programs, you will gain skills and knowledge that will allow for both personal development and career advancement, including marketing and self-assessment.

Self-Assessment
Self-assessment will give you a new way to look at your strengths and talents, and allow you to modify or create your job-search strategy and professional materials accordingly.

Marketing Yourself and Your Online Presence
Social networking and your online presence can be one of the easiest ways to network and market yourself, but it can also expose you to unintended risks and consequences. The CDO will work with you individually, as well as provide you with resources and programs, to ensure that your online persona reflects who you are and where you want to be professionally.

Networking
Networking is an indispensable tool in your professional tool belt. It is one of the best ways to make professional contacts, learn about practice areas and career opportunities, promote yourself and your company, obtain new clients, establish new relationships, and increase your own self-confidence. Throughout the year, the CDO will provide you with tips to improve your networking skills, and opportunities to practice.

Annual PLSS Auction: The Public Legal Services Society (PLSS), together with Pacific McGeorge, hosts a reception and auction for students, alumni, and other pillars of the legal community. The proceeds from this auction help to support the PLSS Summer Grant Program which provides current students with modest grants to help cover their expenses while they volunteer in public service real organizations.

What Does it Mean to be a Leader?
Your career will benefit from improved leadership skills. It is important that you start early in your law school career and take advantage of one of the many leadership opportunities available to you, including joining a student organization, volunteering at a non-profit or within your community, or participating in one of the many pro bono opportunities provided through our Law Student Pro Bono Project.
The CDO is here to provide you with connections and opportunities to help you in your job search.

**McGeorgeCareersOnline (MCO): Job Postings and More!**
MCO is our career management program. To be given access, contact the CDO. By registering online with MCO, you will have access to job listings for immediate and future employment, now and throughout your career.

**PSJD**
Register with [www.psjd.org](http://www.psjd.org) to gain access to the largest database of public interest and public sector jobs and organizations. *We have already paid your registration fees!*

**Pro Bono Project**
Through the Law Student Pro Bono Project you can participate in short-term or long-term legal volunteer projects and work for legal aid agencies, court-based programs, and social services providers. Even a short-term legal project can increase your marketability and improve your resume. For more information, go to [www.lawstudentprobono.org](http://www.lawstudentprobono.org).

**BYU Intercollegiate Job Bank**
Visit the BYU Intercollegiate Job Bank to learn about job opportunities outside of the Sacramento area. The username and password changes twice a year - please search for “BYU Intercollegiate Job Bank” in the McGeorge Careers Online Document Library for the most current login information.

**Job Fairs**
**Non-Traditional Job Fair:** McGeorge will co-host this job fair with other Northern California law schools in the Spring. This non-traditional career fair will expose you to some of your options and give you the opportunity to meet practitioners in different fields.
BASICS OF PROFESSIONALISM IN A DIGITAL AGE

1. Professional Email Address
   Your email address may be the first impression that many potential employers or network connections will get of you. Make sure that it reflects an appropriate level of professionalism. You now have a McGeorge email address – use it! If you choose to use a different account, make sure that it does not contain any nicknames, silly spellings, quotes, or quirks.

2. Professional Email Signature
   Your automatic email signature should reflect your current education status. It should include your full name, that you are a MSL candidate at McGeorge, and your contact information. Please avoid the use of quotes, emoticons, or other add-ons.

3. Professional Email Tone
   In our digital age, we have become increasingly informal. Even when you are friendly with the person with whom you are emailing, always remember to maintain professionalism.

4. Correct Spelling
   Even in a digital age, where everything has autocorrect, you must ensure that you use correct spelling in all of your communication. This includes verifying that your message has not been “autocorrected” into something embarrassing or unprofessional.

5. Check Your Email
   Set up a regular routine of checking your email. Consider this preparation for your legal career (where a huge percentage of your communication with clients, co-workers, and opposing counsel will be via email). It is important that you read your email and do not just delete those that appear uninteresting – you might miss something important.

6. Respond to Your Email
   Always respond to your email in a timely manner. You don’t want to miss out on an important opportunity because you failed to RSVP or accept an offer before the deadline!

7. Clean Up Social Media
   According to a recent survey, an increasing number of employers who researched applicants on social media said they found things that resulted in negative hiring decisions. These things include inappropriate photographs or information, information about drinking or using drugs, bad-mouthing another employer or co-worker, and poor communication skills.

8. Professional LinkedIn Photo
   A polished LinkedIn page can positively impact your job search. This starts with a professional LinkedIn Photo. Come by the CDO table during the Student Org Orientation or come by the CDO for information on how to get a free professional photo taken.
CDO RESOURCES

Practice Area Pathways
The Practice Area Pathways are an online tool to help you navigate through the different practice area possibilities to aid you in developing your individual career plan.

Practice Area E-Mail Group Lists
The CDO has e-mail group lists (eGroups) tailored to practice and geographic areas of interest. We’ll let you know about jobs, events, and networking opportunities so you can learn about specific practice areas and meet attorneys who can help you get established in the legal community. You can sign up for eGroups in the profile section of MCO.

CDO Library Resources
There are many books, directories, newspapers, and more available in the CDO library to assist students in identifying career options and employers. We also have books on a variety of other career-related topics such as self-assessment and job-search techniques.

Career Development Handout Series
The CDO has created a handout series to give you quick and accessible information about various topics involved in the job search process. The CDO section of the McGeorge website links to some of the handouts, and hard copies can be found in the CDO lobby, or accessed on our CDO kiosk.

Need Something Else? Just Ask!
If you need other types of support and services in your career search, please let us know. From specialized training for career fairs and conferences to long-distance job search resources to networking events (even with free tickets!) to interview attire, we’re here to help!

Advise, Advance, Assist | McGeorge CDO
The CDO has an online news stream found on the CDO website. Keep up to date with local market trends, tips from alumni and employers, professional and networking events, and other news from the CDO.
Pacific McGeorge strives to be a campus where students can balance work and leisure, but there is no avoiding the fact that law school (and legal practice) can be stressful. Developing healthy habits to manage stress and maintaining a healthy and well-rounded lifestyle is key to a balanced and happy work life. Law school is the perfect time to foster the healthy habits that work best for you, so we offer an array of programs and resources to address students’ intellectual, physical, spiritual, social, and emotional needs. We want to create an environment that gives students the tools, resources, and support they need to lead a healthier lifestyle.

**Student Health Insurance**
In order to ensure your academic success, Pacific mandates that you maintain comprehensive health insurance if you are enrolled in 6 or more units per semester. Each academic year you are required to complete an insurance waiver if you have your own insurance that meets university requirements. If a waiver is not completed by the posted deadline date, you will be enrolled in the student plan at a cost of $1,364 per semester. For more information and instructions, please visit pacific.edu/insuranceoffice.

**Contact:**
- e: insuranceoffice@pacific.edu
- p: 209.946.2027

**Counseling and Psychological Services**
Many students experience a variety of emotional challenges while in school. Counseling and Psychological Services (CAPS) is available to students on the Sacramento campus. Please visit our website at pacific.edu/CAPS/McGeorge for details regarding our services.

**Pacific Health Services**
Pacific Health Services is an on campus health clinic available to all students at the McGeorge School of Law at a cost of $20 per visit or $120 per semester. Services include treatment for acute injuries or illness, physicals, immunizations, women’s care, medication management and referrals. Please view the website at pacific.edu/Campus-Life/Student-Services/Health-Services/Services/McGeorge-School-of-Law.html for more information.

**Additional Mental Health/Substance Abuse Resources**
In addition to CAPS and the mental health benefits covered under the Student Health Insurance Plan, please note the following resources:

- **California Lawyer Assistance Program** – helps lawyers and law students who are grappling with stress, anxiety, depression, substance use or concerns about their career. Free professional mental health assessment available to those who have registered with the California State Bar.

- **ABA Commission on Lawyer Assistance Programs** – committed to promoting both the physical and mental wellness of legal professionals and disseminating information about resources available to help lawyers and law students in need.

- **The Other Bar** – a network of recovering law students, lawyers, and judges throughout the state, dedicated to confidentially assisting others within the profession who are suffering from alcohol and substance abuse problems.

- **Lawyers with Depression** – the first website and blog of its kind in the country, created to help law students, lawyers and judges cope with and heal from depression.

- **Law Lifeline** – an anonymous, confidential, online resource center, where college students can be comfortable searching for the information they need and want regarding emotional health.

- **Dave Nee Foundation** – seeking to eliminate the stigma associated with depression and suicide by promoting and encouraging not only the diagnosis and treatment of depression among young adults, but also education about the disease of depression.
Religious and Spiritual Life
Pacific McGeorge fosters a supportive and welcoming community for all students, no matter what your religious tradition or even whether or not you consider yourself religious or spiritual. To help facilitate religious and spiritual life in all its many forms, University of the Pacific has a Dean of Religious Life, Dr. Joel Lohr, and an Office of Religious and Spiritual Life on the main campus in Stockton. McGeorge students are encouraged to contact Dr. Lohr and his staff/chaplains for advice and guidance. The Sacramento campus maintains a quiet room for quiet contemplation or prayer (see below), and there are several active faith-based student organizations.

Quiet Room
McGeorge has a Quiet Room in the Library, a place where any member of the McGeorge community may take some time to reflect, pray, meditate, breathe, or simply be in a quiet place. This room is open to all and is intended as a place where people of all religious and spiritual backgrounds can seek solitude. The Quiet Room is available on a drop-in basis and is large enough to accommodate more than one person at a time. The Quiet Room is available whenever the Library is open.

Mothering Room
McGeorge has a recently remodeled Mothering Room in the Admin Building, Room 108, that offers mothers a quiet, private area for breastfeeding or pumping while on campus. The room also includes a Medela’s Symphony hospital-grade pump (mothers will need to bring their own kit to operate the pump). The revamped Mothering Room was made possible thanks to the donations and leadership of our wonderful alumni, including Rebecca A. Dietzen ’04, who was the driving force behind the project. The Mothering Room is available whenever the Admin Building is open, or by request to Public Safety.

Recreation Center
McGeorge has a Recreation Center for use by students, faculty, staff, and their accompanied guests. A school ID card is needed to gain entry and a release form is required prior to use. Along with a swimming pool and ping pong table outside, there are weight machines, free weights, treadmills and bicycle machines. Towels are provided, and there are showers.

Recreation Center Hours:
7 a.m. to 11 p.m. Weekdays | 11 a.m. to 7 p.m. Weekends

Victims of Crime Resource Center
Since 1984, McGeorge has hosted the state-funded California Victims of Crime Resource Center, which provides crime victims with legal reassurance and aid. Through the Resource Center’s toll-free number, 1.800.VICTIMS, and their website (www.1800victims.org), crime victims can obtain information from law students concerning compensation, restitution, their roles and rights in the criminal justice system, and referrals to local assistance providers and advocacy groups.

Community Garden
Behind the Recreation Center sits our Community Garden. Managed by the SBA, this space offers law students an opportunity to slow down and get your hands dirty. Students, staff and faculty tend to individual and community plots of land growing fruits, vegetables, herbs, and flowers. Agriculture and food production are part of the history and culture of the California Central Valley and our campus garden provides a connection to the land, to our community heritage, and to the food systems that sustain us.

Wellness Week
Hosted annually in March by the SBA Wellness Committee and the Office of Student Affairs, Wellness Week provides a forum to inspire the Pacific McGeorge Community to think about the different dimensions of wellness and take small steps towards healthy choices.

Dining Services (Bon Appetit Café)
The Gary V. Schaber Memorial Student Center provides a setting for breakfast, lunch, snacks, special events, speakers, student meetings, social gatherings or simply hanging out. Here you’ll find the campus bookstore, student lounges, study areas, lockers and the Café Bon Appétit, which features food services with a sustainable focus. Bon Appetit chefs cook from scratch using fresh, authentic ingredients, making food that is alive with flavor and nutrition. Wondering what is on the menu today? Visit mcgeorge-law-school.cafebonappetit.com to view this week’s menu.

Café Hours:
Monday through Thursday — 8 a.m. to 6:15 p.m.
Friday — 8 a.m. to 2 p.m. Closed on weekends.
McGeorge has arranged with moo.com to provide students with the opportunity to purchase customizable, high-quality student business cards with the McGeorge logo brand. At the start of the semester, each McGeorge student will receive a personalized email invitation and link to order cards. When used appropriately, student business cards can be a helpful networking tool. Questions about business card etiquette may be directed to the CDO.
LEADERSHIP OPPORTUNITIES – GETTING INVOLVED ON CAMPUS

Not all learning takes place in class! Valuable opportunities to build connections in the legal community abound – everywhere you look, there is another event or activity you could attend. Although your time is limited, getting involved is important and tremendously improves the law school experience. Some of the things you might consider getting involved with include:

Student Bar Association Board of Governors (SBA)

All registered students at McGeorge hold membership in its Student Bar Association. The SBA serves as a forum for student interests and concerns and it sponsors a number of school-wide events throughout the year including the Halfway There Party and Barrister’s Ball. The SBA also organizes and oversees several student committees (see below). Additionally, the SBA coordinates with and provides funding for the Chartered Student Organizations, which sponsor their own activities.

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 (1D, 2D, etc.), and an At-Large Representative. The SBA President appoints student representatives to several of 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 elections are held for the following year. First-year classes elect their representatives shortly after the fall semester begins. Further information about the SBA and its activities may be obtained by contacting the current SBA President or your class representative.

SBA Board of Governors

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<tr>
<th>Position</th>
<th>Name</th>
<th>Email</th>
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<tbody>
<tr>
<td>President</td>
<td>Anthony Crisostomo</td>
<td><a href="mailto:a_crisostomo@u.pacific.edu">a_crisostomo@u.pacific.edu</a></td>
</tr>
<tr>
<td>Day Vice President</td>
<td>Nicole Vera</td>
<td><a href="mailto:n_vera@u.pacific.edu">n_vera@u.pacific.edu</a></td>
</tr>
<tr>
<td>Evening Vice President</td>
<td>Jordan Davis</td>
<td><a href="mailto:j_davis22@u.pacific.edu">j_davis22@u.pacific.edu</a></td>
</tr>
<tr>
<td>Treasurer</td>
<td>Bahar Madani</td>
<td><a href="mailto:b_madani@u.pacific.edu">b_madani@u.pacific.edu</a></td>
</tr>
<tr>
<td>Secretary</td>
<td>Chanel Saidi</td>
<td><a href="mailto:c_saidi@u.pacific.edu">c_saidi@u.pacific.edu</a></td>
</tr>
<tr>
<td>Representative at Large (LLM, MSL, JD)</td>
<td>Brittany Johnson</td>
<td><a href="mailto:b_johnson22@u.pacific.edu">b_johnson22@u.pacific.edu</a></td>
</tr>
<tr>
<td>4E Representative</td>
<td>Crystal Ortiz</td>
<td><a href="mailto:c_oritz4@u.pacific.edu">c_oritz4@u.pacific.edu</a></td>
</tr>
<tr>
<td>3D Representative</td>
<td>Jessica Melgar</td>
<td><a href="mailto:j_melgar1@u.pacific.edu">j_melgar1@u.pacific.edu</a></td>
</tr>
<tr>
<td>3E Representative</td>
<td>Courtney Masterson</td>
<td><a href="mailto:c_masterson@u.pacific.edu">c_masterson@u.pacific.edu</a></td>
</tr>
<tr>
<td>2D Representative</td>
<td>Derek Ulmer</td>
<td><a href="mailto:d_ulmer@u.pacific.edu">d_ulmer@u.pacific.edu</a></td>
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<tr>
<td>2E Representative</td>
<td>Mary Varni</td>
<td><a href="mailto:m_varni1@u.pacific.edu">m_varni1@u.pacific.edu</a></td>
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<td>1D Representative</td>
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**Student Bar Association Student Committees**

The SBA organizes and oversees various student committees to focus on student issues and events, such as stress relief activities, networking opportunities, social events, facilitating communication with the student body, and addressing student concerns. Over Summer students apply for and are appointed to serve on these committees by the SBA Vice Presidents. First year students are invited to join any of the SBA Committees listed below or compete in an election for a seat on the SBA Board.

1) **SBA Elections Committee**
   The SBA Elections Committee is responsible for conducting elections for first-year class representatives in the fall, and the campus-wide elections of the entire SBA Board in the spring. Committee members work together to regulate campaign procedures and inform candidates about the elections process. Members must keep records of Elections Committee activities, including election results and ballots.

2) **Activities and Sports Committee**
   This Committee organizes outdoor activities and sports for the fall and spring semesters, including flag football, soccer, and basketball, as well as other outdoor activities. The mission of the Committee is to promote sportsmanship, leadership, and cooperation among all participants.

3) **Barrister’s Ball Committee**
   Want to help plan the BIGGEST SOCIAL EVENT of the year? The annual Barrister’s Ball, more affectionately called “Law School Prom,” is a formal dinner and dance event that the SBA hosts for students and their guests in the spring. The Barrister’s Ball Committee is responsible for planning and coordinating all details related to the Ball.

4) **Diversity Committee**
   The Diversity Committee acts proactively to create an open and supportive community that is inclusive of all viewpoints, races, nationalities, religions, and sexual orientations. Members of the Committee help promote understanding, respect, and celebration of diversity. The committee members also organize and host Diversity Week.

5) **Wellness Committee**
   The Wellness Committee helps students achieve optimal wellbeing to enhance their quality of life and succeed in law school. This Committee raises awareness about campus health, counseling, insurance, implements initiatives, such as campus recycling programs, oversees the McGeorge Community Garden, wellness services, and advocates for students. This Committee also coordinates wellness events including Wellness Week.

6) **Career Development Committee**
   The Career Development Committee coordinates with the Career Development Office to address the needs of students seeking internships, clerkships and job placement. Members of this Committee advocate for the student body and raise awareness about career development, interview skills, and networking events and opportunities.
Chartered Student Organizations ("CSOs")

Practicing your legal skills doesn’t always happen in class or during an internship. Chartered Student Organizations (or as we call them “CSOs”) play an integral role in the campus environment and educational process for law students at McGeorge and the many events hosted annually directly enhance academic and career preparation, cultural awareness, public service, leadership skills and networking opportunities. You’ll meet people with similar interests, organize meaningful activities, and have plenty of opportunities to network your way into a stellar internship or career.

The Office of Student Affairs is the campus department through which groups register at McGeorge. Groups must register annually to be recognized by the Law School. The deadline to register for the 2015-16 academic year was April 24, 2015 (late applications are discouraged, but will be considered on a case-by-case basis).

**Alternative Dispute Resolution Club (ADR)**

*Student Contact: Anna Lucido, a_lucido@u.pacific.edu*

*Advisor: Dean Michael Colatrella*

ADR Club is an interactive club allowing students a chance to develop their skills in alternative dispute resolution in multiple fields including: family law, transactional law, international law, criminal law, etc. We work hard to give students these skill-building opportunities through networking with practitioners and workshops throughout the school year. We hold an annual on campus Negotiation Competition and are closely associated with the Negotiation Team.

**Asian/Pacific American Law Student Association (APALSA)**

*Student Contact: Brenda Liang, b_liang2@u.pacific.edu*

*Advisor: Professor Jarrod Wong*

APALSA is an academic, community service, and social group dedicated to fostering a supportive atmosphere for Asian Pacific American students at McGeorge School of Law. APALSA strives to provide opportunities through education, programs, and services that meet the specific concerns and the needs of McGeorge’s Asian Pacific American law students.

**Black Legal Students Association (BLSA)**

*Student Contact: Jenice Pratt, j_pratt6@u.pacific.edu*

*Advisor: Dean Tracy Simmons*

BLSA is an organization dedicated to furthering the academic and social welfare of Black students enrolled at McGeorge. We are dedicated to being involved with school affairs and serving our community. BLSA is committed to being an all-inclusive group, which will serve the academic and social interests of Black students, minority students, and the student-body / community as a whole.

**Business Law Association (BLA)**

*Student Contact: Narek Aveyisyan, n_avetisyan@u.pacific.edu*

*Advisor: Professor Jeffrey Proske*

BLA strives to provide McGeorge students with the opportunity to explore legal career options within the Business Law practice. Whether you’re interested in Corporations, Taxation, Business Transactions, Litigation, or any other facet of Business, BLA is an organization geared toward connecting McGeorge students with Business Law professionals and with valuable business tools to carry with you into Practice. BLA’s top priority is in bringing speakers, hosting networking events, and creating a strong Business foundation for our members and colleagues.

**Christian Law Students Society**

*Student Contact: Gregory Treat, g_treat@u.pacific.edu*

*Advisor: James Wirrell*

CLSS exists to create focused spaces for fellowship and dialogue by law students, faculty and staff; for the encouragement and education of Christians and non-Christians. CLSS particularly seeks to develop the intersections between Christianity and the practice and theory of law, with the goal of a holistic life informed by Christian thought and practice.

**Como se Dice? El Club de Espanol**

*Student Contact: Cristina Alcocer, c_alcocer@u.pacific.edu*

*Advisor: Professor Julie Davies*

We are a small group of students who enjoy getting together to converse in Spanish. Your level of fluency doesn’t matter. We welcome all individuals who have a desire to practice their Spanish-speaking skills in a fun and interactive environment.

**Criminal Law Society (CLS)**

*Student Contact: Sylvia LaRosa, s_larosa@u.pacific.edu*

*Advisor: Professor Cary Bricker*

As University of the Pacific’s 2014-2015 Student Organization of the Year, we look forward to teaching future lawyers the ins-and-outs of criminal law to help jump start their careers. We focus on networking with attorneys in the criminal justice field and also introducing law students to the wide range of possibilities of jobs within the field that don’t necessarily require a JD. We host multiple networking events from panel discussions to social mixers in order to make sure that students make a strong connection with a networking opportunity. We end it all with a bang (literally) by hosting an annual Murder Mystery Dinner with actors and a murdered law professor during the second semester. Who will it be this year? Join CLS for an enriching experience and a “killer” time!
Employment Law Student Association (ELSA)  
Student Contact: Teal Miller, t_miller14@u.pacific.edu  
Advisor: Professor Stephanie Thompson
ELSA is committed to educating students about the employment and labor law fields and connecting them with practicing attorneys in the greater Sacramento area. The community of lawyers practicing employment and labor law is tight knit and ELSA strives to maintain a close relationship with this community so as to provide students interested in the filed opportunities to meet and learn from established attorneys.

Environmental Law Society (ELS)  
Student Contact: Jaclyn Shanahan, j_shanahan@u.pacific.edu  
Advisor: Professor Rachael Salcido
ELS seeks to provide students at McGeorge with the skills, contacts, and knowledge necessary to become successful environmental lawyers. This well-established organization gives McGeorge students opportunities to engage with practitioners and professors through a variety of events annually.

Family Law Student Association  
Student Contact: Anna Lucido, a_lucido@u.pacific.edu  
Advisor: Professor John Myers
The Family Law Association is a group of students working to bring awareness to the field of family both in and out of the Sacramento Area and to help provide hands on learning experiences for those interested in practicing in the field. We work together with the community at McGeorge and in Sacramento to connect students with meaningful opportunities to gain experience in the ever-needy field.

Federal Bar Association (FBA)  
Student Contact: Karly McCrory, k_mccrory@u.pacific.edu  
Advisor: Professor John Sims
The FBA represents the federal legal profession and includes more than 16,000 federal lawyers, law students, and 1,200 federal judges, working together to promote the sound administration of justice and integrity, quality and independence of the judiciary. The FBA also provides opportunities for scholarship and for judges, lawyers and law students to interact professionally and socially. The Sacramento Chapter of the FBA has almost 200 members and holds numerous networking and educational events throughout the year.

Federalist Society  
Student Contact: Stephen Guichard, s_guichard@u.pacific.edu  
Advisor: Professor Clark Kelso
Founded in 1982, the Federalist Society for Law and Public Policy Studies is a group of conservatives and libertarians dedicated to 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 Society is a membership organization that features a Student Division, a Lawyers Division, and a Faculty Division. The Student Division includes more than 10,000 law students at all of the 196 ABA-accredited law schools as well as 24 additional chapters based at international law schools that provide speakers for lectures, debates, and educational activities. The Lawyers Division is comprised of over 60,000 legal professionals and others interested in current intellectual and practical developments in the law. It has active chapters in eighty cities, including Washington, D.C., New York, Boston, Chicago, Los Angeles, Milwaukee, San Francisco, Denver, Atlanta, Houston, Pittsburgh, Seattle, and Indianapolis.

Governmental Affairs Student Association (GASA)  
Student Contact: Amanda Kelly, a_kelly@u.pacific.edu  
Advisor: Professor Adrienne Brungess
GASA’s main goal is to organize students with interests in non-traditional legal careers in government, politics, administration, elections, or any other segment of the “politisphere” in California’s Capitol. We focus on introducing students to prestigious McGeorge Alumni who are successful legislators, lobbyists, government lawyers, legislative staff or members of the various parts of the California Government. Introductions should lead to mentorships, internships, and opportunities for future employment. GASA works closely with the McGeorge Capital Center, encouraging students to pursue a Capital Lawyering Concentration and attend events put on by the Capital Center. If you have interest in working in the legislature, administration, political law firms or representing individuals or organizations as a lobbyist then GASA is the place for you.

Health Law Association (MHLA)  
Student Contact: Stacey Westerlund, s_westerlund@u.pacific.edu  
Advisor: Professor Melissa Brown
MHLA is an organization intended to familiarize students with legal, ethical, political, and social aspects of healthcare. In addition to advocating for quality healthcare, MHLA is becoming a resource for students seeking an education and employment in the field of Health Law. MHLA meetings and events are designed to educate and introduce students to various aspects of Health Law and to facilitate networking with Health Law Practitioners in the local community and beyond.

Intellectual Property Student Association (IPSA)  
Student Contact: Bianca Angulo, b_angulo@u.pacific.edu  
Advisor: Professor Michael Mireles
IPSA is the McGeorge student organization for students interested in developing an understanding and career in
intellectual property. IPSA offers students opportunities to interact with IP practitioners and professionals across the major disciplines of patent, copyright, trademark, and trade secret. Throughout the year, IPSA holds a variety of discussions, lectures, and networking events, including IP Week in the spring semester.

**McGeorge International Law Society (MILS)**

**Student Contact:** Sarah Kanbar, s_ikanbar@u.pacific.edu  
**Advisor:** Professor Hether C. MacFarlane

MILS provides students at McGeorge with the opportunity to learn about the issues arising in international law and network with recognized international lawyers. All students wanting to learn more about international legal issues are welcome to join.

**J. Reuben Clark Law Society**

**Student Contact:** James Tringham, j_tringham@u.pacific.edu  
**Advisor:** Professor Brian Slocum

Members of the J. Reuben Clark Law Society are inspired by religious conviction. We believe in the power of religious values and practice to properly inform and motivate our profession. This strong belief is at the very core of who we profess to be. One of the great values that unites all religions around the world is service to fellow man. People of goodwill everywhere know that service changes the lives of both the giver and the receiver. That it enriches and strengthens every society. That it connects individuals with the meaning and purpose of life.

**Jewish Law Students Association (JLSA)**

**Student Contact:** Mitchel Burman, m_burnam@u.pacific.edu  
**Advisor:** Professor Brian Landsberg

JLSA is a professional and social organization dedicated to building a strong spiritual, social, and professional Jewish community on campus providing programs of social, professional, and Jewish dimensions.

**Junior Barristers Club (JBC)**

**Student Contact:** Joey Parkin, j_parkin@u.pacific.edu  
**Advisor:** Professor Adrienne Brungess

JBC offers an opportunity to promote the legal profession through educational activities, community outreach, and fellowship among its members by connecting students with professionals of The Barristers’ Club of Sacramento.

**Lambda Law Students Association**

**Student Contact:** Megan Wingo, m_wingo@u.pacific.edu  
**Advisor:** Professor Larry Levine

Lambda is both a social and an educational group. We host fun social programs like our “Family” Dinner, alternative bar review nights, BBQ and pool parties, queer movie nights, and much more! We also work to bring interesting speakers to Pacific McGeorge to promote awareness of and sensitivity to LGBTQIA issues. We are active participants in the LGBT Legal Referral Clinic at the Sacramento Gay and Lesbian Center. And every year we work to secure funding to send Pacific McGeorge students to the National LGBT Bar Association Career Fair and Conference (aka “Lavender Law”). Gay or straight (or anything in between)—Lambda has something for everyone. We hope you will join us at some (or all!) of the Lambda events this year!

**Latino/a Law Students Association (LLSA)**

**Student Contact:** Nickolas Saldivar III, n_saldivar@u.pacific.edu  
**Advisor:** Professor Michael Mireles

LLSA promotes the professional advancement and academic success of its members, and awareness of issues affecting the Latino community through community service, symposia and other methods. In addition, LLSA strives to promote cooperation with other minority student organizations through exchange of information and materials in order to create public awareness and involvement of the legal community concerning issues affecting all minorities.

**Legal Music Society**

**Student Contact:** Neil Negrete, n_negrete1@u.pacific.edu  
**Advisor:** Professor Jeffrey Proske

An innovative way to express yourself while incorporating the legal aspects encompassing the music industry.

**Middle Eastern & South Asian Association (MESAA)**

**Student Contact:** Ala Rasheed, a_rasheed@u.pacific.edu  
**Advisor:** Professor Jarrod Wong

We, the Middle Eastern & South Asian Association (“MESAA”) of the University of Pacific, McGeorge School of Law, are a non-political, non-religious organization that encourages the compassionate sharing of experiences, cultures, and background between its members and the student body as a whole. We fundraise, reach out and serve local communities, and network with attorneys in the Sacramento area and throughout California.

**Military Law Society (MLS)**

**Student Contact:** William Williford, w_williford@u.pacific.edu  
**Advisor:** Professor John Sims

The Mission of MLS is to give back to veterans who have served our country, help support those students who are embarking on careers as JAG officers, help student veterans transition into legal careers, and to promote camaraderie among McGeorge Veterans and Students. We welcome all law students; military, those desiring to enter military service after, veterans and any others.
Moot Court Society
Student Contact: Jennifer Gee, j_gee4@u.pacific.edu
Advisor: Professor Ed Telfeyan
Moot Court Society is a club that is open to all students. The club focuses on appellate advocacy. We collaborate with the McGeorge Moot Court Honors Board to promote excellence in legal writing and oral argument among members and the student body at large. We host the annual First-Year Moot Court Competition and reach out to second-year students by organizing workshops and oral argument practices to provide GLS II support. In addition, we feature guest speakers on the subject of appellate advocacy for society members, the student body, alumni, and community members.

National Lawyers Guild (NLG)
Student Contact: Marissa Nash, m_nash1@u.pacific.edu
Advisor: Professor Mary Beth Moylan
Our aim is to bring together all those who recognize the importance of safeguarding and extending the rights of workers, women, LGBTQ people, farmers, people with disabilities and people of color, upon whom the welfare of the entire nation depends; who seek actively to eliminate racism; who work to maintain and protect our civil rights and liberties in the face of persistent attacks upon them; and who look upon the law as an instrument for the protection of the people, rather than for their repression.

Phi Alpha Delta (PAD)
Student Contact: Heather Phillips, h_phillips1@u.pacific.edu
Advisor: Professor Hether C. MacFarlane
Phi Alpha Delta Law Fraternity, International, Engle Chapter at the University of Pacific, McGeorge School of Law (District II), is the largest law fraternity in the world. PAD is a professional organization dedicated to service to the student, the school, the profession, and the community. The Engle Chapter was founded on May 9, 1969 by 63 McGeorge students. The chapter is named after Clair Engle (1911-1964), a former U.S. Congressman and U.S. Senator from California.

Phi Delta Phi (PDP)
Student Contact: Kayla Thayer, k_evans5@u.pacific.edu
Advisor: Professor Clark Kelso
“PDP is the oldest legal organization in continuous existence in the United States, predating even the American Bar Association. It was founded in 1869 at the University of Michigan School of Law by four law students, who at the urging of their faculty, endeavored to create an association that would foster scholarship, civility, and ethical conduct in our profession. Since that time, PDP has grown beyond the borders of the United States to Canada, Latin America and Europe. PDP celebrates academic excellence and embraces the finest attributes of professionalism and scholarship. Since our founding, PDP has emphasized to students and lawyers alike the importance of our calling. Our active membership is drawn from those students of the law who not only have shown themselves companionable, but have manifested ability and industry in legal study. Similar to membership in Phi Beta Kappa in the undergraduate colleges and universities, membership in PDP is a mark of honor and distinction that follows one throughout life. Academic achievement alone is not sufficient to give rise to an invitation to join PDP. Integrity, service, and excellence in all facets of human experience are considered factors for membership. In the words of our PDP forefathers, we intend that those so selected shall lead the legal profession. Once accepted, a member of PDP will be recognized as one whose moral compass, academic ability, and personal integrity is beyond reproach. In other words, membership is a mark of distinction.” -PDP Int’l

Public Legal Services Society (PLSS)
Student Contact: Patrick Lewis, p_lewis4@u.pacific.edu
Advisor: Professor Julie Davies
PLSS is a student organization dedicated to enhancing the ability of law graduates to choose public interest or public service careers. PLSS was established in 1990 by students who recognized that student loan debt could very likely deter or prevent their employment in jobs that serve the public interest. Assisted by faculty and staff, the students began the tradition of a yearly auction to raise money to fund a Loan Repayment Assistance Program (LRAP). With the encouragement of the law school, PLSS expanded its mission to include funding students’ summer internships in public interest work. With the assistance of PLSS grants, Pacific McGeorge students are able to engage in meaningful public assistance and public policy related legal work in a wide variety of organizations, both domestically and abroad. The LRAP continues to support Pacific McGeorge graduates in public interest positions, including legal services organizations, district attorney and public defender offices, state agencies and more.

Rugby Union Football Club
Student Contact: Nickolas Saldivar III, n_saldivar@u.pacific.edu
Advisor: Professor Hether C. MacFarlane
A social rugby club offering an opportunity for the student body an opportunity to learn and play rugby. We offer a casual atmosphere, while at the same time engaging in competitive competition with other rugby clubs, offering an excellent opportunity to stay physically fit while at the same time creating friendships that will last a lifetime.

Soccer Club
Soccer Club offers students the opportunity to socialize and meet other students all while exercising. This club is designed for all levels of soccer players and focuses on working with others in a competitive and friendly environment. So take a break from the books, meet your classmates, and kick the ball around!

**Society for Space Law and Policy**
Student Contact: Sean Inman, s_inman@u.pacific.edu
Advisor: Professor John Sprankling
An organization for the coming together of and greater understanding of Space Law and Policy based on international treaties governing the shared use of space for space-faring nations.

**Sports and Entertainment Law Society (SELS)**
Student Contact: Anton Babich, a_babich@u.pacific.edu
Advisor: Joshua Golka
SELS is an up-and-coming on campus organization that focuses on helping students find career opportunities in the Sports and Entertainment legal fields. This is accomplished by organizing and attending networking events as well as gathering information about jobs and internships in the fields. SELS provides students a stepping stone into navigating the otherwise unknown and competitive fields of Sports and Entertainment Law.

**Strategic Games Club (SGC)**
Student Contact: Scott Seaward, s_seaward@u.pacific.edu
Advisor: Professor Larry Levine
SGC aims to bring McGeorgians together to play games (board games, card games, and more) to relieve stress during Law School; we will plan gaming events throughout the year. Additionally, it is our goal to build an inventory of games that will be available to all McGeorge students.

**Tax Law Society**
Student Contact: Rachael Nhan, r_nhan@u.pacific.edu
Advisor: Professor Frank Gevurtz
The Tax Law Society will provide educational and networking events for enhancing knowledge with professionals in the area of tax law.

**McGeorge Toastmasters**
Student Contact: Brandie Ribeiro, b_ribeiro@u.pacific.edu
Advisor: Professor Ed Telfeyan
We are a welcoming, open forum club that will encourage and uplift everybody involved. Our goal is to have an environment where we can practice our public speaking skills that is consequence and judgment free.

**Trial Advocacy Association (TAA)**
Student Contact: Lauryn Tully, l_tully@u.pacific.edu
Advisor: Professor Cary Bricker
Welcome to the Pacific McGeorge Trial Advocacy Association! We are your official source for everything trial related, including but not limited to: mock trial updates and workshops, courtroom workshops and panels and trial classwork and career support!

**Water Law Society**
Student Contact: Jaclyn Shanahan, j_shanahan@u.pacific.edu
Advisor: Professor Jennifer Harder
The Water Law Society provides McGeorge students that are interested in practicing Water Law with comprehensive insights into the field by connecting students to a network of alumni and professionals, by while encouraging students to participate in events like the California Water Law Symposium, and by providing an active learning experience for developing professionals.

**Wine Law Society**
Student Contact: Bianca Angulo, b_angulo@u.pacific.edu
Advisor: Professor Michael Vitiello
California’s wine industry is one of the largest in the country and presents many job opportunities for lawyers ranging from transactional work to the growing issue of water and property rights. Wine Law Society plans to host networking events, panels, and educational experiences that will relate the things learned in law school with real world opportunities. Being apart of Wine Law Society will give students the opportunity to network with alumni and other local attorneys as well as learn about this exciting and diverse legal field.

**Women’s Caucus (MWC)**
Student Contact: Kathryn Baldwin, k_heath2@u.pacific.edu
Advisor: Professor Julie Davies
MWC is a forum for women and men on campus who are enthusiastic about the discussion of legal issues surrounding women and the law. That includes philanthropy that raises awareness and money for women’s groups in the Sacramento area, informational meetings to learn about women’s issues in the study and practice of law, and social activities to develop relationships with classmates and future colleagues.

**Yoga Club**
Student Contact: Hannah Fuetsch, h_fuetsch@u.pacific.edu
Advisor: Rebekah Grodsky
Yoga Club is an opportunity for students to access yoga on campus at only $5 a year. Yoga is a great way to relieve stress, exercise, and connect the mind and body. With all of the demands of law school, Yoga Club is a great place to have fun, meet other students, and find some stress relief!
The mission of the University of the Pacific, McGeorge School of Law, is to:
Provide a student-centered education that prepares its graduates for productive, successful, and ethical careers in the legal profession, and for leadership in building a diverse society committed to global justice; and contribute to the improvement of the law through engaged scholarship and other forms of public service.

McGeorge, in compliance with Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972 (45 CFR 86), and Sections 503 and 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990, does not discriminate in the administration of any of its educational programs, admissions, scholarships, loans, or other activities or programs on the basis of race, gender, sexual orientation or preference, national or ethnic origin, color, disability, marital status, age, or religious belief.

Inquiries regarding compliance with these statutes and regulations may be directed to the Office of the Dean, 3200 5th Ave., Sacramento, CA, 95817, or to the U.S. Department of Education, Office for Civil Rights, in San Francisco or Washington, D.C.

McGeorge strives to enhance the personal and professional experiences of our community by promoting:
• Respect and Awareness of individuals and diverse communities and groups;
• Education inclusive of a variety of different perspectives, experiences, intellectual interests, and worldviews;
• A Commitment to increasing diversity in the legal profession; and
• The value of Collective Action to challenge prejudice, stereotyping, and harassment.

The McGeorge commitment to diversity is an essential part of providing a high quality education that prepares graduates for the administration of justice in a multicultural world and for professional participation in a legal community that represents the interests of a diverse society.
Cannons 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.

C.E. 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.
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, but is not limited to, the (a) giving or receiving of unauthorized assistance and (b) plagiarism.

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 or the Dean’s designee, 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. Criminal or tortious conduct that intentionally harms or threatens the health, safety, or welfare of any member of the McGeorge community, or any person on the McGeorge campus, or any person in connection with any official McGeorge function. Such prohibited conduct includes but is not limited to physical or sexual violence or threats of violence.

D.R. 10. Conduct evidencing bad moral character that is relevant to fitness for the study or practice of law.

DISABLED STUDENT SERVICES
McGeorge makes every reasonable effort to accommodate, on a case-by-case basis, students with physical, medical, or learning disabilities. Appropriate services and modifications are worked out on a case-by-case basis. Our campus facilities are accessible to students with mobility impairments, and, in compliance with the Americans with Disabilities Act, we do not discriminate in the administration of our educational programs, admissions, scholarships, loans, or other activities or programs based on disability.

For additional information, please review the online Policy Handbook for Students with Disabilities (available at mcgeorge.edu/Disabled_Student_Services.htm) and contact the Office of Student Affairs at sacstudentaffairs@pacific.edu or 916.739.7089 with any questions or to submit your request for accommodations.

STUDENT RECORDS POLICY
McGeorge maintains records for each student that include name, address, telephone, student identification, social security number, material 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. For more detail regarding Student Records, please refer to the website (mcgeorge.edu/Student_Records_Policy.htm). Inquiries about the school’s compliance with student records and privacy rights regarding educational records under the Family Educational Rights and Privacy Act (FERPA) of 1974, may be directed to the Office of the Registrar (sacregistrar@pacific.edu) or the Family Educational Rights and Privacy Office, U.S. Department of Education, Washington D.C.
TUITION & FEES

2015-2016 Tuition Summary

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<th>FALL</th>
<th>SPRING</th>
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<td>M.S.L. Program¹</td>
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<td>$14,950</td>
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<td>$50</td>
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<tr>
<td>Total Program</td>
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<td>$32,728</td>
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¹Tuition is contingent upon units taken each semester; A two-year program usually involves six(6) to nine(9) units/semester.
²Health Insurance is a Mandatory Fee for all students enrolled in six (6) or more units. Students may opt out of the University provided health insurance by completing an online waiver, and providing acceptable proof of comparable health coverage by the announced deadline.

IMPORTANT DATES 2015-2016

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<th></th>
<th>FALL</th>
<th>SPRING</th>
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<tr>
<td>Deadline to apply for payment plan A</td>
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<td>Jan. 26, 2016</td>
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<tr>
<td>Deadline to apply for payment plan B</td>
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For more information please see the tuition policy at:
http://www.mcgeorge.edu/Future_Students/Costs_and_Aid/Tuition_and_Fees.htm

For a schedule of when late fees are to be assessed please refer to the section on Late Fees located in the Payment Policy.

TUITION PAYMENT POLICY

Payment Deadline

Enrollment constitutes a financial contract between you and the University of the Pacific McGeorge School of Law. All tuition and fees for each semester are due no later than five (5) business days following the end of the Add/Drop period for that semester. Summer school tuition and fees are due on the first day of the session in which you are enrolled. If at any point during the semester you incur additional charges after the add/drop period, you must pay the balance due within five (5) business days. Failure to pay your balance or make satisfactory payment arrangement with the University of the Pacific McGeorge School of Law before the balance becomes past due will result in a late fee assessment. For more information on Housing related charges and penalties associated with failure to pay please see the section below on Housing Payment Deadlines.

Your rights to University of the Pacific, McGeorge School of Law services and benefits are contingent upon your...
making all payments in a timely manner as stated above. If payment of amounts owed to University of the Pacific McGeorge School of Law is not made when due, we have the right to administratively withdraw you, direct you not to attend class, withhold your grades, transcripts, diplomas, scholastic certificates, and not release your exams. Failure to maintain good financial standing with University of the Pacific McGeorge School of Law, as evidenced by failure to make timely payments of any and all balances due, will also result in denied participation in any deferred payment plans and/or some forms of institutional financial aid. In addition, delinquent balances due the University of the Pacific, McGeorge School of Law are reported to the credit agencies, which may impact your credit rating. Further, failure to maintain good financial standing may be reported to any state bar to which you may seek admission.

If you withdraw or are dismissed during the year, all outstanding obligations become due and payable on the termination date. No adjustment of tuition will be made for late enrollment, absences from class, leaves of absence for a portion of a semester, or when a student has been dismissed or suspended by official action of the University of the Pacific, McGeorge School of Law.

Students with Loans
The Business Office will verify with the Financial Aid Office any amount of loan money you will be receiving, if any. Upon verification of the loan proceeds, tuition that will be covered by the funds will be deferred until receipt of the funds. Loan funds will be applied directly to the tuition account for all courses for the term. Payment, for any portion not covered by loan disbursement, is due by the date specified in the Payment Deadline.

Method of Payment
You may pay by check, cash, money order or credit card (Visa, MasterCard, Discover or American Express). If paying by credit card or e-check you may process your payment on InsidePacific. Payments in the form of cash, check and credit card can also be made in person at the Business Office and payments in the form of check may be mailed to the Business Office.

If you pay your tuition & fees by credit card and then, additional financial aid is received, we are bound by our merchant agreement to refund the credit to your credit card.

Wire Transfers for International Students
International Students may elect to wire their tuition payment. Please contact the Business Office for banking information. Please be aware that there are fees associated with international wires and we strongly encourage you to contact both the issuing bank and the receiving bank to determine what fees will be assessed as they vary. The university is not responsible for any fees deducted, and expects that student account are paid in full by the due date.

Housing Charges and Payment Deadlines
Rent is due on the 1st of each month. If your rent is not paid by the 5th of the month you will be assessed a late fee of $20 by the Housing Office. Your account will be assessed an additional late fee for unpaid rent and other miscellaneous housing charges (garage fee, utilities, etc.) based on the schedule in the Late Fee section below. Please refer to your rental agreement for disciplinary actions for failure to pay.

LATE FEES

LATE PAYMENT FEE FOR ACADEMIC YEAR 2015-2016 FEE AMOUNT: 2.5% late fee not to exceed $100

Fall/Spring Fee Assessment Frequency
Tuition & fees are to be paid in full no later than five business days following the final day of the add/drop period for the current semester, or students must have an Installment Plan on file by the same date (five days after the add/drop period). Late fees will be assessed on the sixth business day after the final day of the add/drop period and every billing cycle thereafter on the entire balance due. Please see the billing cycle located in the BILLING section. If there is a charge on your account that you are disputing you will need to notify the Business Office in writing (SAC_busoffice@pacific.edu) immediately to prevent a late fee from being assessed on the disputed amount.

Additional charges incurred by students following the final day of the add/drop period for the current semester are to be paid in full within five business days after the charges are posted to the student account. If a student has an Installment Plan on file in the Business Office they can add additional charges to the plan by completing an Installment Plan Amendment form within the five business days. Late fees will be assessed based on the following schedules for the Fall of 2015 and the Spring of 2016:

Summer Session Late Fee Assessment Frequency
Tuition and fees are to be paid in full on the first day of the session. Pacific/McGeorge does not offer the deferred payment plan during the summer semester. Late fees will be assessed the next business day.
On Campus Summer Session 1 & Advanced Trial Advocacy:
Payment due in full on May 18th.

On Campus Summer Session 2:
Payment due in full on June 16th.

Summer Abroad Session Fee Assessment:
Fees associated with the Salzburg and Guatemala Summer programs are due in full on the first day of the program. Pacific/McGeorge does not offer the deferred payment plan during the summer semester. Late fees will be assessed the following business day and every 30 days thereafter until the balance is paid in full.

Additional charges for the any summer session that occurs after the first day of class are due the next business day after the charge is assessed on the student account. Late fees will be assessed based on the following schedule:
Late Fees will begin to be assessed with Fall of 2015.

Late Fee Grievance:
All grievances relating to late fees are to be made by completing a LATE FEE GRIEVANCE FORM and submitting the form to the Business Office for consideration. All balances, less the late fee in dispute and any charge that you have notified the Business Office that you are disputing, must be paid in full prior to submitting a late fee grievance form. Forms can be emailed, faxed or delivered in person to the Business Office. Forms will be processed within five business days of receipt and an email notification will be sent to the students’ pacific email account regarding the decision.

INSTALLMENT PLANS FOR ACADEMIC YEAR 2015 - 2016

An installment plan to pay tuition and fees is offered to all students except for those who are attending McGeorge on an F-1 or J-1 visa. Each student that elects to participate in the Installment Payment Plan must sign a contract with the Business Office by the dates outlined below. Students who receive Financial Aid may also elect to participate in this plan to pay off any remaining balance on tuition and fees. Additional charges incurred after the set-up of the installment plan can be added by completing an Installment Plan Amendment Form with the Business Office. The Business Office will not make any changes to contracts unless the amendment form has been submitted and approved. If the Installment Plan Amendment Form is not completed the additional charges are due in full no later than five business days after the charge has been posted to the students’ account.

If there is a failure to make any of the scheduled payments, as outlined by the signed contract, University of the Pacific McGeorge School of Law will assess a late fee, withdraw the student from the current term and may declare the unpaid balance to be in default and demand immediate payment of the entire unpaid balance including: principal, accrued interest, late fees and any applicable collection costs. Collection costs shall not exceed 30% of the principal, interest and late fees at the time of acceleration.

Because of the short time frame, we do not offer Installment Plans during the summer sessions.

INSTALLMENT PLAN A
This installment plan allows the student to pay tuition and fees in 4 equal installments. There is a $40 set-up fee and the student must elect to participate in this plan by Aug 31st for the Fall and January 26th for the Spring. Please see the schedule below:

FALL 2015 Installment Plan A
- 1st payment due upon enrollment - deadline to enroll for this plan is August 31st.
- 2nd payment due September 30th - Late fee applied Oct 1st *
- 3rd payment due October 30th - Late fee applied Nov 2nd *
- Final payment due November 30th - Late fee applied Dec 1st *

SPRING 2016 Installment Plan A Due Dates
- 1st payment due upon enrollment - deadline to enroll for this plan is January 29th
- 2nd payment due February 29th
- Late fee applied Mar 1st *
- 3rd payment due March 31st Late fee applied after April 1st *
- Final payment due April 29th Late fee applied after May 1st *
INSTALLMENT PLAN B
This installment plan allows the student to pay tuition and fees in 3 installments. There is a $50 set-up fee and the student must elect to participate in this plan by Sept 15th for the Fall February 15th for the Spring. Please see the schedule of dates and payment amounts below:

FALL 2015 Installment Plan B
- 1st payment due upon enrollment (40% of current balance) - deadline is September 15th
- 2nd payment due October 30th (50% of balance) - Late fee applied Nov 2nd *
- Final payment due November 30th - Remainder of balance - Late fee applied Dec 1st*

SPRING 2015 Installment Plan B
- 1st payment due upon enrollment (40% of current balance) - deadline is February 15th
- 2nd payment due March 31st (50% of balance) - Late fee applied after April 1st *
- Final payment due April 29th (Remainder of balance) - Late fee applied after May 1st *

*Late fees are 2.5% (not to exceed $100)

Withdrawal & Transfer of Division
Students who withdraw or transfer divisions after a semester begins will have their tuition adjusted according to the schedule below. Students who change divisions and who receive institutional scholarships will have their scholarship reduced/prorated using the percentage of tuition charges below. Please see the financial aid office before making a final decision to ensure you understand your financial obligations.

Fall/Spring Semester
- Week 1 = 100% Refund
- Week 2 = 60% Refund
- Week 3 = 40% Refund
- Week 4 = 25% Refund
- Week 5 and after = 0% Refund

Summer Sessions
- Day 1 = 100% refund
- Day 2 = 60% Refund
- Day 3 = 40% Refund
- Day 4 = 25% Refund
- Day 5 and after = 0% Refund

Billing
Bills are generated electronically based on the schedule below. If you have an outstanding bill, or have had activity within the previous month, an electronic statement will be generated and emailed to your University of the Pacific account. A “dynamic” bill which provides detail of all your student account activity can be viewed at any time by logging onto InsidePacific.

<table>
<thead>
<tr>
<th>Academic Year 2015-2016 Billing Cycle</th>
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<tbody>
<tr>
<td>Billing Period</td>
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<td>7/23 to 8/24/15</td>
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<td>8/25 to 9/23/15</td>
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<td>10/22 to 11/21/15</td>
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<td>2/18 to 3/16/16</td>
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<td>3/17 to 4/19/16</td>
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<tr>
<td>4/20 to 5/18/16</td>
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</tbody>
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Refunds
Any credit balance on your account will be returned to you in the form of a Refund Disbursement. At the beginning of each semester, the McGeorge Business office will begin to process student refunds after the Add/Drop period has ended (typically the second week of the semester). During the rest of the semester the Business Office refund disbursement schedule will follow the University of the Pacific’s check runs which occur on Monday and Wednesday nights. Refunds generated as a result of net financial aid will be mailed to your mailing address on file with the Office of the Registrar. Please allow a delay of up to five (5) business days to receive Refund Disbursements via a paper check. Students that elect to receive Direct Deposit of these disbursements will receive the money typically within three (3) business days. All charges must be paid in full before refunds can be issued from any form of financial aid.
Title IV Authorization to Release Non-Institutional Charges (and prior year charges) Form

In order to use financial aid to cover any charges not directly related to taking a class such as health insurance, bookstore charges, library fines, student locker fees, parking fees, card replacement fees, or returned check fees, the McGeorge Business office must have a completed Title IV Authorization Form (pdf) prior to funding being disbursed.

Course Add or Drop

Students can add/drop a course during the first week of each semester without penalty, or on the first day of each Summer session. Please note that additional tuition charges may result from add/drop actions.

QUESTIONS?

Business Office
p: 916.739.7054
e: bus_office@pacific.edu

SEXUAL ASSAULT & RESPONSE POLICY

McGeorge is committed to the personal safety of its students and other members of its campus community and maintaining a safe and respectful environment free from sexual misconduct. Safety education and prevention information is distributed to students during Orientation and available throughout the year through Public Safety. A detailed explanation of the support and services available to assault victims may be found in the full Sexual Assault and Response Policy Statement which is located online at mcgeorge.edu/Sexual_Assault_and_Response_Policy_Statement.htm. To report student, staff or faculty sexual misconduct, a victim or witness may contact Elisa Levy, Director of Human Resources and Title IX Campus Representative at 916.739.7343, in addition to any Campus Security Authority, such as Public Safety or Dean McGuire.

PROHIBITED HARASSMENT POLICIES & PROCEDURES

Pacific McGeorge is committed to providing an environment free of sexual harassment and harassment because of race, religious creed, color, national origin, ancestry, disability, marital status, sexual orientation, age, or any other basis made unlawful by federal, state, or local law, ordinance, or regulation. This policy applies to all persons attending or involved in the operations of Pacific McGeorge. Prohibited harassment in any form, including verbal, physical, and visual conduct, threats, demands, and retaliation in unlawful and will not be tolerated. A publication, “Prohibited Harassment,” provides further information about policies and procedures. It is available from the Office of the Registrar.

SUBSTANCE ABUSE POLICIES & PROCEDURES

Students are expected to comply with federal, state, and local laws governing the possession, distribution, use, and consumption of alcohol and illicit drugs on the campus and as part of school activities both on and off the campus. A publication, “Substance Abuse Policies and Procedures,” provides further information about policies, procedures, and available drug and alcohol abuse education programs, as required by Section 1213 of the Higher Education Act of 1965, as amended. The publication is available online at mcgeorge.edu/Substance_Abuse_Policies_and_Procedures.htm.
McGeorge is a member of the Association of American Law Schools (AALS). It is fully accredited by the American Bar Association (ABA) and by the Committee of Bar Examiners of the State of California. It is also registered by the Regents of the University of the State of New York and approved for participation in veteran's educational benefits programs. McGeorge has been awarded a Chapter of the Order of the Coif, the highest academic recognition possible for a program in legal education. All documents relating to the accreditation of Pacific McGeorge are on file in the Office of the Dean, 3200 5th Avenue, Sacramento, CA 95817, and all inquiries regarding accreditation should be directed to that office.

The Pacific McGeorge Bookstore Return Policy is as follows:

- The return policy for each current term is posted in the Bookstore.
- All returns require a receipt.
- Course books may be returned until the last day to drop classes for the semester.
- After the Add/Drop Deadline passes, generally Course books may be returned within 7 calendar days of purchase.
- A 10% restocking fee will be charged on all Course book returns, except books returned for the following reasons:
  - A dropped course. NOTE: Official proof may be required at the time of return. (A current dated Student Schedule from your insidePacific Account). (Books must be returned within 7 days of the last day to drop classes in order to receive a full refund.)
  - A course cancelled by the University.
  - The textbooks required for the course are changed by the University.
- New course books must be in new condition, subject to approval by the Bookstore staff. No writing, dirt, highlighting, creases, stains, bent or worn corners, or other damage. Keep your new books in new condition.
- Refunds for returns of items purchased with Cash or a Check are handled via a University check by mail and may take up to 10 days to receive.
- Test preps, study guides, outlines are non-returnable.
- All Shrink-Wrapped items are non-returnable if opened.

Please visit the website at mcgeorge.edu/Policies_and_Handbooks.htm for a consolidated listing of McGeorge's policies and procedures, including the University Animal Policy, Unclassified Student Policies, Smoking Policy, Graduate Grading and Advancement Rules, Library Gift Policy, Privacy Policy, and others not discussed in this publication.
American Bar Association (ABA) Standard 512 requires each law school to publish and comply with policies regarding student complaints that address the school’s program of legal education.

Any student at the law school who wishes to bring a formal complaint to the administration regarding a significant problem that directly implicates the school’s program of legal education and its compliance with the ABA Standards, should do the following:

1. Submit the complaint in writing to the Assistant Dean for Student Affairs. The complaint may be sent via email, U.S. Mail, facsimile, or in person to the Office of the Assistant Dean for Student Affairs. There is also a web-based form located online at mcgeorge.edu/Student_Complaint_Process.htm.

2. The complaint should describe in detail the behavior, program, process, or other matter that is at issue, and should explain how the matter directly implicates the law school’s program of legal education and its compliance with a specific, identified ABA Standard(s).

3. The complaint must contain the complaining student’s name, his/her student ID#, his/her official law school email address, and his/her current mailing address.

When an administrator receives a student complaint that complies with the foregoing requirements, the following procedures shall be followed:

1. The Assistant Dean for Student Affairs will acknowledge the complaint within three business days of receipt. Acknowledgement may be made by email, U.S. Mail, or by personal delivery, at the option of the Assistant Dean.

2. Within 10 business days of acknowledgement of the complaint, the Assistant Dean for Student Affairs, or the Assistant Dean’s designee, shall respond to the substance of the complaint, either in writing or in person, and shall indicate what steps are being taken by the law school to address the complaint. If further investigation is needed, the complaining student shall, upon conclusion of the investigation, be provided with substantive response to the complaint within 10 business days after completion of the investigation.

3. Any appeal regarding a decision on a complaint shall be brought before the Associate Dean for Academic Affairs. Any appeal from the decision of the Associate Dean shall be brought before the Dean of the Law School. The decision of the Dean will be final. Any appeal must be brought within 10 business days from the date of the response by the Assistant Dean or the Associate Dean.

4. A copy of the complaint and a summary of the process and resolution of the complaint shall be kept in the office of the Assistant Dean for Student Affairs for a period of eight years from the date of final resolution of the complaint.

QUESTIONS?

Dean McGuire
p: 916.739.7089
e: mmcguire@pacific.edu