

**Academic Regulations and Other Rules Applicable to Students (2011-2012)**  
(Revised 2-20-12)

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# ACADEMIC REGULATIONS AND OTHER RULES APPLICABLE TO STUDENTS

## PREFACE

You should read these regulations carefully; all students are presumed to have full knowledge of their contents.

## INTRODUCTION

These regulations are divided into eleven parts. Each part is designated by a roman numeral and a title in capital letters. The parts are divided into one or more subparts. Each subpart is designated by a capital letter and an underlined title in initial caps.

### I. **DEFINED TERMS AND GENERAL PRINCIPLES.**

#### **A. DEFINED TERMS**

001. **Defined terms.** The following terms have the meanings shown when used in these regulations. Examples of the use of the terms can be found in the sections noted in parentheses.

**Academic Dean** -- The Academic Dean of the College and/or the Associate Academic Dean of the College, any other member of the faculty of the College who has been specifically delegated by the Dean of the College or by the Academic Dean of the College to exercise the authority given in these Regulations to the Academic Dean of the College. (§503, et. seq.)

**Add/drop period** -- The period at the beginning of each semester designated in writing by the Academic Dean, during which students may, generally, change courses without obtaining permission of the Academic Dean. (§803)

**Administrative F** -- A grade of "F" entered on a student transcript for a course by the Registrar's Office at the direction of the Academic Dean because the student initially received an incomplete in the course and did not follow the required procedures to remove the incomplete, or because, without prior authorization, the student failed to take a scheduled examination, or because the student violated the Hastings Code of Student Conduct. (See §§1103, 1303, 1304, 2902, 2908, and 3008.) Administrative F grades may be accompanied by a notation on the transcript of the reason the student received the F grade.

**Administrative withdrawal** -- The removal of a student from a course by the Academic Dean, in accordance with these Regulations and with the consequences prescribed in these Regulations. (§504)

**College** -- Hastings College of the Law (§105)

**Course** (as used in all sections of these regulations except for §§901-1005) -- An offering of the College for which a student is authorized to receive unit credit which counts toward the minimum number of units needed for graduation. (§§501-504, 703, 801, 1101-1103, et seq.)

**Course** (only as used in §§901-1005, which sections deal with grade point average computation and grade normalization requirements) -- An offering of the College that is either a "GPA course" or a "non-GPA course" and is not a "seminar." The terms "GPA course," "non-GPA course" and "seminar" are defined below and in §901. These terms are used with these meanings by the Hastings Records Office.

**Full-time student** -- Either a student enrolled in a minimum of 12 units in each semester at the College, or a student enrolled in less than 12 units in each semester who qualifies for such enrollment under §§202, 203, or 204. (§201)

**Full-time status** -- The status of a full-time student. (§201)

**Good academic standing** -- Describes status of student whose grade point average is 2.0 or above. (§§1801, 2402)

**GPA course** -- A course in which the grade will be counted in a student's grade point average. In first-year GPA courses the grade must be based at least 50% on an anonymously-graded examination (or a series of anonymously-graded examinations). Except with the prior approval of the Academic Dean for a specific semester, the grade in second and third-year GPA courses will be based at least 50% on an anonymously-graded examination (or a series of anonymously-graded examinations). Instructors shall notify the class in writing during the first week of classes about how they intend to evaluate students.

**Independent study** -- An arrangement between a faculty member and a student under which a student produces substantial written work under the supervision of the faculty member. Grades given for independent study are not counted in a student's grade point average. (§§2401-2406)

**Leave of absence** -- An absence of a semester or more permitted by the Academic Dean to an admitted Hastings student that interrupts the normal course of a student's progress to graduation in consecutive semesters. (§§2901-2906)

**Non-GPA course** -- A course in which the grade will not be included in a student's grade point average. These courses emphasize skills training and evaluation, such as clinics, externships, Legal Analysis, and other courses that may be so designated by the Faculty from time to time, including those courses designated as credit/no credit.

**Seminar** -- An offering of the College which does not qualify as a GPA course, but in which the grade will be counted in a student's grade point average. A seminar must involve substantial research and writing done under faculty supervision. The grade in a seminar must be based at least 50% on that written work. Instructors shall notify the class in writing during the first week of classes about how they intend to evaluate students.

**Upper division** -- Describes a course or offering that may only be taken by a second or third-year student at the College. (§§901, 1803)

**Withdrawal** -- A voluntary termination of enrollment at the College of a student in good standing, approved by the Academic Dean, having the consequence that the student may not re-enroll at the College unless readmitted. (§§2908, 2909)

## **B. GENERAL PRINCIPLES**

010. **Compliance with applicable law.** The Academic Dean shall interpret and apply these Academic Regulations so as not to violate applicable laws, including but not limited to, laws establishing the rights of persons with disabilities.

## II. RESIDENCY AND GENERAL ENROLLMENT REQUIREMENTS.

### A. Semesters and Units

101. **General requirements for degree.** Except as otherwise provided in this subpart, a student: (1) must be enrolled on a full-time basis, as defined in §201, during six semesters at Hastings and (2) must earn credit for 86 units of course work to qualify for a Hastings J.D. degree.
102. **Transfers after one year of law school.** A student who is admitted as a transfer student after completing the first year curriculum at another law school must be enrolled at the College as a full-time student for not fewer than four semesters and must successfully complete a minimum of 52 units while at the College to qualify for a Hastings J.D. degree. [See §2205. Students visiting at other law schools.]
103. **Matriculation at another law school.** A Hastings student who matriculates at another law school as a full-time student during the student's second or third year must be enrolled at Hastings as a full-time student for not fewer than four semesters and must successfully complete a minimum of 52 units at Hastings to qualify for a Hastings J.D. degree. [See §2202. Transfer students - maximum transferable units.]
104. **Accelerated graduation.** A student can qualify for a Hastings J.D. degree if the student (1) successfully completes five regularly scheduled full-time semesters, (2) successfully completes no fewer than 12 and no more than 16 units during two summer sessions given at one or more ABA approved law schools, and (3) earns no fewer than a total of 86 units in those five full-time regular scheduled semesters and those two summer sessions. [See §2209. Summer session students.]
105. **Joint degree students.** Requirements for graduation at the College by participants in joint degree programs are set forth in §2304 - Effect on graduation requirements.
106. **Reduced Course Load.** After completion of the first year as a full-time student, the Academic Dean may grant permission for a student to enroll in fewer than eleven units in lieu of full-time enrollment in a given semester. Such approval shall be given only in extraordinary circumstances that involve family or medical needs, financial hardship, unusual academic or career opportunity, or similar concerns. This section will not extend the maximum time that students may be enrolled at the Law School. [See §401.]

### B. Minimum Course Load

201. **General minimum full-time course load.** Except as otherwise provided in this subpart, a student must be enrolled in a minimum of 12 units each semester to be considered a full-time student (or to have full-time status) for purposes of these regulations.
202. **One semester exception.** A student will be considered to have full-time status if enrolled in 11 units in one semester, so long as the student is enrolled for 24 units during an academic year.
203. **Judicial externship.** A student will be considered to have full-time status if enrolled in a judicial externship for 10 units in one semester, so long as the student is enrolled in 24 units during the academic year.
204. **Extraordinary circumstances.** In extraordinary circumstances, the Academic Dean may grant permission for a student to enroll in not less than 10 units in one semester. A student granted such permission will be considered to have full-time status for that semester.

### C. Maximum Course Load

301. **General maximum course load.** Except as otherwise provided in this subpart, a student may be enrolled in a maximum of 16 units each semester. No student may be enrolled in more than 17 units in any semester under any circumstances.
302. **Exception to maximum course load.** A second-year or third-year student with a cumulative grade average of 2.5 or better may be enrolled in 17 units in one semester, so long as the student is enrolled in no more than 33 units during the academic year. In extraordinary circumstances, the Academic Dean may grant permission for a student with a cumulative grade average of 2.5 or better to enroll in 17 units in two consecutive semesters of an academic year.

### D. Limits on Extended Enrollment

401. **Maximum semesters of enrollment.** A student may not be enrolled at Hastings for more than eight semesters.
402. **Maximum years to qualify for degree.** Except in extraordinary and compelling circumstances, a student must complete the requirements for a Hastings J.D. degree within a period of five years from the commencement of the student's first attendance of classes at Hastings or at another ABA/AALS accredited law school.

### E. Attendance and Performance

501. **General rule.** A student who enrolls in any course must regularly and punctually attend class and must perform all class assignments, including any requirements established under §502.
502. **Specific attendance and performance requirements.** An instructor may establish specific attendance and performance requirements in the instructor's course and, during the add/drop period, shall notify the students of those requirements in the course syllabus or by some other form of written notice. [See §803. Add/drop period.]
503. **Reporting deficient attendance or performance.** An instructor may determine that a student has been excessively absent or has failed to perform the course assignments as required in §§501 or 502. The instructor may report such student to the Academic Dean. A student so reported shall not continue to be enrolled in the course without the instructor's permission. [See §504. Administrative withdrawal from a course.]
504. **Administrative withdrawal from a course.** The Academic Dean may, following consultation with the course instructor, direct the Records Office to withdraw a student from a course for excessive absence or failure to perform course assignments. This "administrative withdrawal" shall be noted by an "AW" on the student's transcript and shall be accompanied by a brief explanation of the reasons for the administrative withdrawal. A course in which a student receives an "AW" will not be counted as units attempted by the student, and the "AW" will not affect the student's grade point average.

### F. Employment

601. **First year students.** A first-year student should not undertake any employment, because the rigorous demands of law study require the full energy and time of the beginning student. In a case of significant financial need, when no other means of meeting expenses are available, the Academic Dean may permit a first year student to be employed for a maximum of 20 hours per week.
602. **Second and third-year students.** A second-year or third-year student should not undertake extensive employment and, under no circumstances, should such a student be employed for more than an average of 20 hours per week when classes are in session or students are preparing for examinations.

### III. SPECIFIC COURSE AND ENROLLMENT REQUIREMENTS.

#### A. Required Courses

701. **First-year courses.** All students must take the first-year curriculum, which consists of 30 units: Civil Procedure I (4 units), Contracts (4 units), Criminal Law (4 units), Legal Writing and Research (2 units), Moot Court (2 units), Property (4 units), Torts (4 units), Constitutional Law I (3 units), Statutory Course (3 units). Students must take all of the required first-year curriculum during the first year of law school unless a reduced course load is approved by the Academic Dean. First-year students may not enroll in any upper division course without the approval of the Academic Dean.
702. **Professional ethics course requirement.** All students must enroll in and receive a passing grade in a course on professional ethics and conduct.
703. **Writing requirement.** All students must write a substantial research paper that demonstrates professional and scholarly proficiency in research, analysis, and writing. Students may satisfy this requirement in either a seminar or a two-unit independent study with a substantial writing component. The Academic Dean shall designate the seminars that have a substantial writing component. With the written permission of the Academic Dean, a member of the Adjunct Faculty may supervise an independent study to satisfy this requirement; otherwise, only Regular, Distinguished, and Clinical Faculty members may do so. All of the following requirements must be met in order to satisfy the writing requirement:
- a. The student must inform the instructor that the student wishes to have a paper fulfill the writing requirement.
  - b. The student must submit a topic and receive approval of it from the instructor.
  - c. The student must submit at least one preliminary draft to the instructor for comments and suggestions.
  - d. The student must submit a final draft that is approximately 7000 words in length, or longer, exclusive of footnotes and endnotes.
  - e. The student must receive a grade of C or better on the final draft of the paper
  - f. The paper must be a substantial research paper that demonstrates professional and scholarly proficiency in research, analysis, and writing.
  - g. The instructor must certify in writing that all of the above requirements have been met.
- [See §904. Exception for independent study to fulfill writing requirement. See also §§2401-2406 on Independent Study generally.]
704. **Professional Skills requirement.** Each student shall, after the first year, take and receive a passing grade in one or more courses focusing on development of professional skills – e.g., trial and appellate advocacy, alternative methods of dispute resolution, counseling, interviewing, negotiating, problem solving, factual investigation, organization and management of legal work, and legal drafting. To meet this requirement, all students must complete and obtain a grade of C or better in such a course, or a grade of P if the course is graded on a pass-fail basis. The Academic Dean shall compile and publicize a list of courses in the curriculum that satisfy this requirement. Only courses of two or more units of credit may be included. Student work done to satisfy this professional skills requirement shall not also be used to satisfy the writing requirement in Regulation 703. Applicable beginning with the Class of 2008.

#### B. Changes in Course Schedule

801. **Records Office requirement.** All changes in student schedules, including changes from one section of a course to another and any change pursuant to the procedures required or authorized in §§803 through 806, must be processed through the Records Office.

802. **First-year sections.** All first-year students must remain in the section to which they are assigned through the first year. In extraordinary circumstances, the Academic Dean may authorize a change in the section assignment or schedule of a first-year student.
803. **Add/drop period.** The Academic Dean shall designate in writing the "add/drop period" as well as any add/drop period policies and procedures in addition to those set forth in these regulations. The Academic Dean shall make copies of such policies and procedures available to all students.
804. **Requirements during add/drop period.** Except where the instructor has established limitations on dropping, a student may drop a course through the last day of the add/drop period without the permission of the instructor. A student who fails to attend each class meeting of a course in which the student is enrolled during the add/drop period may be administratively dropped from the course by the Academic Dean.
805. **Restrictions on changes after add/drop period.** After the add/drop period, a student may change the student's schedule only after demonstrating the existence of extraordinary circumstances to the Academic Dean and receiving written permission from the Academic Dean. In addition, a student must also show good cause to withdraw from a course on the student's schedule after the add/drop period, and a student must also show a compelling reason to add a course to the student's schedule after the add/drop period.
806. **Effects of late course withdrawal.** A student who withdraws from a course after the add/drop period, or after a later date established by the Academic Dean, shall receive a notation of "W" for that course on the student's transcript. A course in which a student receives a "W" will not be counted as units attempted by the student, and the "W" will not affect the student's grade point average.
807. **Enrollment at overlapping times prohibited.** No student may enroll in courses scheduled to meet at the same hour or at overlapping times.
808. **Employment related changes prohibited.** No student will receive the permission of the Academic Dean to change the student's course schedule to accommodate the student's employment schedule.

#### IV. STANDARDS FOR GRADING AND GRANTING CREDIT.

##### A. Grading Scales

901. **General Rule.** Offerings of the College are divided into four categories: GPA courses, non-GPA courses, seminars and independent studies as defined in Section 001. Student performance in all graded courses, seminars and independent studies offered by the College shall be graded in accordance with the grading curve set forth in §§1001-1005 below and counted in a student's cumulative grade point average except for those offerings specifically designated in this section or in §§902-904, below. The Faculty shall designate in the Course Catalog the courses that are not graded and also those classes and seminars for which the grades are not used in calculating a student's cumulative grade point averages.
902. **Exception for first-year students.** Grades earned by first-year students in Legal Writing and Research and the pass/fail designation earned in First-Year Moot Court and Legal Analysis shall not be counted in the student's cumulative grade point average.
903. **Exception for visiting students from law schools in foreign countries.** Visiting students from law schools in foreign countries are graded according to the following system: (E) for excellent or outstanding performance; (VG) for very good or very creditable performance; (G) for good or average performance; (P) for passing or acceptable performance; and (NP) for not passing or unacceptable performance. With the permission of the Academic Dean, a visiting student from a law

school in a foreign country may be graded according to the grading scale set forth in §905.

904. **Exception for independent study arrangements.** The letter grades set out in §905 shall be used in grading independent studies, even though grade given for independent studies do not count in a student's grade point average. Such letter grades must be used in grading independent studies arranged for the purpose of fulfilling the writing requirement of the College set out in §704. With the advance permission of the supervising faculty member, other independent studies may be graded on a pass/fail basis.
905. **Grade point equivalents.** Points are assigned for grades on the following basis for purposes of computing the grade point average: A+ = 4.3 grade points per unit; A = 4.0; A- = 3.7; B+ = 3.3; B = 3.0; B- = 2.7; C+ = 2.3; C = 2.0; C- = 1.5; D = 1.0; F = 0.

## B. Grade Normalization

1001. **Grades in classes with 30 or more students enrolled at the time of grading:** In all classes with 30 or more students the following normalization requirements shall apply: 15 to 25 percent of grades shall be in the A range (A-, A, or A+); 12 to 17 percent of grades shall be below B-. If an instructor teaches more than one section of a course in a given semester, he may, at his discretion, treat multiple sections as a single class for the purposes of grade normalization.
1002. **Waiver of normalization requirements in classes with 30 or more students enrolled at the time of grading.** The Academic Dean may not waive the normalization requirements of any first-year course. [For Legal Research and Writing, First-Year Moot Court, and Legal Analysis, see section 1003.] The Academic Dean has the authority to waive normalization requirements for upper-division courses only under exceptional circumstances. It is expected that these waivers will be rarely granted. The following conditions are the only ones under which the Academic Dean may consider granting a waiver:
- a. The class is only marginally larger than classes that are exempted from normalization requirements altogether;
  - b. The mean GPA of the students enrolled in the class is substantially above or below the mean GPA of all second and third-year students;
  - c. Students in the class are evaluated by some method other than a common exam;
  - d. Only a single section of the class is offered per year;
  - e. The proposed deviation is minor, consisting of no more than a small number of students.

The satisfaction of one of these conditions is not necessarily sufficient to justify granting a waiver, nor does the satisfaction of any of these conditions obligate the Academic Dean to grant a waiver.

1003. **Grades in classes with fewer than 30 students enrolled at the time of grading.** There are no specific normalization requirements for classes with fewer than 30 students, including Legal Research and Writing, First-Year Moot Court, and Legal Analysis. The Academic Dean may reject the grade sheet of a class with fewer than 30 students that does not have a range of grades. Furthermore, if there are multiple sections of a class with fewer than 30 students in a given semester, the Academic Dean shall use her authority to reject grade sheets to ensure a reasonable degree of uniformity across sections.
1004. **Grades below B-.** After satisfaction of the grade normalization requirements set forth in §1001, the distribution of grades of C+, C, C-, D and F is at the instructor's discretion. Student performance that is unsatisfactory must be assigned a grade of C- or lower. Student performance that is unsatisfactory and substantially below the performance of other students in the class must be assigned a grade of D or F.

1005. **Grades of A+.** At the discretion of the instructor, the grade of A+ may be granted to reward superlative performance. An instructor need not award the grade of A+ in any given class. Only in unusual cases may two such grades be awarded in a given class. No more than two such grades may be awarded in a given class.
1006. **Pass/Fail Courses.** First-Year Moot Court shall be graded on a Pass/Fail basis. Independent Studies that are not being used by a student to satisfy the writing requirement may be graded on a Pass/Fail basis if both the student and the instructor agree to do so at the beginning of the semester. Credits are also awarded to teaching assistants and research assistants on a Pass/Fail basis.

### C. Changes in Grades

1101. **General rule: computation error as basis for grade change.** An instructor may change the grade for a course only in cases of computational error subsequently reported to the Records Office by the instructor. The instructor shall report all such changes to the Records Office no later than the conclusion of the semester following the course.
1102. **Exception: grade change involving re-enrollment.** If a student is required or permitted to re-enroll in a first-year course pursuant to the standards for continuation and graduation, the grade earned for the re-enrollment shall be substituted for the grade earned for the initial enrollment. If a student is required or permitted to re-enroll in an upper-division course pursuant to the standards for continuation and graduation, the grade earned for the re-enrollment shall be averaged with the grade earned for the initial enrollment. Both the grade earned on the initial enrollment and the grade earned on the re-enrollment shall appear on the student's transcript.
1103. **Exception: grade change involving misconduct.** In accordance with the Hastings Code of Student Conduct the Academic Dean may administratively change a grade to an F as a sanction for student misconduct on an examination, in the preparation and submission of a paper, or in the performance of other responsibilities for a course. If the student is required or permitted to re-enroll in the course, the grade earned for the re-enrollment shall be averaged with the grade earned for the initial enrollment. Both the grade earned on the initial enrollment and the grade earned on the re-enrollment shall appear on the student's transcript. The original grade shall include a notation that explains that the F was assigned as a sanction for the student's academic misconduct.

### D. Credit

1201. **No credit for failing grades.** A student shall receive no credit for a grade of F or NP.
1202. **Additional credit prohibited for re-enrollment.** If a student re-enrolls in a course for which the student previously received unit credit, the student shall not receive additional unit credit for the re-enrollment.
1203. **Maximum credit for non-classroom work.** Students may receive credit for no more than a total of 18 units for academic programs and courses in which the majority of the work is performed outside of the classroom. Such academic programs include independent studies; teaching assistants for Legal Research and Writing, LEOP, and Academic Support; Moot Court Board, interscholastic competitions, and participation on scholarly publications. Such courses emphasize skills training and evaluation, and include the fieldwork component of clinics and externships, and any other non-classroom courses designated by the Faculty in the Course Catalog. Credits earned in excess of the 18-unit limitation shall not be counted toward graduation, but shall be recorded on the student's transcript. [See §§101-103.]

### E. Incompletes

1301. **Missed examinations.** The Academic Dean may authorize a student to receive an incomplete when the student is unable to take or complete an examination during the regularly scheduled

examination period because of illness, accident, or other extraordinary circumstances. An incomplete is a temporary notation on a Hastings transcript that can only be removed pursuant to §§1303 and 1304.

1302. **Non-examination courses.** The instructor in a non-examination course may grant an incomplete to a student for good cause as determined by the professor. Such incompletes do not require the approval of the Academic Dean. An incomplete is a temporary notation on a Hastings transcript which must be removed pursuant to §§1303 and 1304.
1303. **Removal of incomplete by examination.** A student who receives an incomplete in a course in which an examination is given must sit for the next regularly scheduled final examination for the course. With the permission of the instructor, the Academic Dean may permit a student to take the examination on a specially scheduled date. An incomplete must be removed from the student's record by the last day of the semester that follows the semester in which the student received the incomplete. Unless the Academic Dean authorizes continuance of the incomplete on the student's record, an incomplete that is not removed in accordance with the preceding rules shall be converted to a grade of administrative F and the student shall receive no credit for the course.
1304. **Removal of incomplete in a non-examination course.** If a student receives an incomplete in a course in which there is no examination, the incomplete must be removed by the last day of the semester that follows the semester in which the student received the incomplete. Unless the Academic Dean authorizes continuance of the incomplete on the student's record, an incomplete that is not removed in accordance with the preceding rules shall be converted to a grade of administrative F and the student shall receive no credit for the course.
1305. **Removal of incomplete by work at another law school prohibited.** No incomplete may be removed by examination or completion of a course at another law school.

## **V. STANDARDS FOR CONTINUATION AND GRADUATION.**

### **A. First Year Academic Supervision and Legal Analysis**

1401. **Academic supervision.** A student who earns two or more grades of C- or lower on fall semester final examinations, whose grade point average on those examinations is below 2.0, or who otherwise places in the bottom 10 percent of the class at the conclusion of the fall semester shall enter the spring semester under Academic Supervision. Students under Academic Supervision shall comply with the following requirements: (1) counseling by the Academic Dean; (2) participation in the Academic Support or Legal Education Opportunity Programs, including enrollment in Legal Analysis, as directed by the Academic Dean; (3) regular attendance in all courses; (4) submission of the student's proposed second-year schedule to the Academic Dean for review and approval; and (5) any other conditions that the Academic Dean determines are appropriate.
1402. **Legal Analysis.** The Academic Dean may direct a student to enroll in Legal Analysis pursuant to §1401 and may allow any other student to enroll in the course if the Academic Dean determines that the student's legal education would be improved by such enrollment. Enrollment in Legal Analysis is in place of first-year Moot Court. Students who enroll in Legal Analysis shall enroll in Moot Court during the spring semester of their second year.

### **B. Exclusion and Readmission to College After First Year**

1501. **Exclusion - lower than 2.0 grade point average.** A student who fails to earn a cumulative grade point average of 2.0 or better at the close of the first academic year is excluded from the College subject to the provisions of §1502.
1502. **Readmission procedure and criteria.** A student who is excluded under §1501 may petition for readmission to the Committee on Disqualified Students. The Committee may grant the petition only if it determines:

- a. there existed personal problems of an extraordinary nature (including, but not limited to, personal illness or death or serious illness of a friend or family member) that caused or explain the petitioner's poor academic performance;
- b. the problems are not likely to continue to affect the petitioner's ability to achieve and to maintain a minimum of a 2.0 grade point average and to pass a bar examination if the petitioner is readmitted to the College; and
- c. it is likely that the petitioner would be able to raise his or her grade point average to a 2.0 at the conclusion of the student's re-enrollment in the first year curriculum and maintain a minimum of a 2.0 grade point average through graduation.

The petitioner may submit written evidence in support of the petition and, upon request, shall have the right to appear before the Committee. In evaluating the petition, the Committee shall consider the petitioner's Hastings file and the evidence submitted by the petitioner that is relevant to the criteria set forth above. The Committee may also request the opinions of faculty members or academic support personnel who have worked with the petitioner.

1503. **Finality.** The Committee's decision to deny readmission is final and may not be appealed to any Hastings officer or body. Except as provided in §1504, a petition for reconsideration will not be accepted.
1504. **Reconsideration.** Petitions for reconsideration will be accepted only if the Committee determines that the evidence on which the petition for reconsideration is based was unknown to the petitioner at the time of the first hearing before the Committee. A student may file a petition only once on such a ground and is not entitled to an oral hearing.
1505. **Terms and conditions of readmission.** If the Committee on Disqualified Students readmits a student, the Committee shall require the student to re-enroll in every first year course. The Academic Dean may waive this re-enrollment requirement for Legal Writing & Research, Moot Court, and any substantive first year courses in which the student received a grade of C or higher. The student must earn a grade of C or better in each of the first year classes in which he or she re-enrolls. The student also must have a minimum of a 2.0 grade point average at the conclusion of the student's second year of studies at the College (*i.e.*, at the conclusion of the student's re-enrollment in the first year curriculum plus any upper division courses in which the student enrolls while repeating the first year curriculum). The Committee may impose additional terms and conditions as it deems appropriate.
1506. **Academic supervision.** A student who is readmitted following academic disqualification also shall be subject to the Academic Supervision requirements of §1602.

### C. Continuation to Second Year

1601. **Continuation - 2.0 and above grade point average.** A student who earns a cumulative grade point average of 2.0 or better at the close of the first year shall enter the second year.
1602. **Academic supervision.** A student who earns a cumulative grade point average of at least 2.0 but less than 2.4 at the close of the first year, who is re-admitted following academic exclusion, or who otherwise places in the bottom 10 percent of the class at the conclusion of the first year shall enter the second year under Academic Supervision and must comply with the following requirements: (1) submission of the student's schedule to the Academic Dean for approval; (2) enrollment or re-enrollment in any course that the Academic Dean determines would be beneficial to the student's legal education or would improve the student's performance on the bar examination; (3) enrollment in only one seminar per semester, except in extraordinary circumstances as determined by the Academic Dean; (4) regular attendance in all classes; (5) participation in the Academic Support or Legal Education Opportunity Programs, including enrollment in Legal Analysis, as directed by the Academic Dean; and (6) any other conditions that the Academic Dean determines are appropriate.

1603. **Required and optional retaking of courses with F or D grades.** Any student who earns a grade of F in a first-year course is required to re-enroll in that course. Any student who earns a grade of D in a first year course may re-enroll in that course with the permission of the Academic Dean. Grading and credit for the re-enrollment shall be governed by the provisions of §§1102 and 1202.

#### **D. Exclusion and Readmission to the College After Second Year**

1701. **Exclusion - failure to satisfy conditions of readmission.** A student who is readmitted following academic exclusion and who fails to satisfy the terms and conditions of readmission set forth in §1505 or §1706, or who fails to satisfy any additional terms and conditions established by the Disqualified Students Committee, is excluded from the College and shall not be readmitted.
1702. **Exclusion - lower than 2.0 grade point average.** A student who fails to earn a cumulative grade point average of 2.0 or better at the close of the second academic year, the third academic year, or any semester of studies thereafter is excluded from the College subject to the provisions of §1703.
1703. **Readmission procedure and criteria.** A student who is excluded under §1702, and who has not previously been academically disqualified, may petition for readmission to the Committee on Disqualified Students. The Committee may grant the petition only if it determines:
- a. there existed personal problems of an extraordinary nature (including, but not limited to, personal illness or death or serious illness of a friend or family member) that caused or explain the petitioner's poor academic performance;
  - b. the problems are not likely to continue to affect the petitioner's ability to achieve and to maintain a minimum of a 2.0 grade point average and to pass a bar examination if the petitioner is readmitted to the College; and
  - c. it is likely that the petitioner would be able to raise his or her grade point average to a 2.0 at the conclusion of the student's next year of studies at the College and maintain a minimum of a 2.0 grade point average through graduation.

The petitioner may submit written evidence in support of the petition and, upon request, shall have the right to appear before the Committee. In evaluating the petition, the Committee shall consider the petitioner's Hastings file and the evidence submitted by the petitioner that is relevant to the criteria set forth above. The Committee may request the opinions of faculty members or academic support personnel who have worked with the petitioner.

1704. **Finality.** The Committee's decision to deny readmission is final and may not be appealed to any Hastings officer or body. Except as provided in §1705, a petition for reconsideration will not be accepted.
1705. **Reconsideration.** Petitions for reconsideration will be accepted only if the Committee determines that the evidence on which the petition for reconsideration is based was unknown to the petitioner at the time of the first hearing before the Committee. A student may file a petition only once on such a ground and is not entitled to an oral hearing.
1706. **Terms and conditions of readmission.** A student who is readmitted by the Disqualified Students Committee must have a minimum of a 2.0 grade point average at the conclusion of the student's next year of studies at the College. A third year student who is readmitted for only one additional semester pursuant to §1902 must have a minimum of a 2.0 grade point average at the conclusion of that semester. The Committee also may require the student to re-enroll in any class in which the student received a grade of D or F and may impose additional terms and conditions as it deems appropriate.
1707. **Academic supervision.** A student who is readmitted following academic disqualification also shall be subject to the Academic Supervision requirements of §1802.

1708. **Prohibition on readmission after second academic exclusion.** A student who is twice academically excluded shall not be readmitted.

#### **E. Continuation to Third Year**

1801. **Continuation - 2.0 and above grade point average.** A student who earns a cumulative grade point average of 2.0 or better at close of the second year shall enter the third year.

1802. **Academic supervision.** A student who earns a cumulative grade point average of at least 2.0 but less than 2.4 at the close of the second year, who is re-admitted following academic exclusion, or who otherwise places in the bottom 10 percent of the class at the conclusion of the second year, shall enter the third year under Academic Supervision and must comply with the following requirements: (1) submission of the student's schedule to the Academic Dean for approval; (2) enrollment or re-enrollment in any course that the Academic Dean determines would be beneficial to the student's legal education or would improve the student's performance on the bar examination; (3) enrollment in only one seminar per semester, except in extraordinary circumstances as determined by the Academic Dean; (4) regular attendance in all classes; (5) participation in the Academic Support or Legal Education Opportunity Programs, including enrollment in Legal Analysis, as directed by the Academic Dean; and (6) any other conditions that the Academic Dean determines are appropriate.

1803. **Required and optional retaking of courses with D or F grades.** Any student who earns a grade of D or F in an upper-division course attempted for the first time may re-enroll in that course with the permission of the Academic Dean. Grading and credit for the re-enrollment shall be governed by the provisions of §§1102 and 1202, except that a student who received a grade of F on the first enrollment shall receive credit for the course only if the grade earned on the second enrollment is a C or higher.

1804. **Matriculation beyond three years.** Students whose matriculation at the College extends beyond the third year shall be governed by the continuation rules set forth in §§1801-1803.

#### **F. Graduation Requirements**

1901. **General requirements.** In order to graduate and obtain a degree from the College, a student must meet the residency requirements established by §§101-105 that are applicable to that student and

1. must earn a cumulative grade point average of C (2.0) in all law school courses taken;
2. must satisfactorily complete all courses required by the College;
3. must satisfactorily complete at least 86 units of law school course work (if a student retakes a course, the student can receive no more than the number of units awarded for successfully taking the course one time in calculating the student's units for the purpose of meeting the 86 units of course work requirement); and
4. must have satisfied any readmission requirements and/or continuation requirement imposed under these regulations, unless the Academic Dean determines, based on compelling circumstances, that the failure to satisfy such requirement(s) should be excused in order to permit the student's graduation.

1902. **Additional semester to meet 2.0 grade point requirement.** As set forth in §1702, a student who fails to earn a cumulative grade point average of 2.0 or better following completion of 86 units of law school course work is excluded from the College subject to the provisions of §1703. If the student has not previously been academically excluded, the student may petition the Committee on Disqualified Students for readmission for one additional semester. The Committee shall evaluate the petition according to the standards set forth in §1703, and the terms and conditions of readmission shall be governed by §§1706-1707.

1903. **Additional semester to meet 86 unit requirement.** A student who fails to earn 86 units upon completion of six semesters may continue his or her studies for one or two additional semesters. [See §401 (maximum semesters of enrollment) and §402 (maximum years to qualify for degree).]
1904. **Completion of requirements by graduation date.** All requirements for graduation must be completed prior to the date of graduation for a degree to be granted at that time. The Academic Dean may waive this requirement in extraordinary circumstances.

## VI. HONORS, CONCENTRATED STUDIES CERTIFICATES AND RANKING.

### A. Honors

2001. **Milton D. Green citations.** A student who has earned one of the 10 highest cumulative grade point averages in the student's first-year courses is eligible for an award of one of the Milton D. Green Top Ten Citations.
2002. **Section scholarships.** The student who has earned the highest cumulative grade point average in the student's first-year section, and who returns to Hastings for the student's second year of law study, shall be awarded a Section Scholarship.
2003. **Thurston Society.** A student whose cumulative grade point average at the end of the student's first-year of studies at the College places the student in the top 5% of the first-year class shall be admitted to the Thurston Society. A student whose cumulative grade point average places the student in the top 10% of either the second-year class or the third-year class also shall be admitted to the Thurston Society. [See §2211. Designation of transfer credit on transcript.]
2004. **Valedictorian.** The graduation valedictorian shall be the student who has earned the highest cumulative grade point average after completion of 5 semesters of academic work at Hastings.
2005. **Degree awards.** The awards of *summa cum laude*, *magna cum laude*, and *cum laude* are awarded on the following criteria:
1. *Summa cum laude*--a student whose cumulative grade point average places the student in the top 1% of the student's graduating class after completion of all 6 semesters of academic work at Hastings and who has achieved a grade point average of 3.75 or higher.
  2. *Magna cum laude*--a student whose cumulative grade point average places the student in the top 10% of the student's graduating class after 6 semesters of academic work at Hastings or approved transfer credit and who has achieved a grade point average of 3.5 or higher, excluding recipients of the *summa cum laude* award.
  3. *Cum laude*--a student whose cumulative grade point average places the student in the top 30% of the student's graduating class after six semesters of academic work at Hastings or approved transfer credit and who has achieved a grade point average of 3.25 or higher, excluding recipients of the *summa cum laude* and *magna cum laude* awards.
- Students who complete the degree requirements at the conclusion of the fall semester of any year will be considered for the above honors with the subsequent spring graduating class.
2006. **Order of the Coif.** A student whose cumulative grade point average places the student in the top 10% of all graduating students, and who has completed at least 75% of their units at Hastings in graded courses, shall be admitted to the Order of the Coif. For the purpose of this section, "graded courses" are GPA courses and seminars in which the grades are included in a student's grade point average. [See §2211. Designation of transfer credit on transcript.]

2007. **Pro Bono Recognition.**

1. **Pro Bono Society.** Students who complete at least 45 hours of pro bono services during their three years at Hastings (or the requisite number of pro-rated hours), subject to the approval of the Director of Externships and Pro Bono Programs, will be recognized as members of the Pro Bono Society at graduation and on their transcripts.

2. **Outstanding Achievement in Pro Bono.** Students who complete 150 hours of pro bono services during their three years at Hastings (or the requisite number of pro-rated hours), subject to the approval of the Director of Externships and Pro Bono Programs, will be recognized for Outstanding Achievement in Pro Bono at graduation and on their transcripts.

**B. Fields of Concentrated Studies**

2101. **Enrollment in concentration.** A student in good academic standing may enroll in one or more of the following fields of concentrated study: Civil Litigation, Criminal Law, Intellectual Property, International Law, Public Interest Law, and Taxation. A student who successfully completes the requirements for a concentration shall receive a concentrated studies certificate.

2102. **Requirements for concentration.** The Faculty shall establish the requirements for each field of concentrated study and shall publish those requirements in the Hastings Course Catalog.

2103. **Minimum grade requirements and additional rules regarding concentration.** To complete a concentration successfully, a student may earn no more than one grade below a C in a required or an elective course used for the concentration and must achieve a grade point average of 2.3 or higher in the courses used for the concentration. In consultation with the faculty advisors for each field of concentrated study, the Academic Dean may establish additional rules to govern the concentrated studies program. The Academic Dean shall publish any such rules and shall make written copies available to all students.

**C. Class Rank**

2111. **Duties of the Records Office.** The Records Office shall provide individual students with the following information about their class rank.

2112. **Students ranked in the top 15% of the class.** The Records Office shall provide students who are ranked in the top 15% of the class with their actual rank in the class.

2113. **Students ranked below the top 15% of the class.** The Records Office shall not provide students ranked below the top 15% of their class with their individual rank in the class. Instead, the Records Office shall provide these students with their percentage group standing in the following categories: top 20%, top 25, top 30%, top 35%, top 40%, top 45%, top half, and top 75% of the class. Students below the top 75% shall not be ranked.

**VII. CREDIT FOR WORK AT OTHER SCHOOLS.**

**A. Transfer Credit**

2201. **Transfer credit generally.** As provided in the following sections, a student may transfer credits for a course taken at another law school or in another graduate program if the student earned a passing grade in the course at the other school.

2202. **Transfer students - maximum transferable units.** A student may transfer to Hastings after completing the first-year curriculum at another ABA approved law school. A transfer student may transfer a maximum of 30 semester units for the first year of law study. [See §102. Transfers after one year of law school.]

2203. **Students with foreign degrees.** A student enrolled in the J.D. program who has earned from a foreign institution a professional degree that is equivalent to a J.D. in the United States may apply to the Academic Dean for advanced standing. On a case-by-case basis, the Academic Dean may award a maximum of 15 semester units of transfer credit for work completed at the foreign institution. The Academic Dean may waive enrollment in a required course only on a showing that the course substantially duplicates work already completed. [See §§701-703. Required Courses.]
2204. **Joint degree students.** A student who is admitted to a joint degree program may transfer a maximum of 12 semester units from the other graduate school. [See §§2301-2304. Joint Degrees.]
2205. **Students visiting at other law schools.** With the permission of the Academic Dean, a second- or third-year student may enroll as a full-time or part-time visiting student at another ABA approved law school. A student who visits at another law school may not exceed the provisions on maximum course load established by §301 and §302. [See §103. Matriculation at another law school. See also §2211. Designation of transfer credit on transcript.]
2206. **Exchange program students.** A student who is selected by the International Programs Committee for participation in a faculty-approved exchange program or study-abroad opportunity with a foreign law school may transfer a maximum of 12 semester units as part of such program, and the units so transferred will count toward the fulfillment of applicable unit requirements in §§101, 102, and 103.
2207. **Students arranging independent study abroad programs.** Upon establishing a compelling justification for pursuing study at the proposed school, as determined by the Academic Dean, a student may arrange an independent study program at a foreign law school under terms and conditions approved by the Academic Dean and the Associate Dean for International and Graduate Programs on a case-by-case basis. A student who arranges an approved independent study program at a foreign law school may transfer a maximum of 12 semester units for which a passing grade was earned by the other school. A student may not arrange an independent study program at a foreign law school where Hastings has an existing faculty-approved exchange program or study-abroad opportunity
2208. **Dual J.D./foreign LL.M. degrees.** With the approval of the Academic Dean and the International Programs Committee, a student who earns an LL.M. degree at a foreign law school may transfer to Hastings a maximum of 24 semester units from the foreign law school. A student must complete four full-time semesters at Hastings before beginning the dual degree program. To receive the Hastings JD as part of this dual degree program, a student must earn at least 52 semester units of Hastings credit; must be in residence at Hastings for four full-time semesters; must complete all Hastings required courses; and must complete the requirements for the LL.M. degree at the foreign law school. A student who does not obtain an LL.M. degree may transfer a maximum of 12 semester units.
2209. **Summer session students.** A student who enrolls in one or more summer sessions at another ABA approved law school may transfer a maximum of 8 semester units per summer session. [See §104. Accelerated graduation.]
2210. **Students enrolled in courses not available at the college.** With the permission of the Academic Dean, a student may enroll as a special student at another ABA/AALS accredited law school to attend a course or courses not available to the student at Hastings. A student who enrolls as a special student may transfer a maximum of 12 semester units.
2211. **Limitation on total transfer credits for study abroad.** A student may transfer a maximum of 28 semester units for all studies conducted abroad, including units earned (1) by enrolling in a semester abroad or summer abroad program conducted by another ABA/AALS accredited law school, (2) by participating in a faculty-approved exchange program, or study-abroad opportunity, or (3) by visiting at a foreign law school under terms and conditions approved by the Academic Dean and by the Office of the Consultant on Legal Education of the American Bar Association.

2212. **Designation of transfer credit on transcript.** Transfer credit for a course in which a student earned a grade of C or better (or the equivalent) at the other school will be entered on the student's Hastings transcript as a "pass" with the designation "P." Transfer credit for a course in which a student earned a passing grade of C- or below (or the equivalent) at the other school will be entered on the student's Hastings transcript as a "substandard pass" with the designation "SP."
2213. **Transfer Credits for course work in non-law graduate programs.** A student may transfer up to 6 semester units of credit from a non-law graduate program provided the following requirements are met. Prior to enrollment, the student shall submit a request to the Academic Dean explaining how the course relates to the student's academic and professional goals. Once the Academic Dean approves the student's proposal, the student may enroll in the course. Upon conclusion of the course, the student's work for the course must be submitted to the Academic Dean for evaluation. Once the Academic Dean determines that the student's work has met the goals that the student established, the Academic Dean shall approve the awarding of credit. The Academic Dean shall not award credit for non-law graduate courses that are substantially similar to courses that the student can enroll in at the College or that the student has taken in prior graduate or undergraduate education.
2214. **Distance Education Courses.** A student may not receive transfer credit for a distance education course without obtaining express approval of the Academic Dean prior to enrollment in that course.

## **B. Joint Degrees**

2301. **Joint degree programs generally.** With the approval of the Academic Dean, a Hastings student may pursue a joint degree program between Hastings and another graduate school in a law-related discipline.
2302. **Joint degree proposal.** A student who seeks to pursue a joint degree program shall submit to the Academic Dean a written statement of objectives, proposed curriculum, and request for approval of the joint degree proposal.
2303. **Eligibility.** To be eligible for a joint degree program, the student must have a cumulative GPA of at least 2.5 and must successfully complete Hastings' first-year curriculum before beginning course work in the related discipline. Upon a finding of good cause, the Academic Dean may authorize a student to begin work in the related discipline before the student completes Hastings' first-year curriculum. In such cases, the Academic Dean's approval of the joint degree program shall be contingent on the student's earning a cumulative GPA of at least 2.5 at the end of the student's first year at Hastings.
2304. **Effect on graduation requirements.** To receive the Hastings J.D. as part of a joint degree program, a student must be enrolled at Hastings as a full-time student for not fewer than four semesters, successfully complete a minimum of 52 credits at Hastings, earn a total of 74 units for approved law school courses, complete all Hastings required courses, and complete the requirements for the degree in the related discipline. A joint degree student may receive credit for one semester of residency at Hastings for one semester of full-time study in residence at the other graduate school. [See §§701-703. Required courses. See also §2204. Joint degree students.]

## **VIII. CREDIT FOR NONCLASSROOM WORK.**

### **A. Independent Study**

2401. **General description.** An independent study is an arrangement between a faculty member and a student under which the student produces substantial written work under the supervision of the faculty member. A second- or third-year student may earn credit for an independent study supervised by in accordance with the provisions in §§2401-2406. A two-unit independent study in

which the substantial writing component demonstrates professional and scholarly proficiency in research, analysis, and writing may satisfy the writing requirement. [See §703. Writing requirement.]

2402. **Exclusions.** A student shall not receive independent study credit if the student is otherwise receiving or has received credit for the project. A student shall not receive independent study credit if the student is receiving monetary consideration for the project. Independent study credits shall not be awarded for internships, externships, or other activities in which the student's primary activity is fieldwork. Independent study credits shall not be awarded to students in exchange for performing duties as teaching assistants or research assistants. [See §2605. Unit credit for journal participation.]
2403. **Maximum credit.** A student may earn credit toward the J.D. degree for no more than two independent study projects. A student may receive no more than two units for a single independent study project.
2404. **Exclusion from GPA.** A grade earned for an independent study shall not be counted in calculating a student's GPA. [See §904. Exception for independent study arrangements.]
2405. **Faculty supervision.** Except with the approval of the Academic Dean, only Regular, Distinguished, and Clinical Faculty members may supervise independent study projects. Except with the approval of the Academic Dean, a faculty member may supervise no more than three independent study projects in a single semester, and all projects must be in an area in which the faculty member is or has been teaching or working. The supervising faculty member shall submit a copy of the student's written work to the Records Office when the faculty member submits the student's grade.
2406. **Effective Date.** The effective date of these revisions to Regulations 2401-2405 shall be May 16, 2008.

## **B. Interscholastic Competitions and Competition Boards**

2501. **Credit for Interscholastic Competitions.** A second- or third-year student may earn up to two units per competition per semester for participation in an interscholastic competition approved by the College. The student shall complete all of the requirements for the competition and submit the brief or other competition writing to the faculty coach or academic program director for review and credit. A student may earn no more than eight units toward the J.D. degree for participation in interscholastic competitions.
2502. **Credit for Interscholastic Competition Boards.** A third-year student may earn a maximum of two units for participation as a member of an interscholastic competition board. Participation on an interscholastic competition board must include appropriate training from faculty supervisors, contribute meaningfully to the student's education, and include service as a student coach for interscholastic competition teams, organizing and supervising competitions, and offering individual assistance to moot court team members. Credits earned under this section are distinct from credit earned for service as a teaching assistant under section 2875-2880.
2503. **Eligibility.** Subject to the following exceptions, a student must have a cumulative GPA of at least 2.5 at the time of selection in order to serve with or without academic credit as an interscholastic competition board member or to participate in an interscholastic competition. With the prior joint approval of the Academic Dean and the interscholastic competition supervisor, a student with a cumulative GPA below 2.5 may participate in an interscholastic competition. The interscholastic competition faculty supervisor, at his or her discretion, may invite a student with a cumulative GPA below 2.5 but not less than 2.2 at the time of selection to become a member of an interscholastic competition board if the student has otherwise demonstrated exceptional qualifications.
2504. **Grading.** Credit for work as an interscholastic competition board member shall be granted on a pass/fail basis. Participation in an interscholastic competition shall be graded consistently with standards for independent studies. [See §904. Exception for independent study courses to fulfill writing requirement. See also §2405. Exclusion from GPA.]

### C. Scholarly Publications

2601. **General.** A student invited to join a scholarly publication officially recognized by Hastings' faculty (a "journal") may earn credit for participation on the staff of that journal in accordance with the provisions of this Subpart VIII C.
2602. **Eligibility: prerequisites.** Successful completion of Legal Writing and Research and Moot Court are prerequisites to participation on the staff of a journal. Following consultation with the journal's editor-in-chief, the Academic Dean may permit a student who has not taken, or has received an incomplete in, Moot Court to join the staff of a journal. The Academic Dean shall not waive any prerequisites for a student who has failed either Legal Writing and Research or Moot Court. Successful participation, while a second-year student, in journal work or in Appellate Advocacy shall be a prerequisite to a student's serving as an editor of a scholarly publication during the student's third year.
2603. **Eligibility: grades.** A student must have a cumulative GPA of at least 2.2 to participate on a journal, with or without credit, during the student's second and third years. In order to serve as an editor on a journal during the third year of law school, a student must have a cumulative GPA of at least 2.5 at the time of election or after the third semester, whichever is later.
2604. **Journal by-laws and selection of members.** Each journal shall enact by-laws that set forth the journal's procedures and criteria for selection of new members, work requirements, and other policies. The journal shall make copies of the by-laws available to prospective and current members. No journal may begin a writing competition for the purpose of selecting new members earlier than 9 a.m. on the day following the last scheduled examination day for the spring semester preceding the academic year for which the selection is to be made. The competition must end no later than 5 p.m. on the day before the first day of classes of the following fall semester. "Begin" means the distribution of topics or papers upon which the competition is based and which starts the writing or research by competition. "End" means the collection of papers qualifying for competition. No journal may require that a student who would ordinarily be selected on the basis of grades must additionally participate in a writing competition as a prerequisite to invitation to join that journal.
2605. **Unit credit for journal participation.** A member of a journal may earn up to two units for journal participation, as follows: A member may earn one unit by writing a note that the journal's editorial board deems to be of "publishable quality." A member whose note is accepted for publication by a Hastings journal may receive an additional unit of credit, if a member of the Regular, Distinguished, and Clinical Faculty with expertise in the note's subject matter reviews the note and certifies that an additional unit of credit is appropriate. This additional unit of credit will be granted only after the note's acceptance for publication is final and the faculty certification is made. Preemption of the note after it has been finally accepted and certified will not affect the granting of the additional unit of credit. Subject to the rules of the particular journal, a member of a journal may satisfy the note-writing requirement with an independent study under the supervision of a faculty member that fulfills the requirements contained in §§2401-2406. Subject to the rules of the particular journal, a journal member also may satisfy the note-writing requirement with a paper written for a seminar. The credit received for the independent study or seminar shall be in lieu of credit for participation on the scholarly publication.
2606. **Grading.** Credit for participation on a journal shall be granted on a pass/fail basis.
2607. **Denial of credit.** Each journal shall establish policies for the denial of credit to participants, consonant with the criteria and procedures set forth in §§2607-2609. Copies of these policies shall be filed with the Academic Dean's office by September 1 of each academic year. Credit for journal participation may be denied in the following three situations.
1. *Withdrawal by member.* A member who withdraws from a journal before October 1 of any academic year shall receive no credit for journal participation and all references to

journal participation shall be deleted from the student's transcript for the academic year in question. A member who withdraws from a journal for good cause on or after October 1 of any academic year shall receive no credit for journal participation and shall receive a notation of "W" on the student's transcript.

2. *Removal by journal:* A member who fails to satisfy the hours requirements of the journal may be removed from journal membership in accordance with the by-laws of the journal. A student who is removed from journal membership shall receive no credit for journal participation and shall receive a notation of "W" on the student's transcript.

3. *Failure:* A member who fails to satisfy the "publishable quality" standard for a note, as established by the respective journal's editorial board, shall receive no credit for journal participation and shall receive a grade of "F" on the student's transcript.

2608. **Denial of credit: review procedures.** If a journal's editorial board determines to deny credit to a journal member for a reason set forth in §2607 (2) or (3), the journal's editor-in-chief shall observe the following procedures:

1. The editor-in-chief shall personally and independently review any determination or recommendation regarding the denial of credit.

2. If, after such personal and independent review, the editor-in-chief determines that a denial of credit is warranted, the editor-in-chief shall communicate this determination in writing to the member concerned. This determination should be supported by written documentation of the reasons for the denial of credit.

3. The editor-in-chief shall communicate in writing any determination (and the documentation forming the basis thereof) regarding the denial of credit to the Academic Dean.

4. Upon the request of the concerned member, the Academic Dean shall review the recommendation and supporting documentation. The Academic Dean will accept the recommendation unless it appears that the decision of the editor-in-chief constitutes an abuse of discretion.

5. The Academic Dean shall notify the member concerned in writing of the decision to accept or reject the editor-in-chief's recommendation, and if the Academic Dean accepts the recommendation, the Academic Dean shall notify the Records Office and the Career Services Office of the denial of credit.

2609. **Denial of credit: resume policy.** If a student is denied credit for journal participation for any of the reasons set forth in §2607, the student is not entitled to include participation on the student's resume. In the case of withdrawal by a member, this prohibition shall commence on the date that the student communicates the withdrawal to the journal's editor-in-chief. In the case of removal by the journal or failure, the prohibition shall commence on the date that the student is notified that the Academic Dean has accepted the editor-in-chief's recommendation. In either case, it is the responsibility of the student who has withdrawn, been removed, or failed to ensure that any resume on file with the Career Services Office does not violate this policy.

2610. **Incompletes.** With the permission of the Academic Dean, the editor-in-chief may grant an incomplete for a student who has been unable to fulfill the requirements for academic credit. The incomplete shall be administered pursuant to the requirements of §§1301-1305.

2611. **Review of proposals for new scholarly publications.** Students who are interested in establishing a new scholarly publication shall submit a proposal to the Administrator of Scholarly Publications and also to the Academic Standards Committee, with a copy to the Academic Dean. The proposal shall include: a market analysis explaining the need for the new publication with a description of existing journals in the field; the target audience; a projected subscription based and the reasons underlying

the projection; a three-year business plan; the projected number of student participants' and the projected number of annual issues. Based on the students' proposal, the Administrator of Scholarly Publications will make a recommendation to the Academic Standards Committee and state the basis for that recommendation. The Academic Standards committee shall then make a recommendation to the Faculty regarding interim recognition of the publication as a publication of the College. The Faculty will then vote on the Committee's recommendation. If the Faculty grants interim recognition, then within the next academic year, the students shall publish at least one issue. The Administrator of Scholarly Publications may give guidance to the publication, but the publication will not receive funds from the budget of the Scholarly Publications Department. The eligibility requirements of §§2602-2603 shall apply during the period of interim recognition. After at least one issue is published, the Academic Standards Committee shall make a recommendation to the Faculty regarding official recognition as a publication of the College. The Faculty will then vote on the Committee's recommendation. No group shall represent themselves to the public as a Hastings scholarly publication without securing approval through the above process.

2612. **Review of journal reports for continued official recognition.** Every three years the Administrator of Scholarly Publications shall submit a written report to the Academic Standards Committee, based on the annual reports submitted to the Administrator by the editors-in-chief of the journals, detailing the respective journal's operations. This report shall include the journal's budget, the number of subscriptions and their nature, the number of articles received and published each year, descriptions of symposia or other special events, the intra-quartile distribution of GPA's, and any other information the Committee deems pertinent to the College's decision to continue to officially recognize the journal. The Academic Standards Committee will then report its recommendations and conclusions to the Faculty. The Committee at any time may recommend to the Faculty the withdrawal of official recognition of a journal if, based on the facts and circumstances listed above, the Committee determines such action is warranted. The Faculty will then vote on such recommendation.

#### **D. Clinics**

2701. **Description of clinics.** Clinics are comprised of a classroom component and a fieldwork component. To participate in a clinic, a student must enroll concurrently in both components.
2702. **Eligibility.** A student in good academic standing who has completed the third semester of law school may enroll in any Hastings clinic or an approved clinic at another ABA/AALS accredited law school. A student in good academic standing who has completed the second semester of law school may enroll in a Hastings in-house clinic.
2703. **Grading.** A clinic's classroom component is a graded, non-GPA course. Credit for the fieldwork component is granted on a pass/fail basis.

#### **E. Judicial Externships**

2801. **Description of judicial externships.** Judicial externships are comprised of a three or four unit academic component and a fieldwork component. A student must concurrently enroll in both components. The academic component consists of the following four elements:
1. Completion of a prerequisite or co-requisite course of two or three units from a list of designated courses or of an alternative course approved on a case-by-case basis by the Director of the Judicial Externship Program.
  2. Enrollment in the judicial externship classroom component, for which one unit of credit may once be earned. The classroom component will be conducted over eight classroom hours during or just prior to the first week of the externship semester.
  3. Participation in at least three conferences with the Director of the Judicial Externship Program during the course of the externship semester.

4. Keeping a journal, in accordance with the instructions of the Director of the Judicial Externship Program, regarding the judicial externship experience.

2802. **Eligibility: grade requirement.** Subject to the limitations set forth in §§2803-2804, a student in good academic standing who has a cumulative GPA of at least 2.8 may enroll in a judicial externship. In exceptional circumstances, the Academic Dean may allow a student with a cumulative GPA lower than 2.8 to enroll in a judicial externship.
2803. **Eligibility: three semesters.** Judicial externships shall be open only to students who have completed at least three semesters of law school, except in exceptional circumstances approved by the Academic Dean.
2804. **Fieldwork eligibility.** A student who has completed three semesters of law school may earn a minimum of three units and a maximum of nine units for fieldwork as an extern at any trial or appellate court, including tribunals of the International Court of Justice, or at selected administrative courts where there is an opportunity for significant participation in a quasi-judicial decision-making process, including research and writing.
2805. **Fieldwork outside California.** A student may work as an extern outside of California only with the advance permission of the Director of the Judicial Externship Program. Such permission will be dependent upon the ability of the Director or another member of the Hastings faculty to comply with the site visit requirement during the semester in which the student is enrolled in the program.
2806. **Maximum credits: summer session.** A student who has completed at least the third semester of law school may earn a maximum of eight units, including one unit for the academic component, for a judicial externship conducted during a regularly scheduled summer session. A student may earn up to two additional units for fieldwork between the end of the summer session and the beginning of the fall semester. These additional credits will be displayed on the student's transcript as earned in the fall semester, but the student must enroll in at least 11 additional units during the fall semester in order to comply with residency requirements. [See §§201-204. Minimum Course Load.] A student who earns additional credit under this rule may not be enrolled in more than 17 units in any semester or 34 units in any academic year. [See §§301-302. Maximum Course Load.]
2807. **Grading.** Credit for both the academic component and the fieldwork component of the judicial externship shall be granted on a pass/fail basis.

## F. Interscholastic Competitions

2850. **Credit for Interscholastic Competitions.** A second- or third-year student may earn up to two units per semester for participation in an interscholastic competition approved by the College. The student shall complete all of the requirements for the competition and submit the brief or other competition writing to the faculty coach or academic program director for review and credit. A student may earn no more than four units toward the J.D. degree for participation in interscholastic competitions.

## G. Teaching Assistants

2875. **General Description.** Subject to the following requirements and restrictions, faculty members may award a credit to second and third-year students who assist them in the teaching of a class.
2876. **Requirements.** To receive credit for being a teaching assistant, a student must satisfy all of the following requirements:
- A. He or she must not have been the subject of any sanction under the Student Conduct Code.
  - B. He or she must have enrolled in, completed, and received a grade no lower than a B in the class for which he or she will be a teaching assistant or for an equivalent course expressly

approved by the Academic Dean. Teaching assistants for the first-year Moot Court Program must have received a P.

- C. He or she must attend at least 4 hours of training in teaching methods over the course of the semester. This training must include an emphasis on confidentiality in the student/teacher relationship.
  - D. He or she must meet weekly with the faculty member teaching the class. During these meetings the faculty member shall evaluate the teaching assistant's work and provide guidance to improve the quality of that work.
  - E. He or she must have substantial contact with students enrolled in the class for which he or she is a teaching assistant. Such contact should include both classroom instruction and office hours.
  - F. He or she must engage in substantial written work. This work should include both written feedback to students and the preparation of class materials. [But see section 2878 for restrictions.]
2877. **Academic Support Program.** Because teaching assistants who are used by the Academic Support Program are not assisting in the teaching of a specific class, they need not satisfy the requirements of section 2876 B. Furthermore, the student contact required by section 2876 E need not include classroom instruction.
2878. **Restrictions.** Teaching Assistants may not be involved in the process of awarding grades to students. All student work that a faculty member considers in awarding a grade for a class must be independently evaluated by the faculty member. Teaching assistants may not be involved in the preparation or evaluation of mid-term or final exams.
2879. **Approval by the Academic Dean.** Before a faculty member may employ teaching assistants for a course, the faculty member must demonstrate to the Academic Dean that he or she will be able to provide the teaching assistants with the opportunity to meet the requirements specified in § 2876. The Directors of the Legal Research and Writing Program, the Moot Court Program, LEOP, and the Academic Support Program are exempted from this requirement.
2880. **Credits.** Teaching Assistants receive a single credit. That credit is awarded on a pass/fail basis. Except with the permission of the Academic Dean, a student may receive no more than one credit per semester for being a teaching assistant. A student may earn no more than two credits towards the J.D. degree for providing teaching assistance., except that a student who earns at least two teaching assistant units in Legal Research and Writing, Moot Court, Appellate Advocacy, LEOP, or the Academic Support Program may earn a maximum of four teaching assistant units.
- H. Research Assistants
2890. **General description.** Subject to the following requirements and restrictions, faculty members may award credit to second and third-year students who act as their research assistants. The research assistance that the student provides must meaningfully contribute to the student's education. Accordingly, the student's responsibilities may not primarily consist of non-substantive cite-checking or other clerical tasks.
2891. **Requirements.** To be eligible to receive credit for providing research assistance, a student must have a cumulative GPA of at least 2.5. This requirement may be waived by the Academic Dean under extraordinary circumstances.
2892. **Restrictions.** To receive credit, research assistants must not receive payment for their work.
2893. **Credits.** Research Assistants receive one or two credits per semester. That credit is awarded on a pass/fail basis. It is awarded for performing 45 hours of research assistance for a single credit or 90

hours of research assistance for two credits. A student may earn no more than two credits towards the J.D. degree for providing research assistance.

2894. **Faculty supervision.** Except with the approval of the Academic Dean, only Regular, Distinguished, In-House Clinical, and Long-Term Contract Faculty Members may award credits to research assistants. Except with the approval of the Academic Dean, a faculty member may award credit to no more than two research assistants in a single semester.

## IX. LEAVES OF ABSENCE AND WITHDRAWAL.

2901. **Leaves of absence: basis.** With the permission of the Academic Dean, a student may take a leave of absence from the College for the following reasons:
1. The student is unable to complete a semester or to enroll in the following semester as a result of medical, personal, or financial difficulties.
  2. The student chooses to interrupt his or her studies during the student's second or third year at Hastings to fulfill the requirements of a joint degree program or to pursue another extraordinary educational opportunity.
  3. The Academic Dean determines that there is other good cause for the leave of absence.
2902. **Leaves of absence: application procedure.** A student shall request a leave of absence from the Academic Dean no later than the beginning of the examination period of the semester during which the student wishes the requested leave to begin. A student who fails to request a leave of absence within this time, and who also fails to take a scheduled examination in any course without the Academic Dean's prior authorization, shall receive an administrative F in such course.
2903. **Leaves of absence for first-year students: general rule.** The Academic Dean will normally grant a student who has not completed the fall semester of the first year a two-semester leave of absence. The Academic Dean will normally grant a student who has only completed the fall semester of the first-year and who wishes to take a leave of absence beginning with the spring semester a two-semester leave of absence.
2904. **Leaves of absence for fall semester first-year students.** In extraordinary circumstances, the Academic Dean may grant a student who has not completed the fall semester of the first year a one-semester leave of absence and permit the student to re-enroll in the spring semester. In such circumstances, the student may enroll only in one-semester first-year courses and must enroll in the remaining first-year courses in the following academic year.
2905. **Leaves of absence for spring semester first-year students.** In extraordinary circumstances, the Academic Dean may grant a student who has only completed the fall semester of the first-year a one-semester leave in the spring and allow the student to re-enroll in the following fall semester. In such a circumstance, the Academic Dean may require the student to re-enroll in and take the mid-term examinations in all year-long first-year courses. The final grade earned in any of the student's original fall one-semester classes shall remain on the student's transcript and shall be used in compiling the student's cumulative grade point average.
2906. **Leaves of absence for second- or third year students.** The Academic Dean may grant a second or third year student a leave of absence for one semester (which may be extended to a second consecutive semester by the Academic Dean) or two consecutive semesters (which may in extraordinary circumstances be extended by the Academic Dean).
2907. **Multiple leaves of absence.** The Academic Dean shall grant a student a second leave of absence (as distinguished from an extension of a previously granted leave of absence) only in exceptional and compelling circumstances. [See §402. Maximum years to qualify for degree.]

2908. **Withdrawal: application procedure.** The Academic Dean may approve a student's withdrawal from Hastings upon receipt of a request no later than the beginning of the examination period of the semester in which the withdrawal is requested, providing that the student is not subject to exclusion under the standards for continuation and graduation set out in §§1401-1605. A student who fails to request a withdrawal within this time and who fails to take a scheduled examination in any course without prior authorization of the Academic Dean shall receive an administrative F such courses.
2909. **Effect of withdrawal.** A student who has withdrawn from the College may re-enroll only after application and readmission to the College.

## X. EXAMINATIONS.

### A. Examination Schedule

3001. **Tentative schedule.** The Records Office shall publish a tentative examination schedule for all courses before enrollment for each semester commences.
3002. **Taking examination: general rule.** All examinations must be taken on the date and at the time set forth in the examination schedule, except when a delayed examination is authorized under §§3003 or 3004. No examination may be administered prior to the time set forth in the examination schedule.
3003. **Delayed taking: 24 hour rule.** A student may delay any examination that is scheduled to begin within 24 hours of the end of another of his or her examinations. The examination shall be delayed to the next regularly-scheduled make-up examination period. The Records Office shall delay an examination in accordance with this rule upon the request of a student.
3004. **Delayed taking: compelling reasons.** The Academic Dean may authorize a delay in a student's examination if the student submits compelling reasons for the delay based upon health reasons, accident, personal emergency, or other extraordinary circumstances.
3005. **Delayed taking for health reasons: required procedure.** A student who seeks a delay in an examination for health reasons must be seen by the Hastings Health Service. If it is not possible for the student to be seen by the Health Service prior to the examination, the student must either report to the Health Service as soon as practical or be seen by a private physician who will contact the Health Service. The Service will submit a memorandum to the Records Office that confirms the student's visit to the Health Service or a private physician and that sets forth a medical opinion about the student's condition.
3006. **Delayed taking for non-health reasons: required procedure.** All requests for delays in examinations for extraordinary circumstances other than health must be approved by the Academic Dean.
3007. **Delayed taking: final date.** All delayed examinations must be taken by the close of the examination period for that semester, unless otherwise authorized by the Academic Dean.
3008. **Failure to take examination: administrative F.** A student who, without authorization, fails to take an examination shall receive an administrative F for the examination.

### B. Rules Applicable During Examinations

3101. **Assigned rooms.** Except for take-home examinations, all students shall write or type their examinations in the rooms assigned by the Records Office. Each student shall sign-in and sign-out of the examination room as directed by the examination proctors.
3102. **Use of materials by examinees.** Except for "open book" or "open-note" examinations as

authorized in writing by the instructor, students shall not consult any books, notes, papers, computer files, or other materials during the examination.

3103. **Beginning and ending writing.** No student may begin writing or typing an examination until the proctor has issued an instruction to begin. Every examinee will stop writing or typing immediately upon announcement by the proctor that the examination has ended.
3104. **Communication only with proctor.** All questions and requests for clarification during an examination shall be directed to the proctor. No student shall converse with another for any purpose in an examination room after an examination has begun.
3105. **Leaving room during examination.** After an examination has begun, a student may leave the examination room for the purpose of going to a restroom or relaxing in a nearby corridor. Under no circumstances may a student leave the building during the course of an examination until his or her examination materials have been turned in to the proctor.
3106. **Delayed takers: no communication regarding examination.** A student who is authorized to take a delayed examination shall not ask any student who has taken the examination about the contents thereof and shall take all necessary measures to avoid overhearing discussions about the contents of the examination.
3107. **Past examinees: no communication with delayed takers.** A student who has taken an examination shall not reveal or discuss the contents of the examination with any student in the class whom the former knows has not yet taken the examination.
3108. **Violations of regulations: discipline.** A student who violates §§3001-3109 or who violates one of the examination rules promulgated by the Records Office or the Academic Dean has also violated §52.00 of the Code of Student Conduct and therefore is subject to discipline in accordance with the provisions of that Code.
3109. **Additional policies and procedures.** The Records Office and the Academic Dean shall have authority to publish other policies and procedures to govern the administration of examinations and shall make such rules available in writing to all students.

## **XI. LL.M. PROGRAM.**

### **A. General**

4001. **General.** These regulations are applicable to students who are candidates for the Hastings LL.M. degree. Except as expressly provided to the contrary in this part, the Academic Regulations set forth in parts I through X also shall apply to LL.M. students.

### **B. Residency and Graduation Requirements**

4002. **General requirements for LL.M. degree.** A student must enroll in and receive a grade of P or better in 24 units of course work at the College to qualify for a Hastings LL.M. degree. Except as otherwise provided in this section, with the approval of the Academic Dean and the Associate Dean of International and Graduate Programs a candidate for the LL.M. degree who has successfully completed a course of at least two units in a summer program offered by the College may graduate after receiving a grade of P or better in 22 units of course work at the College. If transfer credits have been approved by the Associate Dean of International and Graduate Programs and the Academic Dean pursuant to § 4015, a student may qualify for the LL.M. degree after enrolling in and receiving a grade of P or better (or the equivalent from another ABA approved U.S. law school) in 24 units of course work, provided that at least 15 units are completed at the College.

4003. **Required courses.** During the first semester, each student must enroll in and receive a grade of P or better in at least one course offered to first year J.D. students—Civil Procedure I, Contracts, Criminal Law, Property, and Torts. Each student also must enroll in and receive a grade of P or better in the Legal Writing and Research class for LL.M. students. In addition, each student must attend the orientation program for LL.M. students. If a student applies for transfer credit from an accredited U.S. law school pursuant to § 4015, the Associate Dean of International and Graduate Programs, in consultation with the Academic Dean, may deem these requirements satisfied by the completion of equivalent coursework that are included as part of the requested transfer credits.
4004. **Maximum semesters of enrollment.** Maximum semesters of enrollment. With the permission of the Associate Dean of International and Graduate Programs, a candidate in good standing for the LL.M. degree may elect prior to certification for graduation to remain for one additional semester. All students must complete the requirements for a Hastings LL.M. degree in no more than three semesters.
4005. **Maximum years to qualify for degree.** All students must complete the requirements for a Hastings LL.M. degree within two years of commencement of studies at the College. In extraordinary circumstances, the Academic Dean may extend this period for up to one year.
4006. **Minimum and maximum course loads.** A student may enroll in a minimum of eleven units and a maximum of fifteen units each semester. In extraordinary circumstances, the Academic Dean may permit a student to enroll in ten units in one semester.

### C. Enrollment

4007. **Eligible courses.** Subject to the requirements of §4003, students may enroll in all courses, seminars, and non-GPA courses offered by the College except for judicial externships. The Associate Dean of International and Graduate Programs may designate additional courses in which students may not enroll.
4008. **Clinics.** Students may enroll in a clinical course only if the faculty designates the course as open for enrollment by LL.M. students.
4009. **Independent studies.** A student may enroll in no more than two independent studies and may earn no more than two units of credit for each independent study.
4010. **Approval of Director of LL.M. Program.** The Associate Dean for International and Graduate Programs shall approve each student's proposed schedule before the student may submit the schedule to the Records Office. The Director of Records shall enroll students in consultation with the Director of the LL.M. Program.
4011. **Exclusion from minimum GPA requirements.** There are no minimum grade point average requirements applicable to the enrollment of LL.M. students.

### D. Grading and Credit

4012. **Grading scale.** Students shall be graded according to the following system: (E) for excellent or outstanding performance; (VG) for very good or very creditable performance; (G) for good or average performance; (P) for passing or acceptable performance; and (NP) for not passing or unacceptable performance.
4013. **Exclusion from grade normalization.** The final examination answers, papers, and other written work of LL.M. students shall be excluded from the grade normalization processes that govern the assignment of grades to J.D. students in the same course or seminar. [See §§1001-1005]
4014. **Credit.** No unit credit shall be awarded for any course, seminar, non-GPA course, or independent study for which a student receives a grade of NP.

4015. **Transfer Credit.** If approved by both the Associate Dean of International and Graduate Programs and the Academic Dean on a case-by-case basis, and subject to the requirements of §§ 4002-4003, a student may transfer credits earned during one semester of study toward an LL.M. at an ABA approved U.S. law school. A student may not otherwise transfer units earned at another institution of higher education for credit toward the Hastings LL.M. degree.

#### **E. Examinations**

4016. **English as a second language.** Candidates for the LL.M. degree and foreign exchange students are entitled to receive one additional hour to complete each examination, unless English is their native language, or they have previously received a high school or university degree from an institution at which English is the principal language of instruction. No additional time will be afforded for take-home examinations.
4017. **Use of a dictionary.** Students who received their primary law degree from an institution of higher education at which English is not the principal language may use a dictionary while taking each examination.

#### **F. Leaves of Absence and Withdrawal**

4018. **Leaves of Absence.** Subject to the residency requirements of §§4004 and 4005, a student may ask permission from the Associate Dean of International and Graduate Programs to take a leave of absence. If the Associate Dean approves the request, he or she shall notify the Academic Dean and the Director of Records in writing and shall state the terms and conditions applicable to the leave.
4019. **Withdrawal.** The Academic Dean may authorize a student to withdraw from the College. A student who receives permission to withdraw may re-enroll only after reapplication and readmission to the College.

#### **G. Disqualification**

4020. **Academic disqualification.** A student who receives a grade of NP in two or more courses, seminars, non-GPA courses, or independent studies shall be academically disqualified from the College.
4021. **Petition for readmission.** A student who is academically disqualified may petition the Academic Dean for readmission to the LL.M. Program. The Academic Dean shall consult with the Associate Dean of International and Graduate Programs. The Academic Dean may grant readmission only if the petitioner proves that there were compelling reasons to explain the academic disqualification (such as personal illness, family emergency, war, or natural disaster) and the Academic Dean concludes that the petitioner will satisfy the requirements for a Hastings LL.M. degree if readmitted. The Academic Dean shall notify the petitioner in writing of the decision. If the student is readmitted, the Academic Dean shall set forth the terms and conditions applicable to the readmission. The decision of the Academic Dean is final and shall not be subject to review.

#### **H. Miscellaneous**

4022. **Employment.** A student shall not be employed in any job that detracts from the student's work toward the Hastings LL.M. degree and, under no circumstances, shall be employed for more than an average of twenty hours per week when classes are in session or the student is preparing for examinations.
4023. **Inapplicable regulations.** §§101-402, 601-704, 901-1005, and 1401-2909 are inapplicable to students enrolled in the LL.M. Program.
4024. **Degree Honors.** An LL.M. graduate may receive the awards of summa cum laude, magna cum laude, and cum laude according to the following criteria:

- a. Summa cum laude – a student who received no less than 26 credits of E and no grade less than E after completion of all the academic work for their LL.M. degree at Hastings.
- b. Magna cum laude – a student who received no less than 24 credits of E and no grade less than G after completion of all the academic work for their LL.M. degree at Hastings.
- c. Cum laude – a student who received no less than 18 credits of E and no grade less than G after completion of all the academic work for their LL.M. degree at Hastings.

4025. **Pro Bono Recognition.**

1. Pro Bono Society -- students who complete at least 15 hours of pro bono services during their tenure years at Hastings, subject to the approval of the Director of Externships and Pro Bono Programs, will be recognized as members of the Pro Bono Society at graduation and on their transcripts.
2. Outstanding Achievement in Pro Bono – students who complete 50 hours of pro bono services during their tenure years at Hastings, subject to the approval of the Director of Externships and Pro Bono Programs, will be recognized for Outstanding Achievement in Pro Bono at graduation and on their transcripts.

# STUDENT CONDUCT CODE AND STUDENT INITIATED GRIEVANCES

## Preface

The following are selected Sections of the *Policies and Regulations Applying to College Activities, Organizations and Students*, as approved on June 22, 1990. Complete sets of the policies may be read in the Student Information Center, Hastings Law Library, or in the Office of Student Services.

### Misconduct and Harassment

Please note that any conduct that goes against the Student Code of Conduct, published in §§**51.00** and **52.00** of the *Policies and Regulations Applying to College Activities, Organizations and Students* should be immediately reported to the Associate Academic Dean or the Director of Student Services. Harassment -- racial, sexual, any form -- will not be condoned by the College, should be reported and will be investigated.

### Student Conduct Code

#### 50.00 STUDENT CONDUCT AND DISCIPLINE - REGULATIONS

#### 51.00 Student Conduct and Discipline - Policy

The students of the University of California, Hastings College of the Law, as future members of a profession responsible for the administration of justice, shall adhere to the following principles:

It is essential to the welfare of the legal profession and the people it serves that the integrity of all the profession's members and future members remain above reproach.

Each student has an obligation to meet the ethical standards of the legal profession.

The personal and property rights of every student, faculty member, academic or administrative staff member, organization or group thereof and the College itself, shall be respected.

Students should respect and not infringe upon the rights of all students to be free from any violence or intimidation by threat of violence, committed against their persons or property because of their race, color, religion, ancestry, national origin, sex, sexual orientation, age or disability.

#### 52.00 Student Conduct and Discipline - Jurisdiction

##### **Jurisdiction over Student Conduct**

Discipline may be imposed when conduct in violation of College policies or regulations subverts the mission of the College, adversely affects the careers, educational or working environment or well-being of any member of the College community or demonstrates the student's failure to meet the ethical standards of the legal profession.

Discipline may be imposed whether or not conduct in violation of College policies or regulations is also a violation of law and whether or not that conduct is or has been the subject of any judicial or administrative proceeding.

As used in these regulations, the term "member of the College community" shall mean any student, faculty member, or academic or administrative staff member.

##### **Student Conduct Subject to Discipline**

Conduct inconsistent with the policies articulated above is subject to discipline and includes the following:

Any conduct that constitutes a violation of criminal law and demonstrates a failure to meet the ethical standards of the legal profession.

Dishonesty, cheating, plagiarism, misrepresenting one's record or résumé when seeking a benefit or employment or knowingly furnishing false information to the College. In addition to the conduct customarily regarded as cheating, conduct of the following types shall also be deemed in violation of the prohibition against cheating: (1) turning in any examination or assignment which is not entirely the student's own work, unless otherwise expressly authorized; (2) referring to any material during an examination or in an assignment to which reference is not authorized; (3) violating the security provisions of Hastings' examination rules; and (4) submitting to obtain academic credit, without express authorization, a work product which is the same or essentially duplicative in language or research to a work product submitted for other academic credit or created in the course of employment.

Forgery, alteration or misuse of College documents, records, keys or identifications.

Theft, conversion, destruction of or damages to any property belonging to the College or located on its premises or to any property of a member of the College community.

Unauthorized entry to or use of College property, equipment or resources, including violation of the Hastings Computer Resources Acceptable Use Policy.

Obstruction or disruption of teaching, research, administration, disciplinary procedures or other College activities.

Violation of College policies or regulations governing residence in or use of College property.

Physical abuse, threats of violence or other conduct that threatens the health, safety or well-being of any member of the College community, any person on College property or in connection with official College functions.

Disorderly or lewd conduct on College property or at an official College function.

Engaging in conduct constituting sexual harassment, as defined in Hastings' Policy and Procedure on Sexual Harassment.

Willful participation in a disturbance of the peace or unlawful assembly on College property or at an official College function.

Failure to comply with directions of a College official or other public officials acting in the performance of their duties while on College property or at official College functions or resisting or obstructing those officials in the performance or attempted performance of their duties.

The illegal use, possession, sale, manufacture or the illegal attempt to use, possess, sell or manufacture narcotics, illegal or controlled substances or alcoholic beverages on College property or at official College functions.

Violation of any interim or final sanction under these rules.

### **Mental Health Disturbance Policy**

The Academic Dean has the authority to take administrative action in response to disruptive student conduct where the Academic Dean reasonably believes that the student's conduct may be caused by mental illness or psychological maladjustment that exceeds either reasonable stress reactions or the resources of the College to provide appropriate support. The administrative action may include mandatory evaluation, withdrawal from classes, removal from campus, and other requirements and conditions that the Academic Dean determines are appropriate.

A student who is subject to administrative action pursuant to this policy shall have the right to

challenge the action by filing a student initiated grievance in accordance with §92.00 of the Policies and Regulations of the College (Student Conduct Code and Student Initiated Grievances). The grievance shall be filed with the Academic Dean. While the grievance is pending, the administrative action shall remain in effect unless modified or terminated by the Academic Dean.

### 53.00 **Student Conduct and Discipline - Procedures**

#### **Initial Proceedings Before the Academic Dean**

Any person may refer allegations of violations of these rules, orally or in writing, to the Academic Dean, who has the sole authority to initiate proceedings hereunder.

If the Academic Dean decides to initiate proceedings, he or she shall either dispose of the matter informally or refer it for hearing to a hearing committee of the Panel on Student Conduct or, at his or her discretion, to an outside hearing officer appointed for that purpose. These regulations shall apply in all respects to an outside hearing officer as if he or she were the hearing committee.

In disposing of an allegation informally, other than by its dismissal, the Academic Dean shall provide the accused student an opportunity to respond to the allegations. The Academic Dean may impose any of the sanctions authorized by these rules or make such other disposition as is deemed appropriate. The Academic Dean's disposition shall indicate whether or not the sanctions shall be noted on the student's transcript.

If the matter is handled informally and the accused student agrees with its disposition, the disposition shall be final. If the matter is handled informally and the accused student disagrees with its disposition, a hearing before a hearing committee of the Panel on Student conduct shall be convened at the student's written request, if received by the Academic Dean within 15 days of the disposition.

Before final action on an alleged violation, the Academic Dean may impose any appropriate sanction on an interim basis when there is reasonable cause to believe that such action is needed for protection of health, safety or welfare of members of the College community or to avoid disruption to the academic process. Notice shall be given expeditiously of action hereunder. When interim sanctions are imposed, the disciplinary process shall proceed expeditiously.

#### **Panel on Student Conduct**

Each year a panel of ten persons, including faculty, students and academic or administrative staff, shall be appointed to serve as members of the Panel on Student Conduct. The Academic Dean shall, after consultation with the faculty Executive Committee, appoint seven faculty and staff members to the panel. Three student members shall be selected by lot each spring by the Office of the Academic Dean from among the first and second year classes to serve the subsequent year. Each student so selected shall be given the opportunity to decline after being informed of the nature and extent of the responsibility. Selection shall proceed until three students and three alternates (who will serve only if one or more of the student seats becomes vacant) have agreed to serve.

One of the members shall be appointed to chair the Panel by the faculty Executive Committee after consultation with the Academic Dean.

When a hearing is required, the chair of the panel shall appoint three members of the panel, including one student, to serve as a hearing committee and shall designate one member as chair of the committee.

#### **Hearing**

The student shall be given written notice, within a reasonable time prior to the hearing, including a brief statement of the factual basis of the charges, the College policies or campus regulations allegedly violated and the time and place of the hearing.

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

The College shall bear the burden of proof by a preponderance of the evidence, except that a sanction of expulsion must be supported by clear and convincing evidence.

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

The hearing shall be open unless the student, the College or a majority of the hearing committee requests that it be closed.

The hearing committee shall render an expeditious, written decision which shall include findings of fact, conclusions and, if appropriate, sanctions. The committee's decision shall indicate whether or not the sanctions shall be noted on the student's transcript.

Any relevant evidence may be admitted if it is the sort of evidence on which responsible persons are accustomed to rely in the conduct of serious affairs, regardless of the existence of any common law or statutory rule which might make improper the admission of the evidence. Hearsay evidence may be used for the purpose of supplementing or explaining other evidence but shall not be sufficient in itself to support a finding unless it would be admissible over objection in federal or state civil actions.

The hearing committee may require that oral evidence shall be taken only on oath or affirmation. The hearing committee shall also have the discretion to prescribe its procedures for matters not addressed herein.

#### **Appeal to the Dean**

A disciplined student may appeal the decision of the hearing committee to the Dean of the College in writing within 30 days of the date of the decision.

On appeal, the Dean shall review the written decision of the hearing committee. The Dean may affirm or reverse the hearing committee's decision or reduce the sanctions it imposed. In any case, the Dean may request additional information and/or written argument from the student and the College.

The Dean shall issue a written decision, affirming, overruling or modifying the decision of the hearing committee. A copy shall be sent to the student and the members of the hearing committee.

If the Dean overrules or modifies in any respect the decision of the hearing committee, his or her written decision shall include the reasons for the modifications of the decision of the hearing committee. A copy of that decision shall be sent to the faculty Executive Committee. Upon appeal, the decision of the Dean of the College is final.

#### **Annual Report**

The Academic Dean shall issue a brief annual report to the faculty describing the disposition of matters arising hereunder, not including the names of the parties. The report shall be available for general inspection at the Office of the Academic Dean.

### **54.00 Student Conduct and Discipline - Sanctions**

Any one or a combination of the following sanctions may be imposed for a violation of these regulations:

**WARNING.** Written notice to the student that a future violation of this Code of Student Conduct will be cause for disciplinary action as herein provided.

**CENSURE.** Written reprimand for a violation of this Code of Student Conduct.

**EXCLUSION FROM ACTIVITIES.** Exclusion from participation in designated classes or activities for a specified period.

**SUSPENSION.** Termination of student status for a specified period. Suspension may include exclusion from designated areas of the campus.

**DISMISSAL.** Permanent termination of student status.

**INTERIM SUSPENSION.** Exclusion from classes or from other designated activities or from designated areas of the campus, before final action on an alleged violation, when there is reasonable cause to believe that such action is in the best interest of the College.

**RESTITUTION.** Reimbursement to the injured person, organization or the College may be ordered for any violation of these rules.

**GRADE REDUCTION.** A student may be denied course credit or a grade may be reduced to an administrative "F" where the relevant misconduct consists of cheating on an examination, plagiarism in a paper, or other academic dishonesty.

Suspension and dismissal and any other sanctions ordered to be so noted, shall be noted on the student's official College transcript. When a sanction is noted on a student's transcript, the College will report that sanction to any state bar to which the student has previously been certified for admission. All disciplinary sanctions, whether or not noted on the student's transcript, will be reported to any licensing authority making inquiry.

A student shall not be excused from compliance with the Academic Regulations because of sanctions imposed hereunder. In imposing a sanction, the impact of this rule on the student shall be considered.

#### 90.00 **STUDENT INITIATED GRIEVANCE PROCEDURES**

91.00 Any student who claims a violation of the rights listed under 91.10 through 91.50 below may file a written grievance with the Director of Student Relations and Services. Where appropriate, such allegations will be referred for hearing in accordance with the proceedings set out for hearings on student conduct; provided however, that the student shall bear the burden of proof.

91.10 Violation of the privacy rights accorded the student by the Federal Family Educational Rights and Privacy Act of 1974, the State of California Education Code, and the Hastings Policies Applying to the Disclosure of the Information from Student Records;

91.20 Discriminatory practices based upon sex, under Title IX of the Education Amendments of 1972 or under University of California Policy Applying to the Student-Related Sections of Title IX of the Education Amendments of 1972 (see Part B);

91.30 Discriminatory practices based upon handicap, under §504 of the Rehabilitation Act of 1973 or under the University of California Guidelines Applying to Nondiscrimination on the Basis of Handicap (see Part B);

91.40 Discriminatory practices based upon race, color or national origin, under Title VI of the Civil Rights Acts of 1964; and

91.50 Other types of grievances specified in campus regulations, but not including matters contained in §§44.00 and 44.10. [§§44.00 and 44.10 are excerpted below.]

#### 40.00 **COLLEGE OBLIGATIONS AND STUDENT RIGHTS**

...

As members of the College community, students shall have the right to:

...

44.00 Have all academic decisions affecting their academic standing based upon academic consideration only, administered fairly and equitably under policies established by the Office of the Academic Dean.

44.10 With respect to grades, no grade shall be changed except as specifically provided for in Academic Regulations.

## 92.00 **Student Initiated Grievance Procedures: College Services and Departments**

### **Informal Resolution**

A student who believes that he or she has encountered a violation of the rights listed under §§91.10 through 91.50 or any other College policy is encouraged to notify the Director of Student Services as soon as possible after the incident. In the event that the party against whom the grievance is filed is the Director of Student Services, then the grievance shall be filed with the Academic Dean. The Director of Student Services in consultation with the Academic Dean may dispose of the matter informally or refer it for hearing to a hearing committee of the Panel on Student Grievances. The Panel on Student Grievances may be coextensive with the Panel on Student Conduct or may be selected using the procedures set forth in §53.00.

If the matter is handled informally and the aggrieved student agrees with its disposition, the disposition shall be final.

If the matter is handled informally and the aggrieved student disagrees with its disposition, a hearing before a hearing committee of the Panel on Student Grievance shall be held.

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

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

### **Hearing**

The grievant and the respondent shall be given written notice, within a reasonable time prior to the hearing, including a brief statement of the factual basis of the grievance, the College policies or regulations in regard to the matter and the time and place of the hearing.

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

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

The hearing shall be open unless the student, the College or a majority of the hearing committee requests that it be closed.

The hearing committee shall render an expeditious written decision which shall include findings of fact, conclusions, and, if appropriate, remedies.

The hearing committee shall have the discretion to prescribe its procedures for matters not addressed herein. For example, the hearing committee may require that:

- (a) oral evidence shall be taken only on oath or affirmation, and/or

- (b) any relevant evidence shall be admitted if it is the sort of evidence on which responsible persons are accustomed to rely in the conduct of serious affairs, regardless of the existence of any common law or statutory rule which might make improper the admission of the evidence over objection in civil actions. Hearsay evidence may be used for the purpose of supplementing or explaining other evidence but shall not be sufficient in itself to support a finding unless it would be admissible over objection in civil actions.
- (c) The committee may seek independent testimony from experts whether or not the parties presented testimony from experts at the hearing.

### **Appeal to the Dean**

An aggrieved student may appeal the decision of the hearing committee to the Dean of the College in writing within 30 days of the date of the decision.

On appeal, the Dean shall review the written decision of the hearing committee. The Dean may affirm or reverse or modify the hearing committee's decision.

The Dean shall issue a written decision affirming, overruling or modifying the decision of the hearing committee. A copy shall be sent to the student and the members of the hearing committee.

If the Dean overrules or modifies in any respect the decision of the hearing committee, his or her written decision shall include the reasons for the modification of the decision of the hearing committee.

Upon appeal, the decision of the Dean of the College is final.

### **Expedited Grievance Procedures**

Expedited grievance procedures shall be utilized where there is a time-sensitive grievance, for example, a dispute over disabled student exam accommodations or matters related to an impending Bar examination.

In addition, any grievance may be designated for expedited grievance process by the Academic Dean or the Director of Student Services.

The informal resolutions process of expedited grievances shall be concluded within 3 days of the filing of the grievance. If the matter is not resolved informally within that time, the matter shall be referred to a hearing. The hearing committee shall be convened within 7 days of the referral for hearing.

The hearing committee shall issue a decision within 7 days after conclusion of the hearing. Any appeal to the Dean shall be made within 3 days of the date of the decision of the hearing committee. The Dean shall issue a written decision within 5 days of the appeal.

## **93.00 Student Initiated Grievance Procedures: Career Services**

**Nondiscrimination Policy.** "The University of California, Hastings College of the Law, does not make its Career Services facilities available to employers who unlawfully discriminate in the selection of employees on the basis of national origin, race, religion, sex, sexual orientation, age, handicap, or any other basis prohibited by applicable law."

Employers are required to sign a statement of compliance before participating in any on-campus interviewing program and when listing a position with Career Services. The College takes most seriously compliance with the nondiscrimination policy and will fully investigate complaints in order to enforce the policy.

**Complaints Procedures.** A student who believes that he or she has encountered a violation of the

College's Nondiscrimination Policy during interviewing on campus or at another site is encouraged to notify the Director of Career Services as soon as possible after the incident.

**Oral Complaint:** A student may make an oral complaint to the Director of Career Services. The Director may, if appropriate, contact the employer to discuss the complaint and to clarify the employer's or the College's policies and/or practices. The student's identity shall be kept confidential if he or she desires.

**Written Complaint:** A student who wishes to have his or her complaint recorded and pursued may submit the complaint in writing to the Director of Career Services. The complaint shall specify the date of the occurrence, the name and address of the employer, the name of the representative of the employer with whom the complaint dealt, the employer's statements and/or practices upon which the complaint is based; and the specific manner in which statements or practices are alleged to violate the Nondiscrimination Policy. The written complaint also may set forth any other facts that the complainant deems relevant.

Upon receipt of a written complaint, the Director of Career Services shall have the authority to use the contents of the statement, according to his or her discretion as needed, to fully investigate the complaint. If the student's complaint provides a clear showing of a violation of the Nondiscrimination Policy, the Director of Career Services shall promptly inform the employer of the complaint and seek the employer's response to the complaint. The Director of Career Services shall make a determination based upon the complaint and investigation, or, has the option to refer the complaint to the Academic Dean, if the Director deems that the complaint so warrants.

If the student disagrees with the manner in which the matter has been determined by the Director of Career Services, or wishes to advocate sanctions against the employer, the student may request that the Academic Dean review the matter. This request shall be made in writing and submitted to the Academic Dean.

**Consideration by the Academic Dean, Imposition of Sanctions.** If either the Director of Career Services or the student/complainant wish the Academic Dean to review the complaint or its resolution, the Director of Career Services shall forward a copy of the written complaint and findings of the Director of Career Services to the Academic Dean.

The Director of Career Services shall give written notification to the employer that the complaint has been referred to the Academic Dean, and the employer with a copy of the complaint and a copy of the College's Nondiscrimination Policy, if these have not already been provided.

The Academic Dean shall review the complaint, the results of the Director's investigation and any other available relevant information, and determine whether sanctions against the employer are appropriate under the circumstances.

Sanctions may include, but are not limited to, an admonitory letter to the employer, publicizing the discriminatory conduct in connection with the employer's use of Career Services facilities, or barring the employer from further use of Career Services facilities for a specified period of time.

If the Academic Dean determines that sanctions should be imposed, he or she shall notify the employer of this determination and shall notify the employer that it has a right to request review of the determination in the form of a hearing before a Student Conduct Panel of three persons. If the employer requests a hearing, the employer may submit data concerning its interviewing and hiring practices and any other relevant information. The employer shall have a reasonable time to submit such information and, if it desires, an opportunity to be heard through oral testimony of witnesses. The Academic Dean shall forward to the Student Panel a copy of the student complaint, the Director's findings and the Academic Dean's findings. The Student Conduct Panel shall review all the information submitted to it.

The Student Conduct Panel shall set forth its Findings of Fact and its recommendation for disposition of the matter and shall forward these findings and recommendations to the Academic Dean. If the

Panel's findings and recommendation differ from the Academic Dean's initial determination to impose sanctions, the Academic Dean shall reconsider the imposition of sanctions in light of the Student Conduct Panel's findings and recommendations.

**Recorded Reports.** Career Services shall maintain confidential records of all written complaints for not less than three years. Records of Panel dispositions shall be available for general inspection for three years from the date of disposition.

A brief annual report will be completed by July 1 and sent to the faculty describing the disposition of matters arising under this policy. The names of the parties concerned will not be included.

## **AMERICANS WITH DISABILITIES ACT (ADA)**

Hastings is obligated to comply with Title II of the Americans With Disabilities Act (ADA). §504 of the Rehabilitation Act of 1973 (§504) and other federal and state laws and regulations pertaining to persons with disabilities. The College Disabled Student Initiated Grievance Procedure may be used to address disputes concerning the accommodations process and other forms of discrimination based on disability, alleged to have occurred in any College program or activity. To obtain a copy of the grievance procedure or for more information regarding the procedure, please contact The Office of Student Services, (415) 565-4835, or the College's ADA/Section 504 Coordinator, Marie Hairston, (415) 581-8868.

## **FACULTY STATEMENT ON PLURALISM**

The students, faculty, and staff of Hastings College of the Law are committed to creation of an environment where all people, individually and collectively, without regard to race, gender, national origin, religion, age, disability, class, or sexual orientation, are provided an unobstructed opportunity to develop while contributing to the sharing in the Hastings community and experience.

The Hastings community strives towards creating, perfecting, and maintaining an environment of cooperation based upon tolerance, honesty, justice, and respect for the development of the mind, body, and spirit in order to realize our human potential.

Approved by Faculty on May 1, 1989

## **POLICY AND PROCEDURE ON SEXUAL HARASSMENT**

1. *Policy.* The University of California, Hastings College of the Law is committed to the creation and maintenance of a community in which students, faculty, and administrative and academic staff can work together in an atmosphere free of all forms of harassment, exploitation, and intimidation. Accordingly, all members of the College community should be aware that sexual harassment is prohibited both by law and by University of California policy and that the College will not tolerate sexual harassment, whether such conduct occurs on or off College property. It is the purpose of this Policy and Procedure on Sexual Harassment to establish standards for the prevention, correction and, where appropriate, discipline of behavior that constitutes sexual harassment.
2. *Prohibited Conduct.* No member of the College Community shall engage in sexual harassment.
3. *Definitions.*
  - a. *Sexual Harassment.* As used in this policy, the term "sexual harassment" shall mean unwelcome sexual advances or requests for sexual favors,
    - (1) submission to which is either explicitly or implicitly made a term or condition of the

recipient's instruction, employment, or participation in other College-related activity;

- (2) submission to or rejection of which is used as a basis for evaluation in making academic or personnel decisions affecting the recipient; or
- (3) that have the purpose or effect of unreasonably interfering with the recipient's work or academic performance by creating an intimidating, hostile, or offensive working or academic environment.

The term "sexual harassment" also shall mean other speech or conduct of a sexual nature that has the purpose or effect of unreasonably interfering with an individual's work or academic performance by creating an intimidating, hostile, or offensive working or academic environment.

Anything said or done in a classroom or as part of a course or other educational activity is not sexual harassment if the speech or conduct is said or done with a reasonable good faith belief that it is germane to the pedagogical purposes of the College. This exemption applies regardless of anything to the contrary elsewhere in this policy.

- b. *Member of the College Community.* As used in this policy, the term "member of the College community" shall include faculty, students, and administrative and academic staff employees of the University of California, Hastings College of the Law.

Approved by Faculty on December 4, 1996

## **STUDENT RIGHTS RELATING TO PRIVACY AND ACCESS TO STUDENT RECORDS**

### **NOTICE TO STUDENTS OF RIGHTS UNDER FERPA**

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their student education records. These are:

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

You should submit to the Director of Student Records, or other appropriate official responsible for the record, a written request that identifies the record(s) you wish to inspect. The College official will make arrangements for access and notify you of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official will advise you of the correct official to whom the request should be addressed.

- 2. The right to request the amendment of your education records that you believe are inaccurate or misleading and the right to grieve alleged violation of privacy rights pursuant to the Student Conduct Code §91.00 et seq.**

You may ask the College to amend a record that you believe is inaccurate or misleading. To do so, you should write the College official responsible for the record, clearly identify the part of the record you want changed and specify why it is inaccurate or misleading. If the official decides not to amend the record as requested by you, the College will notify you of the decision and advise you of your right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to you when notified of the right to a hearing. You also have the right to grieve alleged violations of your right to privacy regarding your education records.

- 3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent FERPA authorizes disclosure without consent.**

FERPA permits the disclosure of records retained by Hastings as “directory information” without student consent. These items include: student name, address (local and/or permanent), telephone numbers, date and place of birth, major field of study, dates of attendance, number of course units in which enrolled, degrees and honors received, the most recent previous educational institution attended and participation in officially recognized activities. The Department of Defense regulations also identify these items as directory information. However, students may refuse to permit disclosure of any or all of these categories of personally identifiable information designated as public or “directory information.”

Notice of a student’s refusal to permit disclosure of directory information shall be submitted in writing to the Records Office on the form entitled: “Right to Withhold Disclosure of Directory and Other Information” which is part of the orientation packet for first-year students or may be obtained in the Records Office.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement personnel and health staff); a person or company with whom the College has contracted (e.g., an attorney, auditor or collection agent); a person serving on the Board of Directors; or a student serving on an official committee (e.g., a disciplinary or grievance committee) or assisting another school official in performing his/her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Students may provide a written, dated consent for Hastings to provide personally identifiable information from that student’s educational records to third parties.

Pursuant to FERPA, certain student records are not subject to inspection and review by students. These are set forth in Hastings’ Policies and Procedures Applying to Privacy and Access to Educational Records and referenced below:

- a. Financial records and statements of the student’s parents or guardians or any information contained therein. Information from the Parents’ Confidential Statement, or equivalent information, may be disclosed to the student on condition that the proper authorization has been signed by the parent(s) or guardian(s).
- b. Confidential letters and statements of recommendation which were placed in a student’s records prior to January 1, 1975, provided that the letters and statements are used only for the purposes for which they were specifically intended.
- c. Confidential letters and statements of recommendation which were placed in a student’s records after January 1, 1975, with regard to admission, application for employment, or the receipt of an honor, if the student has waived the right to inspect and review those recommendations.
- d. Records containing personally identifiable information about other students. If student records contain information on more than one student, students may inspect and review or be informed of only the specific information which pertains to themselves.

**4. Students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by University of California, Hastings College of the Law to comply with the requirements of FERPA.**

The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
600 Independence Avenue, S.W.  
Washington, D.C. 20202-4605  
(202) 260-3887/(202) 260-9001 - FAX

## **COMPUTER RESOURCES ACCEPTABLE USE POLICY**

The following acceptable use policy covers use of E-mail and other Hastings computer resources. Use of such resources constitutes acceptance of this policy.

Hastings College of the Law provides computing resources, including E-mail, in support of the College's mission of teaching, research, and community service. Use of Hastings computing resources constitutes acceptance of this policy and agreement to comply with this policy. In addition, you should be aware that there is no guarantee of privacy or confidentiality with regard to E-mail/Internet communications.

Users of Hastings computing resources must respect the rights of other users, including the rights of copyright holders, abide by the security needs of the systems, and conform their behavior to all relevant laws, regulations, and contractual obligations of the College. In addition, all College regulations and policies apply, including the Student Code of Conduct, Academic Regulations, and the Staff Personnel Manual. Misuse of Hastings computing, networking, or information resources may result in disciplinary action. Additionally, misuse can be prosecuted under applicable state and federal statutes defining computer crime. Appendix A (available at the Circulation Desk in the Law Library), Network Working Group RFC 1855, which provides netiquette guidelines, is incorporated by reference as part of this policy.