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.

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 The McGeorge Catalog is the document of authority for all students and is not superseded by other information published by the various academic units.
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.

Faculty Support Office (“FSO”)
The FSO supports McGeorge students with obtaining syllabi and first assignments before the first day of class, manages the testing process (including the Examsoft software, and assessments, final exams, and Scantron multiple choice quizzes), distributes reference materials, and publishes professor office hours. The FSO maintains a LibGuides site where important start-of-the-semester materials may be found. 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, GLS Program, Law Journal, and Inns of Court logistical arrangements are processed by the FSO. The FSO also provides clerical support for faculty teaching, scholarship and service. Students are encouraged to seek the FSO’s assistance in relaying questions to professors while still preserving anonymity.

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.

Accessing Syllabi & First Assignments
To access your syllabi and first assignments, go to the FSO’s LibGuides page located at: http://0-libguides.mcgeorge.edu.pacificatclassic.pacific.edu/facultysupportoffice (click on the “first assignment” link on the left side). If you are accessing this link from off campus, you will need to log in using your name and student ID number (not your insidePacific password).
**Campus Public Safety**
The Public Safety Department provides 24-hour patrol, crime prevention and response services for the Sacramento campus community. To contact the on-duty Public Safety Officer please call the 24-hour Public Safety phone number: 916.739.7200. (Or 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.

**LL.M. Rules**
The LL.M. Rules are located on the Pacific McGeorge website. The LL.M. 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 LL.M. Rules as now set forth.

**Graduate Petitions**
Any student who is adversely affected by the application of the LL.M. Rules may file a petition for relief with the Office of Graduate Programs in the form of a letter addressed to the Committee. Graduate Petitions should set forth the nature of the relief being requested and the reasons why it should be granted. The Graduate Studies Committee is the final decision-making body in matters concerning student petitions; there is no appeal to the Dean or Provost.
NEW STUDENT CHECKLIST

Welcome to campus! As you embark on your first-year, here are important items to complete:

- **Attend the mandatory International Students Orientation** Orientation provides the administrative and academic information necessary for a successful LLM Program, as well as opportunities to connect socially with the professors and classmates who will become your colleagues and support system throughout law school and beyond. Domestic LL.M. students are encouraged to attend the social events to meet their classmates.

- **Submit your official undergraduate and graduate transcripts to the Graduate and International Programs Office.**

- **Submit your emergency contact information to PacificConnect.** In the event of an emergency, Public Safety uses the PacificConnect system to contact students, staff, and faculty with real-time alerts. You can access PacificConnect through insidePacific. You can also provide a loved one’s contact information for notification as well.

- **Accept Financial Responsibility on insidePacific** All students are required to complete the Financial Responsibility acceptance for each term they register for courses. To complete, go to: insidePacific > Student Services tab > Registration > Student Financial Acceptance > select the current term (in the drop down) > and read and click on the “I Accept” button.

- **Go to the FSO’s LibGuides page to get your syllabi and first assignments** Longer items are printed and available for pickup from the FSO hallway bins.

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

- **Register in TWEN/Canvas for course websites.** TWEN password will be handed out during Orientation.

- **Get involved in 1 or 2 extra-curricular activities.** Join a Registered Student Organization, volunteer on a SBA Student Committee, seek out Pro Bono opportunities such as the Immigration Fair or JusticeBus trips through One Justice, or get involved with the Sacramento Campus Community Garden... find enjoyable activities that will round out your 1L experience and help you stay happy, healthy, and motivated.

- **Network.** Like any skill, networking takes practice. Attend bar association meetings, on-campus events, get to know your professors, and generally begin to build your professional network. By far the greatest number of jobs are obtained through personal contacts.

- **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** 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/insurance office for information about the Enrollment/Waiver Process. Note the waiver deadline, September 9, 2016, after which anyone who did not complete the waiver process will be auto-enrolled in the student plan at a cost of $1,505 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** to the Graduate and International Programs Office.

- **Register with the California or New York State Bar.** Contact Clémence Kucera for more information.

- **Do not upgrade your operating system** SofTest (ExamSoft) does NOT support Beta versions of MS Windows or Mac OSX, nor do they typically support the Consumer Release version until several weeks after its release. Always confirm minimum system requirements with the ExamSoft support site.
Graduate & International Programs

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916.739.7167

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916.733.2812

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916.739.7219

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916.739.7200 or 916.739.7306

Jason Darling
Assistant Director
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916.739.7200 or 916.739.7187

Paul DeMersseman
Manager
pdmersseman@pacific.edu
916.739.7100

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916.739.7101

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NOT SURE WHO TO CONTACT?
Start with the Office of Graduate Programs:

e: graduatelaw@pacific.edu
p: 916.739.7019
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Aside from certain required courses, the way you design your schedule is largely left to your discretion. Deciding which courses to take can seem like a daunting task. However, there are a number of resources available to help you make course selection decisions:

- **Schedule an academic counseling appointment with the Office of Graduate Programs**
  When you need help sorting through your academic, co-curricular and extra-curricular options, advising is available through the Office of Graduate Programs. Schedule an academic advising appointment at any point during the year with Clemence Kucera, Director of Graduate Programs.

- **Familiarize yourself with the list of subjects that will be tested on the bar exam, if you plan to take the bar exam.**
  Each state tests different material on its bar examination. Alums report that taking the bar-tested subjects in law school proved to be immensely helpful during bar study.

- **Talk to your professors, upper division students, and practicing lawyers.**
  They have been there, done that, and have lots of anecdotal advice to share.

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**ACADEMIC SUPPORT**

McGeorge offers assistance in a number of ways, so that all students can achieve their full potential.

**Academic Support Resource Center**

The Academic Support Resource Center is a study space on the first floor of the Gordon D. Schaber Law Library, just inside the main entrance near the seating area. Students may come to the Resource Center to study individually, meet in their study groups, or meet with teaching assistants.

Within the Resource Center is a library of supplemental study materials that students may check out for free from the Library, including course supplements, commercial outlines, audio materials, flash cards, and bar exam preparation materials.

**Individual Assistance**

Professor Katerina Deaver is available to meet with and counsel students at any time regarding study techniques (critical reading, case briefing, outlining, attack sheets), exam taking, time management, supplemental materials, study groups, and other matters related to academic progress.

**Practice Examinations**

The primary methods of assessment are essay and multiple choice exams. Both formats require students to apply the law to new fact scenarios by analyzing how the facts might support good arguments for each side.

Most professors release past essay exams so that students may take practice exams on their own to prepare for their assessments. Students can then meet individually with their professors, academic support faculty, or academic support faculty to discuss their answers. This individual exam writing practice is key to student success in law school. **Past exams are available on the the online database in the Gordon D. Schaber Law Library, and students are encouraged to download these exams and compile their own practice exam libraries.** Exams also are available in hard copy format at the Reserve Desk in the Library.
## GRADUATION REQUIREMENTS

<table>
<thead>
<tr>
<th>REQUIREMENT</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total Units</strong></td>
<td>You must earn a minimum of 24 units.</td>
</tr>
<tr>
<td><strong>Graded Units</strong></td>
<td>Of your 24 units, a minimum of 14 must be graded units.</td>
</tr>
<tr>
<td><strong>Required Courses</strong></td>
<td><strong>LL.M. in Transnational Business Practice</strong>&lt;br&gt;○ Transnational Litigation or International Business Practice, and&lt;br&gt;○ LL.M. Legal Research, Writing and Analysis I &amp; II (for foreign-trained students)&lt;br&gt;&lt;br&gt;<strong>LL.M. in U.S. Law &amp; Policy</strong>&lt;br&gt;○ LL.M. Legal Research, Writing and Analysis I &amp; II (for foreign-trained students)&lt;br&gt;○ And at least one of the following:&lt;br&gt;  ○ Civil Procedure&lt;br&gt;  ○ Contracts&lt;br&gt;  ○ Tort&lt;br&gt;  ○ Property Law&lt;br&gt;  ○ Constitutional Law&lt;br&gt;  ○ Criminal Law&lt;br&gt;&lt;br&gt;<strong>LL.M. in Water Law Resources (U.S. Law Track)</strong>&lt;br&gt;○ Administrative Law&lt;br&gt;○ LL.M Legal Research, Writing and Analysis I &amp; II (for foreign-trained students)&lt;br&gt;○ Water Resources Law&lt;br&gt;○ Environmental Practice (Practicum)&lt;br&gt;&lt;br&gt;<strong>LL.M. in Water Law Resources (International Law Track)</strong>&lt;br&gt;○ International Water Resources Law Seminar&lt;br&gt;○ Public International Law&lt;br&gt;○ LL.M Legal Research, Writing and Analysis I &amp; II (for foreign-trained students)&lt;br&gt;○ International Environmental Law Seminar</td>
</tr>
<tr>
<td><strong>Minimum GPA</strong></td>
<td>Your cumulative grade point average must be 2.33 or higher at graduation</td>
</tr>
<tr>
<td><strong>Period of Study</strong></td>
<td>You must complete your LL.M. program within 3 years of matriculation</td>
</tr>
<tr>
<td><strong>Application for Graduation</strong></td>
<td>Students entering their final semester of the LL.M. program must complete the Application for Graduation via insidePacific no later than the Add/Drop Deadline of your final term.</td>
</tr>
</tbody>
</table>
These samples illustrate one of many ways a student may organize their academic schedule if pursuing the program over two semesters.

**Transnational Business Practice**

<table>
<thead>
<tr>
<th>SAMPLE 1</th>
<th>FALL</th>
<th>INTERSESSION</th>
<th>SPRING</th>
</tr>
</thead>
<tbody>
<tr>
<td>LL.M. Legal Research, Writing, &amp; Analysis I*</td>
<td>2</td>
<td>1</td>
<td>2</td>
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<tr>
<td>International Business Transactions</td>
<td>3</td>
<td>1</td>
<td>2</td>
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<tr>
<td>Public International Law</td>
<td>3</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>International Arbitration</td>
<td>3</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>International Economic Law</td>
<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
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<td>1</td>
<td>10</td>
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* Only required for foreign-trained students.

<table>
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<th>SAMPLE 2</th>
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<td>1</td>
<td>2</td>
</tr>
<tr>
<td>International Arbitration</td>
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<td>1</td>
<td>2</td>
</tr>
<tr>
<td>Public International Law</td>
<td>3</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>International Business Transactions</td>
<td>3</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
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</table>

* Only required for foreign-trained students.

<table>
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<tr>
<th>SAMPLE 3 WITH INTERNSHIP</th>
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<th>INTERSESSION</th>
<th>SPRING</th>
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</thead>
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<td>LL.M. Legal Research, Writing, &amp; Analysis I*</td>
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<td>10</td>
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<tr>
<td>International Business Transaction</td>
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<td></td>
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<tr>
<td>Immigration Law and Policy</td>
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<td></td>
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<tr>
<td>Public International Law</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>International Economic Law</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>14</td>
<td></td>
<td>10</td>
</tr>
</tbody>
</table>

* Only required for foreign-trained students.
These samples illustrate one of many ways a student may organize their academic schedule if pursuing the program over two semesters.

### U.S. Law & Policy

#### SAMPLE 1

<table>
<thead>
<tr>
<th>FALL</th>
<th>INTERSESSION</th>
<th>SPRING</th>
</tr>
</thead>
</table>
| LL.M. Legal Research, Writing, & Analysis I*  
Contracts  
Negotiation & Settlements  
Immigration Law and Policy | Online Dispute Resolution | LL.M. Legal Research, Writing, and Analysis II*  
Constitutional Law  
Intro to Capital Lawyering Mediation |
| **TOTAL** 12 | **TOTAL** 1 | **TOTAL** 11 |

* Only required for foreign-trained students.

#### SAMPLE 2

<table>
<thead>
<tr>
<th>FALL</th>
<th>INTERSESSION</th>
<th>SPRING</th>
</tr>
</thead>
</table>
| LL.M. Legal Research, Writing, & Analysis I*  
Torts  
Professional Responsibility  
Environmental Law | Online Dispute Resolution | LL.M. Legal Research, Writing, and Analysis II*  
Constitutional Law  
Negotiations and Settlements  
Entertainment Law |
| **TOTAL** 12 | **TOTAL** 1 | **TOTAL** 11 |

* Only required for foreign-trained students.
These samples illustrate one of many ways a student may organize their academic schedule if pursuing the program over two semesters.

### Water Resources Law

**SAMPLE 1 - U.S. Law Track**

<table>
<thead>
<tr>
<th>FALL</th>
<th>SPRING</th>
</tr>
</thead>
<tbody>
<tr>
<td>Environmental Law</td>
<td>Negotiation &amp; Settlements</td>
</tr>
<tr>
<td>Water Resources Law</td>
<td>Administrative Law</td>
</tr>
<tr>
<td>Local Agency Practice</td>
<td>Environmental Practice</td>
</tr>
<tr>
<td>CA Cases &amp; Places</td>
<td>Directed Research</td>
</tr>
<tr>
<td>Statutes &amp; Regulations</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL</strong> 13</td>
<td><strong>TOTAL 10</strong></td>
</tr>
</tbody>
</table>

**SAMPLE 2 - International Law Track**

<table>
<thead>
<tr>
<th>FALL</th>
<th>INTERSESSION</th>
<th>SPRING</th>
</tr>
</thead>
<tbody>
<tr>
<td>LL.M. Legal Research, Writing, &amp;</td>
<td>1 LL.M. Legal Research, Writing,</td>
<td>2</td>
</tr>
<tr>
<td>Analysis I*</td>
<td>and Analysis I*</td>
<td>Environmental Practice</td>
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<tr>
<td>Public International Law</td>
<td>3</td>
<td>International Water Resources</td>
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<td>Water Resources Law</td>
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<td>Law Seminar</td>
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<tr>
<td>International Environmental Law</td>
<td>3</td>
<td>International Negotiations</td>
</tr>
<tr>
<td>CA Cases &amp; Place</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL</strong> 13</td>
<td><strong>TOTAL 1</strong></td>
<td><strong>TOTAL 10</strong></td>
</tr>
</tbody>
</table>
Class Attendance, Preparation, Participation & Performance
Regular and punctual class attendance is mandatory and required by the American Bar Association. 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. Many professors incorporate preparation, participation, and class 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 or submitting the final examination, resulting in a failing grade.

Classroom Conduct
The Code of Student Responsibility notes: “[I]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 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
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 mcgeorge.edu>Students>Student_Life>Diversity and Inclusion). 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 suitable solutions. The Office of Student Affairs also works with students whose religious commitments conflict with classes and/or exams.

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, however in some cases laptop use may be permitted as an accommodation for a documented disability under the Americans with Disabilities Act. 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 a resolution approved by the faculty, tape recording of class sessions is prohibited except to accommodate:

1. A student’s observance of a religious holiday. If a student plans to miss class due to religious observation, the Office of Student Affairs must be notified one week in advance of the class(es) to be taped;

2. A student’s absence from a make-up class scheduled at a time that conflicts with a regularly scheduled class. If a conflict exists between a make-up class and a regularly scheduled class, please notify the Office of Student Affairs as soon as the make-up class is announced, so the request may be processed;

3. The scheduling of a make-up class or review session outside of the regular class hours;

4. Students who are called to active military duty by the Armed Forces;

5. A student’s documented disability as part of services recommended for and provided to students under the Americans with Disabilities Act;

6. Students in the LLM Legal Research Writing and Analysis I and/or II course when the instructor has determined that the student is having difficulty in understanding spoken English;

7. Any extraordinary circumstances outside a student’s control, as approved by the Associate Dean for Academic Affairs or the Assistant Dean for Student Affairs.

8. A request by faculty for special purposes such as, e.g., developing online instruction, marketing, or capturing a guest lecture, as approved by the Associate Dean for Academic Affairs.

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. Violations of this policy will result in disciplinary action pursuant to the Code of Student Responsibility.

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.
EXAM 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 assessments and/or 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.

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, personal tragedy
- A conflict with the student’s religious observance
- 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, or
- A student has a conflict between an exam and a required co-curricular activity (i.e., competition team travel).
- A student has three consecutive exams, and in such cases the second exam will be the one rescheduled. For example, if a student had the following three exams scheduled: Wednesday from 6:00 to 9:00 pm, Thursday from 9:00 am to 12:00 pm, and Thursday from 1:00 to 4:00 pm, the Thursday morning exam would be rescheduled.

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

Exam 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 materials 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
**Academic Progress Email**

Roughly 40 days after exams end (mid-June), you will receive an email from Clemence Kucera titled “Academic Progress Email” which contains vital information about your academic status, next steps for continued study, and instructions for how to access your transcript on insidePacific. Read this email carefully.

**Withdrawal/Leave of Absence**

Class attendance is a fundamental aspect of the law school's program. Thus, no law student will be allowed to take a leave of absence for a portion of a semester, including summer.

If extraordinary circumstances dictate that a student must take time off from law school, the student must withdraw from all courses in which he/she is enrolled in that semester. Students who withdraw may request to return as soon as the following semester, but in no event may the leave continue for more than two full semesters. Eligibility to return to the law school will be evaluated by the Director of Graduate Law Programs upon the written request of the student, including reasonable evidence that the student is ready to resume study.

**Involuntary Withdrawal**

McGeorge School of Law may require a leave upon specified terms, terminate a student’s enrollment, or decline to award a degree if the Administration determines it is in the best interests of the law school based on factors other than academic standing. Determinations about academic standing are made in accordance with the LLM rules. Determinations about the occurrence of conduct described in the Code of Student Responsibility are made in accordance with the procedures of that Code.

**Exam and Paper Return**

At McGeorge, many professors return exams and papers to the student, which is a practice that differs from that of many 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 during the first 45 days of the next full term, after which they are shredded.

**Repeating Courses**

A student who receives a grade of “C” or lower in a course may repeat that course. Under LLM Rule 801, the original grade remains on the transcript, but only the repeat grade counts for GPA purposes.

**Academic Probation**

Under Rule 707, a student whose cumulative GPA is between 2.18 and 2.324 after meeting the 24 units requirement may continue enrollment through the end of the next term on Academic Probation.

**Academic Disqualification**

Under Rule 708, a student whose cumulative GPA is below 2.18 after meeting the 24 units requirement is automatically disqualified.

**Grade Changes (Appealing a Grade)**

Individual professors do not have authority to change grades once submitted, and they are expressly discouraged by the G&A Rules 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 LLM Rule 505. Contact Clemence Kucera if you are considering such a petition.

**Application for Graduation**

Students must complete the “Application for Graduation” on insidePacific no later than the Add/Drop Deadline prior to their final term. A degree audit will be performed once your form is received, and you will receive an email confirmation with the results.
GRADING

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.

Anonymous Grading
Under G&A Rule 501.1, 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 based on a student’s attendance, preparation, participation, and performance, per G&A Rule 302. 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/Fail 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>Unsatisfactory</td>
<td>Work performed at the “D+” or “D” levels</td>
</tr>
<tr>
<td>Fail</td>
<td>Receives no unit credits for the course</td>
</tr>
</tbody>
</table>

Students earning the grade of “Unsatisfactory” or “Fail” 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 cases in which both JD and non-JD students are enrolled, only the JD students will be counted in determining compliance with the 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>4.33</td>
</tr>
<tr>
<td>A</td>
<td>4.00</td>
</tr>
<tr>
<td>A-</td>
<td>3.67</td>
</tr>
<tr>
<td>B+</td>
<td>3.33</td>
</tr>
<tr>
<td>B</td>
<td>3.00</td>
</tr>
<tr>
<td>B-</td>
<td>2.67</td>
</tr>
<tr>
<td>C+</td>
<td>2.33</td>
</tr>
<tr>
<td>C</td>
<td>2.00</td>
</tr>
<tr>
<td>C-</td>
<td>1.67</td>
</tr>
<tr>
<td>D+</td>
<td>1.33</td>
</tr>
<tr>
<td>D</td>
<td>1.00</td>
</tr>
<tr>
<td>F</td>
<td>0.00</td>
</tr>
</tbody>
</table>

Grades Earned at Other Law Schools
Grades earned at another law school and accepted towards a student’s McGeorge LL.M 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.

Grade of Incomplete in a Writing Course
A grade of “INC” (Incomplete) may be entered in a course with writing requirements in lieu of, or in addition to, an examination when such writing requirements are not completed 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.

Grading Concern?
Clemence Kucera
p: 916.739.7019
e: graduatelaw@pacific.edu

AWARDS
The Faculty Honors and Awards Committee annually selects graduating students for the awards listed below. Your 2017 - 2018 Student Representative on this committee is Rachel Tochterman. ‘18.

The MSL Award of Excellence
Is awarded to the MSL student with the highest GPA, with a minimum mandatory GPA requirement of 3.5.

Outstanding Graduate Student Service Award
All Graduate Program students are eligible for nomination for this award. It is given to recognize the graduate student who has given the most significant service.
Legal Clinics have been a hallmark of McGeorge for over 50 years. We have a broad array of clinical programs to meet our students’ learning needs and to serve our community’s legal needs. Clinical experience is one of the ways that our school shows its commitment to public service, social justice, and real-world work experiences for our students. We teach what can best be learned through experience: creative problem-solving and skilled advocating for clients. Visit the Legal Clinics Facebook page and website at mcgeorge.edu/Students/Academics/Experiential_Learning/Legal_Clinics.htm.

Community Legal Services (CLS)
Our three on-campus clinics (Immigration Law, Elder and Health Law, and Bankruptcy) are known as Community Legal Services. Law students are placed in the role of an attorney in a law office setting serving low-income clients. Students take major responsibility for real cases under careful faculty supervision, deal with the particular issues in the pending cases, learn case management and then use those real-life experiences to discuss in an academic setting the issues that lawyers face in their legal careers. Students often appear in administrative, state and federal courts.

Hybrid, Off-Campus Clinics
We have also established three innovative hybrid clinics (Federal Defender Clinic, Prisoner Civil Rights Clinic, and the Small Business Clinic), each with an important community partner, where students do much of their work off-campus. Our Federal Defender Clinic is one of only two such clinics in the country.

Governmental and Public Policy Clinic
Our Legislative and Public Policy Clinic recognizes the role of lawyers in the public policy arena. Students advocate for and draft legislation and policy to be sponsored by members of our community and the California legislature. Our Administrative Adjudication Clinic trains students to conduct simulated and live administrative hearings for local governmental entities.

All Clinics include a seminar component.

What students, employers and professors had to say about the Legal Clinics:

“Law firms are looking for students who have been in a clinic, represented clients in a courtroom under the supervision of an attorney, have been in trial competitions. These (factors) carry more weight than before.”

John O’Malley, Recruiting Partner at Downey Brand, in an interview with Comstock’s magazine

“My clinic experience provided me with real life situations and not the typical classroom environment. I interviewed clients, conducted factual investigations and legal research for my cases, drafted legal documents and pleadings, and represented clients at hearings. I was able to see how legal issues play out and are resolved in the real world, and as a result I am a better-prepared attorney.”

Cheryl Robertson ’10, Litigation Attorney at Girardi & Keese

“Working in the Clinic has ingrained the philosophy of the “whole client” concept in me. That is, as a student attorney, we are trained to become aware of the many multi-faceted issues that a seemingly simple case can produce.”

Mick Rubio ’12

“Trying to help these clients function in the judicial system is very rewarding. One of our young clients, a crime victim who had been ostracized by her community, is finally able to apply for permanent citizenship. Now she and her family are able to come out of the shadows.”

Blake Nordahl, Associate Professor of Lawyering Skills and Supervising Attorney

“Clinic work is the perfect experience for our students — a combination of advocacy, ethics and professional growth. Best of all, there are some very grateful clients who couldn’t have access to the legal system and social justice without us.”

Melissa Brown, Director, Legal Clinics and Professor of Lawyering Skills
How to apply for a Legal Clinic:
All of our clinics require an application. The electronic application is available on the Legal Clinics webpage. You will be asked to provide the following information:

- Contact information
- Language proficiency (other than English)
- Relevant work or volunteer experience
- A resume
- A one-page statement of interest (explaining what draws you to that Clinic and any past experiences/future career goals as they may relate to participation in that Clinic)

Students can only enroll in one clinic at a time. You may apply for up to three clinics and will be asked to indicate your order or preference on the application form.

Clinic Descriptions:

**Bankruptcy Clinic**
students represent (under supervision) debtors and creditors in bankruptcy proceedings. Students will: Interview and counsel clients. Assist clients in all aspects of case assessment, negotiation & settlement, and representation of debtors in bankruptcy proceedings in the United States Bankruptcy Court for the Eastern District of California. Participate in a weekly seminar course.

**Elder Law and Health Clinic**
students represent (under supervision) people aged 60 and up with a variety of issues unique to the aging population including, alternatives to conservatorships, wills, trusts, powers of attorney, social security, Medicare/MediCal, and elder abuse. Elder law (including health issues for the elderly) is one of the country's growing areas of legal specialization. Students will: Acquire a command of complicated substantive state and federal law, as well as a high level of ethical competence. Many cases require an interdisciplinary approach to lawyering, where clinic students have the opportunity to represent elders in court and on transactional matters concerning planning for death, incapacity and a variety of other issues. Students will also participate in joint classes with UCD Medical Students.

**Federal Defender Clinic**
students represent (under supervision) indigent defendants in federal court. Students will: Work on cases under the joint supervision of two Assistant Federal Defenders and Professor Bricker. Draft legal memoranda, argue motions, handle jury and bench trials, and develop a working knowledge of criminal and sentencing statutes. Clinic students have represented clients in more than 100 cases since the Clinic opened in 2009, and they have won some impressive victories.

**Immigration Law Clinic**
students have the opportunity to represent (under supervision) indigent non-citizens before the Department of Homeland Security and the Executive Office for Immigration Review in applications for various immigration benefits including adjustment of status and relief from removal. Students will: Provide legal assistance to low-income clients on immigration matters, including VAWA, adjustment of status, specialized visas (U, T and DACA), as well as representation in adversarial proceedings before the Immigration Court. Students work on all phases of the case from the initial consultation to preparing the closing letters. Clinic students interview and counsel clients, as well as prepare declarations, legal briefs and supporting exhibits in their representation of clients before the US Citizenship and Immigration Service.

Want to learn more about the Legal Clinics?

- Look out for our Spring Recruiting Fair where clinical faculty and upper division students will be on hand to discuss available opportunities and how to apply. You may also stop by to see our on-campus Clinics in action.
- Keep an eye out for announcements in The Docket about opportunities to volunteer with out Clinics throughout the year, such as when we host community “Know Your Rights” trainings and other events.

Satisfying the Experiential Requirement

Only the clinics listed in this section may satisfy the Experiential Curriculum requirement for graduation.
Legislative and Public Policy Clinic is a year-long clinic in which students identify areas of law and policy suitable for reform. Students will: Collaborate with other clinic students in our various clinics, community organizations, and experts to craft statutory language that is submitted to the Legislative Counsel’s office. Working with community sponsors, authors are identified to introduce a bill for legislative action. Participation in the Capitol Certificate Program is preferred, but not required.

Prisoner Civil Rights Mediation Clinic students co-mediate section 1983 prisoner civil rights cases with a federal magistrate judge. Students will: Learn both the theory and practice of mediation and develop the skills necessary to serve as mediators, including participating in mediation simulations. Students will also learn section 1983 prisoner case law.

Small Business Clinic students work in well-established law firms assisting modest means business clients. Students will: Gain practical experience in client interviewing, researching, case management, document preparation, and other skills necessary to represent the legal needs of small businesses in transactional matters.

Repeating Clinics
Students may participate in the Bankruptcy, Elder Law & Health, or Immigration Law Clinic for more than one semester, space permitting. If a student repeats the clinic, they will have the option of receiving either 2 or 3 graded units.

QUESTIONS?
Melissa Brown
Director, Legal Clinics
mbrown1@pacific.edu
p: 916.739.7378
The Clinics At-A-Glance*

Applications
An application is required for all clinics. Electronic applications are on the Legal Clinics webpage.

<table>
<thead>
<tr>
<th>Clinic Name and Professor</th>
<th>Prerequisite Requirements (P) / Prereq. or Concurrent Enrollment Requirements (PC)</th>
<th>Certified Law Student</th>
<th>Units for the Clinic &amp; Required Seminars</th>
<th>Length of Commitment</th>
<th>Offered During</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bankruptcy Clinic Warren Jones</td>
<td>P: Bankruptcy or Survey of Bankruptcy</td>
<td>No</td>
<td>3 Graded</td>
<td>Semester*</td>
<td>Fall &amp; Spring</td>
</tr>
<tr>
<td>Elder &amp; Health Law Clinic Melissa Brown</td>
<td>PC: Elder Law &amp; Social Policy, Evidence &amp; Civil Procedure</td>
<td>Yes</td>
<td>3 Graded</td>
<td>Semester*</td>
<td>Fall &amp; Spring</td>
</tr>
<tr>
<td>Immigration Law Clinic Blake Nordahl</td>
<td>PC: Immigration Law, Evidence &amp; Civil Procedure</td>
<td>Yes</td>
<td>3 Graded</td>
<td>Semester*</td>
<td>Fall &amp; Spring</td>
</tr>
<tr>
<td>Legislative and Public Policy Clinic Rex Frazier</td>
<td>Introduction to Capital Lawyering, Lawmaking in California, and California Lobbying and Politics are strongly recommended prior to, or concurrent with, the Clinic. Students participating in the Capital Lawyering Concentration receive preferred enrollment.</td>
<td>No</td>
<td>Clinic: 4 Graded (2 per semester)</td>
<td>Academic Year</td>
<td>Year Long</td>
</tr>
<tr>
<td>Prisoner Civil Rights Mediation Clinic Ederlina Co &amp; Michael Colatrella</td>
<td>P: ADR (see below)</td>
<td>No</td>
<td>3 Graded</td>
<td>Academic Year</td>
<td>Year Long</td>
</tr>
<tr>
<td>Small Business Clinic Kaitlyn Saberin &amp; Elizabeth Jackson</td>
<td>P: GLS I Completion of Business Associations and Federal Income Taxation is also recommended</td>
<td>No</td>
<td>3 Graded</td>
<td>Semester</td>
<td>Spring</td>
</tr>
</tbody>
</table>

Fulfilling the ADR Prerequisite
The ADR Prerequisite for Mediation Clinics can be satisfied by successful completion of our course in Mediation, or Negotiations & Settlements, or Alternative Dispute Resolution, or a non-credit basic 40-hour mediation course with the approval of the faculty.

* Students who return to the Clinic for a second semester have the option of earning two or three graded units.
GRADUATE DIRECTED RESEARCH AND MASTER’S THESIS

Graduate Directed Research and Master’s Thesis provides the opportunity for LL.M. students to engage in a comprehensive individual research project under the supervision of a full-time faculty member.

Advance Approval Required
Advance approval of the research topic and unit credit is required. A student must submit a detailed written proposal of the research topic and obtain approval from a full-time faculty member willing to supervise the student’s research. The proposal and a completed “Graduate Directed Research Request Form” (available online and from the Office of the Registrar) must then be submitted to the Registrar prior to the end of the registration period for the term in which the student intends to enroll in Directed Research.

Supervision Required
Directed Research must be supervised by a full-time faculty member on a regular basis. Specifics regarding supervision of the course are left to the supervising faculty member, but the general expectation is that the student will provide an outline and draft of the project at established deadlines, and the faculty member will provide regular feedback to the student.

Number of Units
A graduate student may enroll for either 1 or 2 graded credit hours for Directed Research. A student is expected to put in at least 50 hours of work for each credit hour. If the resulting work product is a paper, as a general rule, the student should produce a paper of approximately 15 pages in length for 1 unit of credit or 25 pages in length for 2 units of credit.

Master’s Thesis
A student may enroll for 3 - 6 graded credit hours for Master’s Thesis. The final product should exemplify high quality academic writing, and should be 30 - 40 pages for 3 units, and 50 or more for 4, 5, or 6 units.

Limitation
A student is not permitted to receive credit for Directed Research for a project produced for the student’s employer or for any other law school course or activity.
INTERNATIONAL STUDY OPPORTUNITIES

Summer Abroad Programs

Broaden your law school 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.

Related International Activities

- **Visiting Scholars**: The Global Center hosts distinguished foreign professors or jurists who complete independent research projects, audit courses, and participate in campus events.
- **Visiting Foreign Faculty**: The Global Center hosts 2-3 distinguished professors or practitioners each year who teach elective courses.
- **International Jurist Series**: The Global Center sponsors leading judges and lawyers from around the globe who provide public lectures.
- **Moot Court Competition Teams**: McGeorge generally fields two moot court competition teams in competitions whose subject matter involves international law issues.
- **International Law Society**: McGeorge's International Law Society (MILS) is a student organization that brings together those interested in international law. Members meet to discuss current legal trends and the club sponsors speakers on current international topics.

Opportunities to get involved with the above events and activities are regularly featured in The Docket.

QUESTIONS?

Clemence Kucera
ckucera@pacific.edu
p: 916.739.7353
Class Registration
Graduate Students are encouraged to schedule an appointment with Clemence Kucera to receive academic counseling prior to registering for classes. Registration for the following academic years will occur according to these schedules:

### 2017- 2018 Calendar

<table>
<thead>
<tr>
<th></th>
<th>Graduate Students</th>
<th>Add/Drop Deadline*</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Summer 2017</strong></td>
<td>Monday March 13, 2017 8:30 a.m.</td>
<td>Varies by Session (Refer to Academic Schedule)</td>
</tr>
<tr>
<td><strong>Fall 2017</strong></td>
<td>Monday June 14, 2017 8:30 a.m.</td>
<td>Monday August 21, 2017 11:59 p.m.</td>
</tr>
<tr>
<td><strong>Intersession 2018</strong></td>
<td>Wednesday June 21, 2017 8:30 a.m.</td>
<td>Monday January 4, 2018 11:59 p.m.</td>
</tr>
<tr>
<td><strong>Spring 2018</strong></td>
<td>Wednesday June 21, 2017 8:30 a.m.</td>
<td>Tuesday January 16, 2018 11:59 p.m.</td>
</tr>
</tbody>
</table>

### 2018- 2019 Calendar

<table>
<thead>
<tr>
<th></th>
<th>Graduate Students</th>
<th>Add/Drop Deadline*</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Summer 2018</strong></td>
<td>Tuesday March 13, 2018 9:00 a.m.</td>
<td>Varies by Session (Refer to Academic Schedule)</td>
</tr>
<tr>
<td><strong>Fall 2018</strong></td>
<td>Tuesday June 19, 2018 9:00 a.m.</td>
<td>Monday August 21, 2018 11:59 p.m.</td>
</tr>
<tr>
<td><strong>Intersession 2018</strong></td>
<td>Thursday June 21, 2018 9:00 a.m.</td>
<td>Tuesday January 15, 2019 11:59 p.m.</td>
</tr>
<tr>
<td><strong>Spring 2018</strong></td>
<td>Thursday June 21, 2018 9:00 a.m.</td>
<td>Tuesday January 15, 2019 11:59 p.m.</td>
</tr>
</tbody>
</table>

**QUESTIONS?**

Clemence Kucera  
p: 916.739.7019  
e: ckucera@pacific.edu
REGISTRATION POLICIES & OVERVIEW

Timing
McGeorge has annual registration, meaning that students will register for the entire academic year (Fall and Spring) during late June. Students register via insidePacific web registration (instructions below). Registration for summer school takes place in mid-March.

Course Load

<table>
<thead>
<tr>
<th>Course Load</th>
<th>LL.M. Full-time</th>
<th>LL.M. Part-time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Typical</td>
<td>10-12 units</td>
<td>9-11 units</td>
</tr>
<tr>
<td>Maximum</td>
<td>14 units</td>
<td>17 units</td>
</tr>
<tr>
<td>Summer School (optional)</td>
<td>2-5 units</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. These special cases are noted in the registration instructions sent to students each spring. 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.

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 Clemence Kucera and will result in a “W” on the student’s transcript. No class may be dropped after the last day of classes. 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.

Bar-Tested Courses
Although not required for everyone, all students are strongly encouraged to take Business Associations, Community Property, Criminal Procedure, Remedies & Principles of Law, and Wills & Trusts as these subjects are tested on the California bar exam. Because of their importance, these courses are regularly offered several times each year in both day and evening time slots.

Intersession
McGeorge offers one-unit classes which start the week prior to the Spring semester. Students may utilize Spring tuition units to enroll in these Intersession courses.

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 first year students 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”.
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.

   ![Select Term](image1.png)

   ![Select Term](image2.png)

   Versus

   ▶ 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](image3.png)

   ▶ 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:

1. ![Image 1](image1.png)

I tried to add Evidence, but it was full...

2. ![Image 2](image2.png)

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

3. ![Image 3](image3.png)

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 walk-in 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.
Career Development
The Career Development Office (CDO) will work with you to identify your professional goals and what experience you need to reach those goals. We are committed to helping you (1) focus your career search strategies, (2) develop your professional networking and leadership skills, and (3) take advantage of opportunities for practical legal experience.

**Advising**
In working with you to create your individual career plan, we will look at your previous experience, where you want to live after graduation, what practice areas interest you, and what motivates you.

**Events**
Our events and activities are designed to focus on a variety of areas and topics. 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.

**Alumni Network**
One of McGeorge School of Law’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.

**Come See Us!**
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.

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Isabella Hannon, Recruitment Manager, Leah Adams, Career Advisor, Molly Stafford, Director, Sally Draper, Coordinator
CAREER PLANNING

One-on-One Career Advising
Through your time at McGeorge, and after graduation, we will continue to be available to meet with you to help update and modify your 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.

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.

Mock Interview Programs and Coaching
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?

p: 916.739.7011
e: lawcareers@pacific.edu
McGeorgeCareersOnline (MCO): Job Postings and More!
MCO is our career management program. You will be given access after your first meeting with the CDO after October 15. By registering online with MCO, you will have access to job listings for immediate and future employment, now and throughout your career.

Job Fairs
Annual Public Interest Job Fair: Attend this on-campus job fair in late January or early February. There will be more than 20 local government and non-profit employers who come to campus to meet you.

Public Interest / Public Sector Day: PI/PS Day is a job fair with almost 100 government and non-profit employers attending, co-hosted by McGeorge and other Northern California law schools.

Non-Traditional Job Fair: This career fair that will expose you to some of the many job options available to law students and graduates beyond working in a law firm is co-hosted by McGeorge and other Northern California law schools.

Fellowships
Typically, a fellowship is a term-limited opportunity designed to give a recent graduate experience in a public interest practice. Fellows are able to use their legal skills to affect positive change for disadvantaged populations while receiving top-rate training and supervision. The CDO works with a number of organizations, and has contacts all across the United States, to provide our students with as many fellowship opportunities as possible.

Post-Graduate Judicial Clerkships
A judicial clerkship is a full-time position working for a federal or state judge usually (but not always) right after finishing law school. Clerkships may be with any level of court and offer new graduates the opportunity to work closely with a judge, gaining unparalleled insight into the judicial process and broad exposure to various areas of the law.

PSJD
Register with 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, Public Service & Volunteer Opportunities
Through the OneJustice® Justice Bus Project, Workers’ Rights Summer Volunteer Program, Day of Service, and other programs sponsored by the CDO and other campus groups, you can participate in short-term or long-term 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. Review the Pro Bono, Public Service & Volunteer Opportunities section of this Handbook for more information.

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 McGeorgeCareersOnline Document Library for the most current login information.
PROFESSIONAL DEVELOPMENT & LEADERSHIP

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.

“Day in the Life” Series
The CDO will partner with student organizations to bring you a series of programs and panels that will give you a glimpse into a “day-in-the-life” of attorneys from many different practice areas.

Networking
Networking is one of the best ways to make professional contacts, learn about practice areas and career opportunities, promote yourself and your law firm, 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 organizations.

The 21st Century T-Shaped Lawyer

Broad Skill Set: An Ability to Apply Knowledge Across Disciplines

Why is experiential learning so important to my career? Changes in the legal market demonstrate the demand for “T-shaped lawyers,” and it is the broad skill set in addition to traditional legal knowledge that you gain through experiential learning and professional experience that will create your “T.”
BASICS OF PROFESSIONALISM IN A DIGITAL AGE

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.

Professional Email Signature
Now that you are a law student, your automatic email signature should reflect this. It should include your full name, that you are an LL.M candidate at McGeorge, and your contact information. Please avoid the use of quotes, emoticons, or other add-ons.

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.

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.

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!

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!

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.

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

Online Videos
The CDO has a series of helpful how-to and informational videos available to answer some of your questions. These can be found on the CDO website, YouTube, or by contacting the CDO directly.

Practice Area Preferences
The CDO has e-mail group lists tailored to your practice and geographic areas of interest. We’ll let you know about jobs, events, and networking opportunities in these areas. You can sign up for these in the profile section of McGeorgeCareersOnline.

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.

Practice Area Pathways
These 24 Pathways are an online tool designed to help you navigate through the different practice area possibilities and to aid you in developing your individual career plan.

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!

CDO on Social Media
Follow the CDO on social media for current information on job postings, events, legal news, and helpful tips. Follow @McGeorgeCDO on Twitter. Friend McGeorge CDO on Facebook. Follow McGeorge CDO on Pinterest. Connect with each of our team members on LinkedIn. For more information on how to establish your own professional online presence, contact the CDO.
**RESUME & COVER LETTER CHECKLIST**

**Legal Resume**

**Font**
- Sarif font. Should be the same throughout the resume.
- No smaller than 10.5 point and no larger than 12 point (except in the heading).

**Language**
- Formal language.
- Persuasive tone and word choice.
- Start each description with an action verb.

**Correct Spelling**

**Grammar**
- Current positions should be described in the present tense, past positions should use past tense.

**Length**
- If possible, should be limited to one page. Be sure not to eliminate information that an employer would consider relevant to the position sought.
- If resume is two pages long, page 2 should have a header and content indication (i.e. “Experience, Continued”)

**Consistency**
- If you abbreviate “J.D.,” then you should abbreviate “B.A."
- Format and tone should be consistent.

**Heading**
- Use full name.
- If using a nickname, should read: First name “Nick name” Last name.
- Use “Ms.” or “Mr.” if necessary to identify gender
- Include mailing address, phone number, and email address.
- Professional email address.

**Content/Order**
- Education (reverse chronological order, starting with law school)
- Experience (reverse chronological order)
- Name of employer, location, dates of employment, job title
- Memberships or Professional Associations
- Community Service
- Language Skills
- Personal Interests

**Do Not Include**
- References
- Objectives
- Summary of Qualifications
- Skills

**Cover Letter**

**Font**
- Sarif font. Should be the same as your resume.

**Style and Tone**
- Formal language.
- Persuasive tone and word choice.

**Correct Spelling**

**Correct Grammar**

**Length**
- Should be no longer than one page.

**Heading**
- Your heading should be the same as your resume.

**Letter Format**
- Use either block or semi-block format.
- Include correct date and mailing address.
- “Dear Mr./Ms. ___:"

**Personalize each letter**
- Research each employer.

**First Paragraph**
- Why are you writing this letter?
- Who are you?
- Why are you interested in this particular employer beyond what you will get out of the experience?

**Body of the Letter**
- Why should this employer be interested in you?
- Academic background, practical experience, personal qualities.

**Closing Paragraph**
- What do you want to happen next?
- What are you enclosing?

*Keep in mind that some positions may call for legal resume while others may require a CV or a resume in a different format. Schedule an appointment with a career advisor to talk about your options and which format to use.*
Admission to Practice
ONE AND DONE: BAR PREPARATION & SUPPORT

Sign up for a Commercial Bar Review Course. There are several from which to choose, but it is vital to enroll in a commercial course. This is where you will get the substantive law you need to pass the exam, along with a study schedule, practice exams, and feedback on your work. Visit the major vendors’ tables throughout the semester on campus, and if you have further questions about which course might be best for you, contact Professor Lee at clee1@pacific.edu.

“Like” the McGeorge Bar Prep Facebook Page and/or Follow the McGeorge Bar Prep Blog at mcgeorgebarprep.wordpress.com. This is the primary platform we will use to communicate with you during your bar prep. On the blog and Facebook page we may share information about submitting practice exams for individualized feedback, meetings with bar experts, proctored practice exams, general bar advice, and more. If you’re not following these updates, you will miss out on some great opportunities.

Check Your McGeorge Email Account Often for Early Bar Prep Opportunities. McGeorge offers several free programs to help students master the skills necessary to pass the CA Bar Exam on the first attempt, from live lectures to online review and practice exams. You also will receive information concerning how to apply to participate in a supplemental support “course” during bar prep called BEAT (Bar Exam Attack Track). Be sure to check your McGeorge email and The Docket so you don’t miss out.

Enroll in Persuasive Analysis, Strategies, and Skills I & II during your final year. Enroll in the Persuasive Analysis, Strategies, and Skills (PASS) Courses during your final year. PASS I and II are pass/fail courses that introduce students to the bar exam: how it’s graded, what it covers, and what applicants need to do to pass the first time. PASS I is a ten-week class at the beginning of the term that is worth two units and focuses on essays and the MBE. PASS II is a four-week class at the end of the term that is worth one unit and focuses on performance tests (PTs). PASS I is a prerequisite for PASS II, and students are welcome to take both in the same semester. Both PASS courses include multiple practice exams given under realistic conditions, and students receive extensive personalized feedback on their work. Student evaluations of past bar support courses have been overwhelmingly positive. PASS I and II may be taken during either Fall or Spring of your senior year. PASS III is a graded, three-unit course offered in the spring semester that focuses on the substantive law of Civil Procedure, Contracts, and Property. Students in PASS III use commercial bar course materials to review the law and complete multiple in-class exam simulations to give them a head start in reviewing these challenging bar subjects.

Play the Mental Game. Don’t underestimate the mental aspect of passing the bar! Eating healthfully and taking good care of yourself is more important now than ever. Have a plan for how you will deal with the stress, whether it’s running, working out, yoga, meditation, cooking, going to the farmers market, knitting, painting, walking, etc.—whatever helps you stay healthy and focused.

Get Your Life in Order. It’s never too early to develop a plan to ensure that you can spend the bulk of your post-graduation time focusing on studying for the bar exam—because you WILL spend that much time studying! Start saving money, start saving vacation time, arrange for childcare, etc. If at all possible, we highly recommend that students do NOT work during their bar prep. If you would like to discuss your individual situation and options, contact Professor Lee at clee1@pacific.edu.

Office of Graduate Programs
To be admitted to the California State Bar, applicants must take and pass the California Bar Examination. The California Bar Exam is a two-day exam, consisting of five one-hour essay questions and a 90-minute performance test on the first day, and the MBE on the second day. The bar exam is administered during the last week of February and July each year.

### California Bar Exam Schedule

<table>
<thead>
<tr>
<th></th>
<th>Tuesday</th>
<th>Wednesday</th>
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<tbody>
<tr>
<td><strong>Morning</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3 hours</td>
<td>3 essay questions</td>
<td>100 multiple choice questions</td>
</tr>
<tr>
<td><strong>Afternoon</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tues: 3.5 hrs</td>
<td>2 essay questions, 1 90 min. PT question</td>
<td>100 multiple choice questions</td>
</tr>
<tr>
<td>Wed: 3 hrs</td>
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**Lunch Break: 90 minutes**

### Essay Questions

This part of the exam is designed to measure your ability to analyze legal issues arising from fact situations. Your answer is expected to demonstrate that you can analyze the facts given, tell the difference between material and immaterial facts, and discern the points of law and fact upon which the question turns. Your answers must show knowledge and understanding of the pertinent principles and theories of law, their qualifications and limitations, and their relationships to each other. The answer should evidence your ability to apply the law to given facts and to reason in a logical, lawyer-like manner from premises adopted to a sound conclusion. Writing timed practice essays is vital to bar exam success, so enroll in PASS I to get a head start.

Essay questions may involve issues from one or more of the following subjects:

1. Business Associations
2. Civil Procedure (California and Federal)
3. Community Property (California)
4. Constitutional Law
5. Contracts
6. Criminal Law and Procedure
7. Evidence (California and Federal)
8. Professional Responsibility (California and ABA)
9. Real Property
10. Remedies & Principles of Law
11. Torts
12. Trusts
13. Wills and Succession

### Performance Test Questions

PTs are designed to test your ability to understand and apply a select number of given legal authorities in the context of a factual problem. Each question consists of a fact “file” and law “library” with instructions advising you what task(s) you must perform. PTs are graded based on analytical content, responsiveness to instructions, thoroughness, organization, and professional presentation of written tasks. The PT is worth two essays in terms of bar grading, so enroll in PASS II practice successful PT strategies.

### Multistate Bar Examination

MBE questions are multiple choice questions developed and graded by the National Conference of Bar Examiners, not the California State Bar. The MBE is worth 50% of your final bar score.

MBE questions test seven subjects (federal law only):

1. Constitutional Law
2. Contracts
3. Criminal Law and Procedure
4. Evidence
5. Real Property
6. Torts
7. Civil Procedure

### Grading

The Committee of Bar Examiners maintains a diverse pool of approximately 150 experienced attorneys from which Graders are selected for each examination grading cycle. Eight groups of 14 Graders are selected to grade the essay and PT answers, which together are worth 50% of the final score. Graders evaluate answers and assign raw scores (ranging from 40 to 100, in 5-point increments) based on the content of the responses. The Committee then uses a statistical technique called “scaling” to convert your raw score into your scaled score. This process is designed to ensure that the difficulty of passing the bar exam remains consistent from one administration to another. You can learn more at [calbar.ca.gov/Admissions/Examinations/California-Bar-Exam/Description-and-Grading-of-the-California-Bar-Exam](http://calbar.ca.gov/Admissions/Examinations/California-Bar-Exam/Description-and-Grading-of-the-California-Bar-Exam).

### Results

February results are released in May, and July results are released in November. Beginning at 6 p.m. on the day results are mailed, applicants can access the pass list online. In California, successful applicants do not receive their scores or exam answers.
Student Life
McGeorge provides robust opportunities for students to engage in the community, including the Oak Park neighborhood surrounding the campus and in the broader Sacramento region. Students come to McGeorge to make a difference, and these activities allow you to achieve personal and professional fulfillment by helping others. Through these activities you will gain professional experience, enhance your resume, and build relationships with other professionals. Opportunities fall into three related groupings: pro bono, public service/public interest, and volunteer opportunities. The Capital Center for Law and Policy recognizes McGeorge students with a Capital Commendation at different levels depending on the number of hours provided.

**PRO BONO**

PRO BONO comes from pro bono publico which means “for the public good.” JD students use their growing legal skills under the supervision of a practicing attorney to help provide free legal services on campus at one-day clinics sponsored by McGeorge, and on behalf of a variety of government, nonprofit, educational, and civil programs. Students do not receive compensation or academic credit for doing pro bono work. These programs are often coordinated by the McGeorge Legal Clinics, the Career Development Office (CDO), or by faculty and student organizations, and many involve invaluable cross-cultural experience.

**Annual Immigration Fair**

Law students team up with local immigration attorneys and McGeorge law professors to offer assistance for Naturalization applications and Deferred Action for Early Childhood Arrivals applications at this one-day clinic on our campus. Most of the direct service opportunities are for students enrolled in the Immigration Law Clinic and the Immigration course, but limited opportunities are available for other students (including non-JD students) who attend a training session.

**Elder Abuse Prevention Events for Seniors**

Law students from the Elder & Health Law Clinic and the Elder & Social Policy course provide seniors with legal check-ups and education about financial safety and protection at a one-day clinic on campus. Again there are some opportunities for other students who attend a training session to participate in the event. The Elder & Health Law Clinic students also sponsor a World Elder Abuse Awareness Day event, in cooperation with actors from Capital State Company, entitled “Act 1: ‘No.’ is a complete sentence” on elder abuse prevention.

**Clean Slate Day**

Law students and volunteer attorneys help community members expunge their criminal records or reduce felonies to misdemeanors at the one-day campus clinic sponsored by the Center for Advocacy & Dispute Resolution and community non-profits. Students from the Federal Defender Clinic took a leading role in organizing pre-event training for volunteers and also running the Clean Slate Day.

**OneJustice**

The Justice Bus© operates in rural communities for one or two days during a weekend in both the fall and spring semesters. JD students gain real world legal skills while bringing free legal services to communities with significant need by meeting one-on-one with clients under careful supervision. Working with the CDO, OneJustice coordinates training for the JD students, provides transportation, accommodations, and food, and collaborates with organizations in the host locations.

**Workers’ Rights Employment Summer Volunteer Clinic**

This pro bono employment clinic operates one night a week on the McGeorge campus for ten weeks during the summer, in coordination with CDO. JD students practice interviewing and other professional skills, interact with clients, and learn substantive CA employment law. The clinic is run by the Executive Director of the Center for Workers’ Rights.

**More Pro Bono**

McGeorge CareersOnline ([go.McGeorge.edu/MCO](http://go.McGeorge.edu/MCO)) regularly posts other pro bono volunteer opportunities for students from a single-day to semester-long from a variety of agencies and organizations.
PUBLIC SERVICE
Public Service activities include participation in externships in government and nonprofit organizations as part of our Capital Center for Law and Policy and in our legal clinics (both are for academic credit). Additionally, the CDO presents multiple opportunities to learn about careers in public service/public interest through various programs and events.

McGeorge Public Interest Job Fair
This event is held each February at the student center on campus. More than 20 government and public interest employers will be on campus to meet individually with students about internships, externships, and post-graduate employment.

Public Interest/Public Sector Job Fair
The Northern California Public Interest/Public Sector Legal Job Fair provides JD students a unique opportunity to meet and interview with more than 100 public interest and public sector legal organizations. This is an annual event that is sponsored by the Consortium of Northern California Law School Career Services Offices (including McGeorge) and OneJustice.

Public Service Jobs Directory (PSJD.org)
The CDO pays for a subscription for each student, which allows you to access information on volunteer opportunities, post-graduate fellowships, and other information about public service opportunities.

Equal Justice Works Career Fair
This event is held in Washington, D.C. and is the largest public interest career fair for JD students in the country, with more than 150 employers from across the country. Students apply for pre-scheduled interviews and attend table talks as well as multiple workshops. The event consistently draws a few McGeorge students each year. The CDO will award some travel grants to JD students who attend this career fair.
VOLUNTEERISM
Volunteer Opportunities include community-based activities that support the Oak Park neighborhood or the broader community but do not involve the use of legal skills. Students in the MSL/MPP/MPA degree programs are encouraged to participate in these community events.

Reading Partners
In Sacramento, just 45% of third graders are reading at a proficient or advanced level. Through this program, tutors work one-on-one with kindergarten through fourth graders struggling with reading comprehension. The Reading Partners Program is approximately a 1-2 hour per week time commitment. Please contact Dean Simmons at tsimmons@pacific.edu if you are interested in volunteering.

Registered Student Organizations
Many of our RSOs engage in all sorts of volunteer activities. You can count on Phi Delta Phi’s annual Thanksgiving Food Drive (collecting nonperishable food items) and Angel Tree Holiday Drive (collecting gifts for local children in need), plus each year there are also a multitude of other opportunities to engage with the Sacramento community and give back. Keep an eye on The Docket for events, and attend club general meetings to get involved.

McGeorge Night of Service
CDO coordinates an Annual Night of Service in August with current students, recent graduates, and other local alumni at the Sacramento Food Bank in Oak Park.

STUDENT BUSINESS CARDS
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 McGeorge students hold membership in its Student Bar Association. The SBA serves as a forum for student interests and concerns and it sponsors school-wide events throughout the year including the Barrister’s Ball. The SBA also organizes and oversees several student committees, and provides funding for the Registered Student Organizations.

The SBA is administered by a student-elected Board of Governors comprised of the SBA President, JD Day and Evening Division Vice-Presidents, Secretary, Treasurer, a Representative for each JD class year (1D, 2D, etc.), and an At-Large Representative. In consultation with the Associate Dean for Academic Affairs, the SBA President appoints student representatives to several of McGeorge’s standing committees to insure student input to faculty and administrative policy decisions. The SBA President 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.

SBA Board of Governors

<table>
<thead>
<tr>
<th>President</th>
<th>Rachel Tochterman</th>
<th><a href="mailto:r_tochterman@u.pacific.edu">r_tochterman@u.pacific.edu</a></th>
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<tr>
<td>Day Vice President</td>
<td>Aoibheann Cline</td>
<td><a href="mailto:a_cline2@u.pacific.edu">a_cline2@u.pacific.edu</a></td>
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<tr>
<td>Evening Vice President</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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<tr>
<td>Treasurer</td>
<td>A’lex Paplos</td>
<td><a href="mailto:a_paplos@u.pacific.edu">a_paplos@u.pacific.edu</a></td>
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<tr>
<td>Secretary</td>
<td>Elise Rice</td>
<td><a href="mailto:e_rice1@u.pacific.edu">e_rice1@u.pacific.edu</a></td>
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<tr>
<td>Representative at Large</td>
<td>Antoinette Ranit</td>
<td><a href="mailto:a_ranit@u.pacific.edu">a_ranit@u.pacific.edu</a></td>
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<tr>
<td>4E Representative</td>
<td>Keri Firth</td>
<td><a href="mailto:k_firth1@u.pacific.edu">k_firth1@u.pacific.edu</a></td>
</tr>
<tr>
<td>3D Representative</td>
<td>Navraj Rai</td>
<td><a href="mailto:n_rai1@u.pacific.edu">n_rai1@u.pacific.edu</a></td>
</tr>
<tr>
<td>3E Representative</td>
<td>Joann Horta-Baez</td>
<td><a href="mailto:j_hortabaez@u.pacific.edu">j_hortabaez@u.pacific.edu</a></td>
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<tr>
<td>2D Representative</td>
<td>Chris Nielsen</td>
<td><a href="mailto:c_nielsen1@u.pacific.edu">c_nielsen1@u.pacific.edu</a></td>
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<tr>
<td>2E Representative</td>
<td>Rosy DeLara</td>
<td><a href="mailto:r_delara@u.pacific.edu">r_delara@u.pacific.edu</a></td>
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<td>1D Representative</td>
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<td>1E 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 one of the SBA Committees listed below or JD students may run for ID or IE Representative.

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) Events and Coordination Committee (ECC)
   Want to help plan events? The ECC is responsible for creating and coordinating social activities for students. This committee plans our annual and semi annual events such as “Gimme a Break” (breakfast during finals), the grand Welcome Back event, as well as the End of the Year BBQ. Members can also create new ideas and events for student life on and off campus.

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

4) Barrister’s Ball Committee
   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.

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 services and counseling and student health insurance, and works with the Office of Student Affairs to implement wellness initiatives and advocate for student wellness needs. This Committee also coordinates wellness and stress relief events including Wellness Week.

6) Masters Committee
   The Masters Committee is comprised of the SBA Representative at Large and students who a part of the MSL, LLM, JSD, MPP and MPA programs. This Committee organizes and plans events for the Masters students throughout the year.
American Bar Association Law Student Division

The American Bar Association is a national organization providing law school accreditation, continuing legal education, information about the law, programs to assist lawyers and judges, and initiatives to improve the legal system for the public. All students attending ABA-approved law schools are eligible to join.

One student is selected by the SBA President to serve as the McGeorge ABA Law Student Division Representative (ABA Representative). The ABA Representative advocates on behalf of ABA Law Student Division members from their school, serves as the school’s point person on the ABA and communicates the benefits and value of ABA membership at their school.

The ABA Representative serves as one of their school’s two voting delegates to the ABA Law Student Division Assembly (the policy-making body of the Division). McGeorge’s ABA Representative is appointed by the SBA President.

2017-2018 ABA Representative
Alexandra Bohlman
a_bohlman@u.pacific.edu

Registered Student Organizations (“RSOs”)

Practicing your legal skills doesn’t always happen in class or during an internship. Registered Student Organizations (or as we call them “RSOs”) play an integral role in the campus environment and educational process for 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 McGeorge. The deadline to register for the 2017-2018 academic year is October 1, 2017. Contact Kelli Sarnowski in the Office of Student Affairs if you are considering forming an RSO (ksarnowski@pacific.edu or 916.739.7089).

Alternative Dispute Resolution Club (ADR)
President: Lisa Kindel, l_kindel@u.pacific.edu
Most of the practice of law is negotiations. Be it plea bargaining, settlement agreements, or contract negotiations, you will experience negotiations in any field of the law. ADR Club is here to help students prepare for the real legal world and build those dispute resolution skills. We will hold lectures and in the spring, The All-McGeorge Annual Negotiation Competition. If there are any questions, please contact Lisa Kindel at l_kindel@u.pacific.edu.

American Constitution Society (ACS)
President: Joshua Bailey, j_bailey8@u.pacific.edu
ACS believes that law should be a force to improve the lives of ALL people. We work for positive and progressive change by shaping debate on critical legal and constitutional issues by building networks of progressive lawyers, law students, judges and policymakers dedicated to those ideas. We are well-supported by the national leadership and have the opportunity to bring some exciting and knowledgeable speakers as well as utilize their extensive national employment and internship network.

Asian Pacific American Law Student Association (APALSA)
President: Caitlyn Imura, c_imura@u.pacific.edu
Join McGeorge APALSA and network with other students, local attorneys and alumni! Check out our Facebook page for upcoming events!

Black Law Students Association (BLSA)
President: My Tien Doan, m_doan3@u.pacific.edu
The mission of the Black Law Student Association is to promote diversity, inclusion, and cultural/social awareness through programming and events that allow people of all different backgrounds to learn from and with one another. We hope to engage our future lawyers with the community in which they will serve. Our organization is open to all students. For further questions, please email My Tien Doan, President, at m_doan3@u.pacific.edu
Business Law Association (BLA)
President: Matt Gross, m_gross4@u.pacific.edu
Join us after a long week of classes to learn about the Business Law Association (“BLA”). Come explore the broad and complex area of business law. Business lawyers can be involved with a wide variety of tasks, including the formation of companies and public stock offerings. Business lawyers are well-versed in other areas of law, such as bankruptcy and labor law. Join BLA members to learn more about the field and about our plans for the year. Questions? Contact Matt at m_gross4@u.pacific.edu.

Cannabis Law Society
President: Leonardo Sandoval, l_sandoval1@u.pacific.edu
Interested in legal work surrounding the newest industry in the United States? Interested at all in the implications of the marijuana industry in California, nationally, and internationally? Come join us for a lunch time meeting where we will be discussing the primary objectives of the Cannabis Law Society. Do not be shy! Bring your lunch! All in all, we look forward to seeing your shining faces!

Christian Law Students Society (CLSS)
President: David Obisanya, d_obisanya@u.pacific.edu
Looking to network with fellow Christians? The Christian Law Students Society brings in a variety of attorneys as guest speakers to discuss their professions and how they got where they are! On days there aren’t guest speakers, the club meets on campus with other students to discuss volunteer opportunities and catch up with each other. Look for our meeting times in The Docket or contact David Obisanya at d_obisanya@u.pacific.edu.

¿Como se Dice? El Club de Espanol
President: Stacie Jackson, s_jackson8@u.pacific.edu
Interested in improving your Spanish? The Spanish Club strives to provide a fun and interactive environment for all who have a desire to improve their Spanish language skills. We hold group conversations, games, activities, cultural events, and more. Dues are $5 per year and food is always provided! Come learn more about this practical skill you can apply to any legal career! Look for our meetings and events in The Docket or to get involved contact Stacie Jackson at s_jackson8@u.pacific.edu.

Craft Beer Law Society (CBLS)
President: Aric Codog, a_codog@u.pacific.edu
The Craft Beer Law Society seeks to cultivate an appreciation for the law and business of craft beer among the McGeorge student body. CBLS's mission is to use tastings, talks, and events to acquaint law students with the vibrant and fast-growing craft beer industry. Questions? Comments? Drinking Invitations? Contact CBLS President Aric Codog at a_codog@u.pacific.edu.

Criminal Law Society (CLS)
President: Rosy DeLara, r_delara@u.pacific.edu
The Criminal Law Society (CLS) was created to give law students an opportunity to connect with prosecutors, defense attorneys, and judges within the community. CLS gives those interested in Criminal Law the chance to network and build their legal relationships in this area of law, along with the opportunity to see what a career in this path would be like. CLS is a great way to talk to those with years of experience and build your legal reputation in the Criminal Law field!

Employment and Labor Law Student Association (ELLSA)
President: Nick McKinney, n_mckinney1@u.pacific.edu
Did you know that in many states you are not allowed to ask or discuss will fellow employees your wages? The Employment and Labor Law Students Association is for students interested in business law, civil rights litigation, or anyone who wants a job or has a job. We are focused on getting our members the connections needed to be practice ready. Look for our meetings advertised in the Docket or contact Nick McKinney, President at n_mckinney1@u.pacific.edu to become a member today.

Environmental Law Society (ELS)
President: Kasil Willie, k_willie@u.pacific.edu
Do you have an interest in protecting species, preserving wild lands, addressing agricultural issues, or tackling environmental justice problems? Then we welcome you to join the Environmental Law Society! ELS helps put on events throughout the school year, including panels, lectures, and Earth Law Week in the spring. For more information or to join ELS, contact Kasil Willie at k_willie@u.pacific.edu.

Family Law Student Association
President: Marissa Otteson, m_torres14@u.pacific.edu
The Family Law Student Association is dedicated to promoting the practice of Family Law within the McGeorge community, exposing McGeorge Law students to the broad fields of Family Law, and helping students build connections with practicing attorneys in the area.

Federal Bar Association (FBA)
President: Alexandra Bohlman, a_bohlman@u.pacific.edu
Join the Federal Bar Association and meet legal professionals working in the Sacramento Area! The FBA provides opportunities for judges, lawyers, and law students to interact professionally and socially. The Sacramento Chapter of the FBA holds numerous networking and educational events throughout the year. National membership as a 1L covers membership through 4 years. Look for events in The Docket or contact Alexandra Bohlman, FBA President at a_bohlman@u.pacific.edu to become a member today!
Federalist Society, McGeorge Chapter
President: Keri Firth, k_firth1@u.pacific.edu
The Federalist Society for Law and Public Policy Studies is a group of conservatives and libertarians interested in the current state of the legal order. It is founded on the principles that the state exists to preserve freedom, the separation of governmental powers is central to our Constitution, and it is emphatically the province and duty of the judiciary to say what the law is, not what it should be. Membership is $5. Benefits include subscription to Harvard Journal of Law & Public Policy.

Governmental Affairs Student Association (GASA)
President: Aoibheann Cline, a_cline2@u.pacific.edu
Interested in Government Law? Join GASA, the student run organization associated with the Capital Lawyering Program. We host events and panels throughout the year to expose student to careers in and around the Capitol. These events provide students with an opportunity to network with professional who work in all areas of government law. Look for our events in the Docket or contact, Aoibheann Cline, GASA President, at a_cline2@u.pacific.edu to become a member today!

Health Law Association (MHLA)
President: Uri Grant, u_grant@u.pacific.edu
The McGeorge Health Law Association is an organization intended to familiarize students with legal, ethical, political, and social aspects of healthcare. In addition to advocating 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.

If/When/How
President: Sarah Steimer, s_steimer@u.pacific.edu
If/When/How, McGeorge Chapter is part of student-led, student-driven, national network of law students, professors, and lawyers that works to raise awareness and education on reproductive justice. The organization promotes social justice and equity on campus.

Intellectual Property Student Association (IPSA)
President: Brandon Jack, b_jack1@u.pacific.edu
Interested in Business, Entertainment, Technology, or Art? JOIN IPSA! Every year we visit awesome companies and spend the day with their in-house attorneys. Companies such as Youtube, Google, Pixar, Hitachi, Western Digital and more!!! Dues are $20 per year for current McGeorge Students. Look out for any updates about our events and our visits to awesome companies in the very near future!!! Be sure to contact Brandon Jack, IPSA President, at b_jack1@u.pacific.edu to become an IPSA member today!

International Law Society (MILS)
President: Joann Horta-Baez, j_hortabaex@u.pacific.edu
MILS is committed to promoting and developing the international legal community at McGeorge. Members meet to discuss current legal trends and the club sponsors speakers on current international topics. We provide panel discussions with internationally recognized lawyers and inform students on international internships and careers.

Jewish Law Students Association (JLSA)
President: Uri Grant, u_grant@u.pacific.edu
JLSA is an organization that appreciates diversity and inclusion of others. We welcome all to join us in learning about the various cultures and religions that make up the city of Sacramento. We will be hosting a blood drive, dinners, and other exciting events. As of now, there are no dues and non-members are welcome to attend all of our events. Look out for events on The Docket or contact Uri Grant, JLSA Club President, at u_grant@u.pacific.edu to become a member today!

Lambda Law Students Association
President: Anna Thomas, a_thomas10@u.pacific.edu
The Lambda Law Students Association (Lambda) is a group of students that provides a visible and accessible organization for the McGeorge LGBT community and allies. Lambda is a resource that provides information and awareness on LGBT related local and legal issues. If you are looking to learn, connect or be active in the LGBT community at McGeorge; Lambda is a safe space to do so.

Latino/a Law Students Association (LLSA)
President: Karla Cruz, k_cruz5@u.pacific.edu
LLSA promotes the professional advancement, academic success and cultural heritage of its members. LLSA strives to bring awareness of issues affecting the Latino community and give back to the Sacramento community. Dues are $25. Look for our at events advertised in The Docket or contact Karla Cruz, LLSA president at k_cruz5@u.pacific.edu.

Legal Music Society
President: Henry Mantel, h_mantel@u.pacific.edu
Want to kick back, relax, and enjoy some tunes? Interested in learning about the music industry and the laws that govern it? Looking for people to jam with? Itching to see some live music? Then join the Legal Music Society! Come share your favorite songs, hear from professionals in the industry, and dance away the stress of school. You are welcome no matter what your taste in music! Look for our events advertised in The Docket or contact Henry Mantel at h_mantel@u.pacific.edu with questions.
Middle Eastern & South Asian Association (MESAA)
President: Anthony Abdelsyed, a_abdelsyed@u.pacific.edu
Do you enjoy Middle Eastern & South Asian cultures? Join the Middle Eastern & South Asian Association (“MESAA”) at McGeorge School of Law! We are a non-political, non-religious organization that encourages the compassionate sharing of experiences, cultures, and background between members and the McGeorge student body and Sacramento legal community. We serve and participate in local communities, fundraise, and network with attorneys in the Sacramento region.

Military Law Society (MLS)
President: Megan Thomas, m_thomas18@u.pacific.edu
The Military Law Society is a student-run organization for veterans, people who are interested in joining the military, people who are interested in government service, and those students and faculty who support our mission. The mission of the Military Law Society is to promote public service, professional development, and camaraderie. We host informational sessions for joining all military branches and networking events with local attorneys and judges with prior military service.

Moot Court Society
Co-Executive Chairs: Tyler Horn, t_horn@u.pacific.edu and Bryce Fick, b_fick@u.pacific.edu
Moot Court Society is a club that is open to all students. We work in collaboration with the Moot Court Honors Board to promote excellence in legal writing and oral argument among members and the student body at large during all three years of law school. Reach out to our Co-Executive Chairs, Tyler Horn & Bryce Fick, at t_horn@u.pacific.edu & b_fick@u.pacific.edu to find out more.

Phi Alpha Delta (PAD)
Justice: Janette Malanowski, j_malanowski@u.pacific.edu
As the largest, professional legal fraternity in the world, Phi Alpha Delta Law Fraternity, International fulfills our mission - “Service to the student, the school, the profession and the community” - by helping students make informed decisions about their education, connecting them with mentors and fostering supportive communities in and out of school.

Phi Delta Phi Legal Honor Society- Shields Inn (PDP)
Magister: Eric Giersch, e_giersch@u.pacific.edu
Did you come to law school to make an impact? Would you like to be part of a community dedicated to achievement, personal growth, and philanthropy? Join Phi Delta Phi Legal Honor Society! Joining PDP not only gives you an opportunity to connect with the local community and give back, but also a chance to be part of the oldest and most prestigious legal society in North America. For more information contact Eric Giersch, Phi Delta Phi Magister, at e_giersch@u.pacific.edu.

Public Legal Services Society (PLSS)
Executive Director: Dannica Molina, d_forward@u.pacific.edu
PLSS is a student organization dedicated to enhancing the ability of law students and graduates to choose public interest or public service careers. Assisted by faculty and staff, PLSS organizes a yearly auction to raise money to fund students’ summer internships in public interest work. This past year, PLSS awarded $94,000 in grants to students working in unpaid legal service positions! Email Dannica Molina, Executive Director, at d_forward@u.pacific.edu to learn how to become a member!

Public Policy and Administration Society at McGeorge (PPAS)
President: Yasaman Kavousi, y_kavousi@u.pacific.edu
Do you want to make a difference while making friends? Then the Public Policy and Administration Society (PPAS) at McGeorge is for you! PPAS is an organization of McGeorge students who engage in the cultivation of leadership, collaboration, and professionalism through various activities and events. Our members serve as a network of support for one another, our school, and our community. Contact Yasaman Kavousi, PPAS President, at y_kavousi@u.pacific.edu to learn more.

Real Property Club
President: Kevin Duewel, k_duewel@u.pacific.edu
Real Property Club provides opportunities and connections in real estate and land use practice at McGeorge School of Law.
Rugby Club
President: Ryan Molavi, n_molavi@u.pacific.edu
Interested in staying in shape during the school year? Have any questions about how to succeed in law school or any questions about the legal practice in general? If so, rugby at McGeorge is for you. The McGeorge Rugby Club offers students an opportunity to compete against other programs in the Sacramento area, the Rugby Club also represents a great opportunity for incoming 1L students to meet both 2L and 3L students as well recent McGeorge graduates.

Soccer Club (McGeorge FC)
President: Keegan Doheney, k_doheney@u.pacific.edu
Need a break? Like to kick a soccer ball around? Come out and join the McGeorge Soccer Club during our weekly pick up games. All skill levels are welcome to join. We are out here to have fun and stretch our legs from all that studying! Contact Keegan Doheney for any questions at K_Doheney@u.pacific.edu.

Sports & Entertainment Law Society (SELS)
President: Gustavo Ponce, g_ponce1@u.pacific.edu
Are you interested in a career in the Sports and Entertainment field? The Sports & Entertainment Law Society (SELS) seeks to provide students who have an interest in Sports or Entertainment law with the means to become involved in the fields and at the same time acquire knowledge of the issues in these fields. The society sponsors numerous activities to expose students with the knowledge and experience needed to the practices in these fields.

Strategic Games Club (SGC)
Chancellor: Kristian Stoberlein, k_stoberlein@u.pacific.edu
The Strategic Games Club provides members an opportunity to take a break from the stress and rigor of law school through tabletop games like Pandemic, 7 Wonders, Catan, Sheriff of Nottingham, Ticket to Ride, Bang! We have weekly meetups to play the board games every Friday. Dues are $5 a year. Look for our meetings on The Docket and join us for a day of games.

The Golf Association
President: Dylan Rupchock, t_rupchock@u.pacific.edu
Ever consider golfing but not know when to start? Now is your chance. The Golf Association provides members with various opportunities to practice and improve your game. Golf is an invaluable skill to learn for future lawyers and business professionals alike. Additionally The Golf Association will provide great opportunities to network with legal professionals in the community. For questions or inquiries contact Dylan Rupchock, The Golf Association President, at t_rupchock@u.pacific.edu.

Trial Advocacy Association (TAA)
President: Kelli Tong, k_tong2@u.pacific.edu
The Trial Advocacy Association (TAA) is here for you! We provide opportunities for students to practice trial advocacy skills. The TAA board is McGeorge’s Mock Trial Team members and we are here to mentor those who are interested in Trial Advocacy, to provide a forum for like-minded students to socialize, and to provide support and input to the faculty in administering the trial advocacy program. Look out for opportunities throughout the year to get involved in Trial Advocacy!

Water Law Society (WLS)
President: Gage Marchini, g_marchini@u.pacific.edu
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, encouraging students to participate in events like the California Water Law Symposium, and providing an active learning experience for developing professionals.

Wine Law Society (WLS)
President: Gage Marchini, g_marchini@u.pacific.edu
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 things learned in law school with real world opportunities. Wine Law Society will give students the opportunity to network with attorneys and learn about this exciting field..

Women’s Caucus (MWC)
President: Kiersten Kranbergl, k_kranberg@u.pacific.edu
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
President: Megan McCauley, m_mccauley2@u.pacific.edu
Yoga Club is an opportunity for students to access yoga on campus at only $10 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!
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 $1,596 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 $140 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
University of the Pacific fosters a supportive and welcoming community for all students, no matter what your religious tradition or whether or not you consider yourself religious or spiritual. To help facilitate religious and spiritual life in all its many forms, Pacific has a Dean of Religious Life, Dr. Joel Lohr, and an Office of Religious and Spiritual Life on the main campus in Stockton. Dr. Lohr (jlohr@pacific.edu) and his staff/chaplains make visits to the Sacramento campus and McGeorge students are encouraged to contact them for advice, guidance, and support. The Sacramento campus also maintains a quiet room for quiet contemplation or prayer, and there are several active faith-based student organizations.

Quiet Room
The Pacific Sacramento Campus has a Quiet Room in the Library, a place where any member of the Pacific 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
The Pacific Sacramento Campus has a 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
The Pacific Sacramento Campus 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 of the facility. 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:
Hours: 7 a.m. to 11 p.m. Monday through Thursday
7 a.m. to 7 p.m. Friday
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 (800victims.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 Pacific Garden Program, this space offers the Pacific Community an opportunity to slow down and connect with the natural environment. Students, staff and faculty can tend plots of vegetables, fruits, herbs, and flowers. Food growing is a 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. Community Garden Coordinator Maria Schiffler staffs the garden part time, and Dr. Patty Gray, Garden Program Director, oversees the Sacramento Community Garden as well as the Stockton Campus’s Ted and Chris Robb Garden. Interested in learning more or adopting plot or a garden plant?
Email: pgray@pacific.edu
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 pacific-sacramento.cafebonappetit.com to view this week's menu.

Bon Appetit also offers DCB (declining balance) dollars in two convenient block plans: buy a $500 block plan and get a 5% bonus, or buy a $1,000 block plan and get a 10% bonus. DCB dollars are loaded onto your student ID and make it easy and cost-efficient to purchase food from the Student Center. In addition to the 5-10% you get back when you load your card, you also get an additional 8.5% value with tax free dining. To sign up, visit the café today. To learn more, go to pacific-sacramento.cafebonappetit.com or call 916.739.7175.

Café Hours:
Monday through Thursday — 8 a.m. to 6:15 p.m.
Friday — 8 a.m. to 2 p.m. Closed on weekends.

Wellness Week
Hosted annually by the SBA Wellness Committee and the Office of Student Affairs, Wellness Week provides a forum to inspire the McGeorge Community to think about the different dimensions of wellness and take small steps towards healthy choices. Contact the SBA Vice Presidents if you would like to get involved.

Zipcar
Need a car? Borrow a Zipcar! Pacific has partnered with Zipcar to bring self-service, on-demand car sharing to the area. To use Zipcars, simply register as a member, reserve a car online or by phone, use your Zipcard to enter the car, and drive away. Return the car to the same location where you picked it up. This program is open to students, faculty and staff who are 18 years or older.

As a member you get:
- Access to Zipcars 24/7.
- Discounted hourly rates for faculty, staff and students age 18 and older: rates start at just $7 per hour.
- Gas, insurance and maintenance are included for free!
- Join for only $15 a year-This is a special rate.

To Join:
1. Go To zipcar.com/pacific
2. Follow steps online to join.
3. To utilize Pacific Contract rates, you must use your Pacific email address to register.
4. Once registered a Zipcard will be sent to you in the mail, or
5. Visit the iphone or Android app store on your mobile device for immediate membership.
6. The Zipcard or app is required to unlock the doors of the Zipcard during your rental period.
7. Start Zipping!

Veteran Resource Center
Pacific’s Office of Veteran Services is dedicated to ensuring that veteran, military, and eligible family member students are fully integrated into campus life and are able to take full advantage of the broad range of intellectual and cultural activities offered at Pacific. Our primary missions are your smooth transition on to our campus, your academic success, and ultimately employment after graduation.

Veteran Resource Center:
Chad Reed
Division of Student-Life
University of the Pacific
209.209.679.6336
creed1@pacific.edu

The V.A. Certifying Official for Pacific is:
Tara Atkinson
Office of the Registrar
University of the Pacific
916.739.7106
tatkinson@pacific.edu

Student Life
Additional Policies & Procedures
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.

The Code of Student Responsibility ("CoSR") governs student behavior at all times from the time of submitting an application for admission until graduation, expulsion, voluntary withdrawal, or academic disqualification not followed by reinstatement. The CoSR is divided into four parts – Cannons of Ethics, Disciplinary Rules, Organizational Rules, and Procedural Rules. The CoSR may be found online at mcgeorge.edu/Policies_and_Handbooks.htm and printed copies are available from the Office of Student Affairs.
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, material submitted for the admission application, general information on academic status at 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

McGeorge publishes tuition payment and policy information in the Academic Catalog and on the web at mcgeorge.edu/Future_Students/JD_Programs/Costs_and_Aid/Tuition_and_Fees.htm and mcgeorge.edu/Tuition_Payment_Policy.htm. Please consult those resources for more information, and contact the Business Office at sac_busoffice@pacific.edu or 916.739.7054 with any questions.

TITLE IX 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, Assistant Dean, Administration and Strategic Planning and Title IX Sacramento Campus Representative at 916.739.7343, in addition to any Campus Security Authority, such as Public Safety or Dean Carr. Andrea Goldblum is the University Title IX Coordinator. Her office is on the Stockton Campus and she can be reached at 209.946.7770 or agoldblum@pacific.edu.
PROHIBITED HARRASSMENT POLICIES & PROCEDURES

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 McGeorge. Prohibited harassment in any form, including verbal, physical, and visual conduct, threats, demands, and retaliation in unlawful and will not be tolerated.

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.

ANNUAL SECURITY AND FIRE SAFETY REPORT

In compliance with the Jeanne Cleary Disclosure of Campus Security Policy and Campus Crime Statistics Act, or Cleary Act, the Pacific Sacramento Campus Public Safety Department is responsible for providing the Annual Security and Fire Safety Report. This report contains the three most recent calendar years of crime statistics for the campus. It includes crimes that occurred on campus, in campus housing, and on non-campus property and public property that is adjacent to campus. Also included in this report is fire safety information for on-campus housing. Hard copies of this report are available at the Public Safety Office, Human Resources Office, and Admissions Office, and an electronic version is available online at mcgeorge.edu/Documents/Policies/annualSecurityReport.pdf.
Additional Policies & Procedures

The Pacific Sacramento Campus Bookstore is located in the Student Center Building. The Bookstore provides textbooks, study aids and other materials required by the programs offered on the Sacramento Campus.

Bookstore Hours during the Semester: 9:30 a.m. – 6:30 p.m. Mon-Thurs, 9:30 a.m. – 4 p.m. Friday

The 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.

Accreditation & Memberships

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 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.
American Bar Association (ABA) Standard 510 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 Carrp: 916.739.7089
e: jcarr@pacific.edu