STUDENT HANDBOOK

2015-16

For updates and a version with clickable links: bit.ly/UCH_Handbook
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CHAPTER 1: GENERAL INFORMATION

I. INTRODUCTION

Welcome to the University of California Hastings College of the Law ("UC Hastings"). This Student Handbook ("Handbook") is intended to serve two main purposes: (1) it is a great place to start when you have questions about the law school, and (2) it includes the Academic Regulations and other rules applicable to all students.

*Disclaimer* (hey, we are a law school): Because UC Hastings is such a dynamic community, some of the information published in this Handbook is likely to become outdated the second it goes to print. However, we are committed to keeping you informed! Please check the online version of the Handbook frequently for updates.

II. OFFICIAL SCHOOL NOTICES: THE WEEKLY AND EMAIL LISTS

The Weekly

So many interesting things happen on campus every day! How do I make sure I don’t miss anything important? Official law school notices, including academic deadlines, are published in The Weekly, an electronic newsletter published by the College Events Center (CEC) (formerly the Student Information Center (SIC)) every Monday when classes are in session. The Weekly contains important information on upcoming deadlines, events, and on-campus employment opportunities. All UC Hastings students are expected to read The Weekly regularly. You will be held responsible for knowing about all academic notices and deadlines published in The Weekly.

Email Lists

You are also expected to review emails sent to your @uchastings.edu address on a regular basis. Important information, including academic and career related announcements, is sent to distribution lists for each class (e.g., Students – 1L – Class of 2018). If information has been sent to your class distribution list, you will be deemed to have received it.

TIP: How do I spend less time on email and get more done?

There is no one right way to do this, but try dedicating specific times to deal with email and setting up rules to help automatically organize and prioritize incoming email. For example, you can set up a rule that all emails from the Academic Dean’s office or other departments automatically go into an “important emails” directory separate from your inbox. Contact the IT helpdesk for assistance with setting up rules.
### III. Academic Calendar

#### Fall Semester 2015

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<thead>
<tr>
<th>Month</th>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>Aug</td>
<td>10-15</td>
<td>LEOP Orientation</td>
</tr>
<tr>
<td>Aug</td>
<td>10-21</td>
<td>LL.M. Orientation</td>
</tr>
<tr>
<td>Aug</td>
<td>17-21</td>
<td>J.D. Orientation</td>
</tr>
<tr>
<td>Aug</td>
<td>18-19</td>
<td>Transfer Orientation</td>
</tr>
<tr>
<td>Aug</td>
<td>18-21</td>
<td>Foreign Exchange Orientation</td>
</tr>
<tr>
<td>Aug</td>
<td>18-21</td>
<td>MSL Orientation</td>
</tr>
<tr>
<td>Aug</td>
<td>24</td>
<td>First Day of Instruction</td>
</tr>
<tr>
<td>Sep</td>
<td>7</td>
<td>Labor Day Holiday</td>
</tr>
<tr>
<td>Nov</td>
<td>5</td>
<td>Last day to submit CR/NC petition</td>
</tr>
<tr>
<td>Nov</td>
<td>11</td>
<td>Veterans' Day Holiday</td>
</tr>
<tr>
<td>Nov</td>
<td>24</td>
<td>This Tue treated as a Wednesday</td>
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<tr>
<td>Nov</td>
<td>24</td>
<td>Last day of instruction</td>
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<tr>
<td>Nov</td>
<td>25-Dec 1</td>
<td>Reading Period</td>
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<tr>
<td>Nov</td>
<td>26-27</td>
<td>Thanksgiving Recess</td>
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<tr>
<td>Dec</td>
<td>2-18</td>
<td>Final Exam Period</td>
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<tr>
<td>Dec</td>
<td>17</td>
<td>Upper-level take home exams due no later than 11:59 pm</td>
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#### Spring Semester 2016

<table>
<thead>
<tr>
<th>Month</th>
<th>Date</th>
<th>Event</th>
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<tr>
<td>Jan</td>
<td>11</td>
<td>First day of instruction</td>
</tr>
<tr>
<td>Jan</td>
<td>18</td>
<td>Martin Luther King, Jr. Holiday</td>
</tr>
<tr>
<td>Jan</td>
<td>19</td>
<td>This Tuesday will be treated as a Monday</td>
</tr>
<tr>
<td>Feb</td>
<td>15</td>
<td>Presidents' Day Holiday</td>
</tr>
<tr>
<td>Mar</td>
<td>7-11</td>
<td>Spring Recess</td>
</tr>
<tr>
<td>Apr</td>
<td>19</td>
<td>Last Day of Instruction</td>
</tr>
<tr>
<td>Apr</td>
<td>20-22</td>
<td>Reading Period</td>
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<td>Apr</td>
<td>25-May 13</td>
<td>Final Exam Period</td>
</tr>
<tr>
<td>May</td>
<td>12</td>
<td>Upper-level take home exams due no later than 11:59 pm</td>
</tr>
<tr>
<td>May</td>
<td>TBD</td>
<td>Commencement</td>
</tr>
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IV. NAVIGATING CAMPUS

UC Hastings is an urban campus with three main buildings located along McAllister Street:
- **The Tower** at 100 McAllister Street,
- **David E. Snodgrass Hall** at 198 McAllister Street (also known as the “198 Building”), and
- **Mary Kay Kane Hall** at 200 McAllister Street (also known as the “200 Building”).

Each is described in more detail below.

### 100 McAllister Building (The Tower)
Accessible 24/7 with your ID card (check with each department for hours of operation)

#### Basement
- Basketball court
- *Hastings Science & Technology Law Journal*

#### 1st Floor
- Clara S. Foltz Student Lounge (open 24/7 for student use unless reserved for special event)
- Security Desk–Lobby
- Tower Management Office

#### Mezzanine - Gym

#### 2nd Floor
- Chief Financial Officer (CFO) –Room 210
- Office of Communications & Public Affairs–Room 200

#### 3rd Floor
- Civil Justice Clinic–Room 300
- Externships and Pro Bono Programs–Room 350

#### 4th Floor
- Center for Gender & Refugee Studies, CGRS Refugee and Human Rights Clinic Rooms–403, 406, 409

#### 22nd and 23rd Floors
- Center for Negotiation and Dispute Resolution–Room 408
- Center for WorkLife Law–Room 402

#### 24th Floor - Skyroom (open for student use M-TH, 12pm-8pm and F, 11am-6pm)
198 McAllister Building (Snodgrass Hall)

Monday – Friday, 7 am – 10 pm
Saturday – Sunday, 9 am – 10 pm

The Beach - Patio in front of the building

Basement Level
  Instructional Media Services–B21
  Locker Rooms
  Public Safety–B6

1st Floor
  Classrooms A, B
  Fiscal Services Room–111
  Human Resources Room–106
  Hyde Street Lobby
  Louis B. Mayer Lounge (LBML)
  Public Safety Command Center (Safety Escort Service, Lost and Found)
  Seminar Rooms B1, B2

1st Floor Mezzanine, 1M
  General Counsel–Room M115
  Seminar Room M120 (use back elevators to get to this room)

2nd Floor
  Center for State and Local Government Law–Room 210
  Classrooms C, D, E, F, G, H
  Conference Room 218
  Faculty Offices
  Public Law Research Institute–Room 214
  Seminar Rooms 201, 205, 219

2nd Floor Mezzanine, 2M - Faculty Offices

3rd Floor
  Classrooms J, K
  Gold Reading Room (same hours as 198 Building except during exam periods when it opens at 7 pm)
  Recording Room 307D
  Seminar Rooms 304, 307B, 312, 314
  Student Lounge
  Trial Advocacy Rooms 307A, 307C

3rd Floor Mezzanine, 3M - Study carrels and rooms

4th Floor
  Disability Resource Program–Room 440
  LEOP Room–401/415
  LW&R and Moot Court–Room 452
  Moot Court Courtroom–Room 431
  Writing Center–Room 468
* Lockers also located in basement hallway.

B6 – Photos for student IDs
200 McAllister Building (Mary Kay Kane Hall)
Monday – Friday, 7 am – 11 pm
Saturday, 9 am – 10 pm; Sunday, 9 am – 11 pm

1st Floor
ASUCH Office
Business Center
College Events Center, Student Folders
Facilities Operations
Institute for Innovation Law
Public Safety Command Center (Safety Escort Service)

2nd Floor
Admissions, Graduate Division, Financial Aid–Room 275
Alumni Center–Room 223
Alumni Reception Center (ARC)
Career Office–Room 230
Dobbs Atrium, Law Cafe, Dining Commons
Health Services–Room 202
Registrar and Records–Room 211
Student Services–Room 254

3rd Floor
Academic Dean’s Office–Room 355
Academic Support Program–Room 375
Associate Dean for Global Programs–Room 334
Chancellor & Dean’s Office–Room 300
Faculty Offices, Lounge & Mailboxes
UCSF/UC Hastings Consortium on Law, Science & Health Policy–Room 379

4th Floor
Computer Work Stations & Networked Printers
Information Technology (IT) Help Desk
Law Library - Reference Desk & Circulation Desk
Lexis Printers
Media Services & Video Recording Center
Study Rooms & Large Study Areas

5th Floor
Law Library
Networked Printers
Study Rooms & Large Study Areas

6th Floor
Emeritus Faculty Offices
Seminar Rooms 620A, 620B, 640
Study Rooms & Large Study Areas
V. EVENTS AND MASTER CALENDAR

There are many opportunities to get involved at UC Hastings. For a complete list of the many diverse campus events, please consult our Master Calendar.

Reserving Rooms and Event Promotion

The College Events Center (CEC) (formerly the Student Information Center) is the one-stop shop for planning your campus events. At the CEC, you can request and schedule campus locations for your events as well as ensure that your events get advertised. For additional information, click here: [http://www.uchastings.edu/about/admin-offices/student-infoCenter/index.php](http://www.uchastings.edu/about/admin-offices/student-infoCenter/index.php). For questions, contact:

**Lan Tran**, *College Events Resource Coordinator*, tranla@uchastings.edu
Contact for: Scheduling events in the ARC and LBM and room configurations

**Stella Cunanan**, *College Events Resource Assistant*, cunanans@uchastings.edu
Contact for: Confirming events in classrooms and the Skyroom, advertising events on the UC Hastings Events Calendar, digital displays, and the Weekly

All Weekly submissions should be directed to weekly@uchastings.edu.
VI. FREQUENTLY ASKED QUESTIONS

**What if I have a suggestion about what to include in next year’s Student Handbook?**
Please email studentservices@uchastings.edu. We welcome your feedback!

**ID Cards**

**How do I get an ID card?** All new students receive a photo ID card free of charge. To get your ID, bring the paper in your Welcome Folder distributed during Orientation and a government issued photo ID to the Public Safety Office in Room B6 in the basement of the 198 Building. **Note:** You must **revalidate** your card with Fiscal Services in Room 111 of the 198 Building **each semester** (i.e., receive a current semester sticker).

**Do I have to carry my ID card with me?** Yes, you must show your UC Hastings ID card to access all three campus buildings. You can also use your ID card for printing and copying (please see section “Printing and Copying” below for more information).

**What if my card was lost or stolen?** If your ID card was lost or stolen, please report it immediately to Public Safety either in person or by telephone by calling (415) 565-4611. To replace your card, please follow these steps (replacement cards can only be issued Monday – Friday, 8:00 – 3:00 pm):

1. Go to [https://uchastings.webconnex.com/hid](https://uchastings.webconnex.com/hid) and pay the $10 replacement fee. Please keep a copy of the email/receipt confirming your payment.
2. Go to the Public Safety office (198 McAllister Street, Room B6) between Monday at 8:00 am and Friday at 3:00 pm. Once payment and active enrollment is verified, Public Safety will issue your new ID card.
3. After picking up your card, revalidate your card with Fiscal Services in Room 111 of the 198 Building (i.e., receive a current semester sticker).

**Buying Books & Readers**

**Where can I buy my class materials?** UC Hastings students buy textbooks online. The campus does not have a bookstore. The college’s vendor is eFollet Virtual Bookstore: [http://www.bkstr.com/calhastingslawstore/home](http://www.bkstr.com/calhastingslawstore/home). This link is also at the bottom of the UC Hastings website home page and WebAdvisor (under the “Textbooks and Supplemental Materials” link).

If your professor has ordered a Reader for your class, you can also order it online: [http://campuslifeservices.ucsf.edu/ucprint/uch/student/](http://campuslifeservices.ucsf.edu/ucprint/uch/student/).

**Technology**

**How do I connect to the wireless network?** All students are able to setup their laptop computers (and other mobile devices) to use WPA (or WPA2) Enterprise for automatic login to the SecureHastings connection to the wireless network. The wireless network extends to all classrooms on campus and to most student study areas. For information on connecting to the wireless network, please consult this page: [http://www.uchastings.edu/about/admin-offices/it/Network_and_Wireless/index.php](http://www.uchastings.edu/about/admin-offices/it/Network_and_Wireless/index.php).
Where can I get tech help? Help with student laptops and UC Hastings computers is available to students at the IT Help Desk (Room 440, 200 Building). To reach IT, please write to helpdesk@uchastings.edu or call (415) 565-4625.

Announcements about Class

Where do I learn about class announcements? Class assignments will generally be posted on Blackboard at http://uchastings.blackboard.com/. You will need to enter a login and password that will be provided to you. Class cancellations as well as room and time change notices are posted outside the classroom of the affected class. Under certain circumstances, your professor may also email you.

Student Folders

Where will I get paper college-related notices? Each student has a hanging file folder in which to receive administrative notices located in the 200 Building – right outside the College Events Center (CEC) (formerly the Student Information Center (SIC)) office on the first floor. Each registered student organization also has a Student Folder (formerly SIC folder) as well.

Reminder: In addition to checking mail in your student folder, please remember to check your @uchastings.edu email regularly for important academic announcements and deadlines!

Lockers

Do I get a locker? Each student is assigned a locker by Student Services for use during enrollment at UC Hastings. All lockers are located in the basement of the 198 Building. Unless enrolled in Summer Session or studying for the Bar Exam, all students must vacate their lockers for summer cleaning by the last day of the Spring semester exam period. Please look out for an email from Student Services with instructions on the process. If you have any questions about locker assignments, please contact Student Services at (415) 565-4773 or studentservices@uchastings.edu.

Printing and Copying

What printing and copying services are available to current students? You will find Xerox multifunction printers (MFPs) throughout the Library (200 Bldg), on the 1st and 3rd floor of the 198 Building, and in The Tower lobby and mezzanine (100 Bldg). You may print or copy at any of these machines (for copying, select “Copy” option on the card reader). Just use your UC Hastings username and password to print or copy and then touch your ID card above the reader. For detailed instructions on printing/copying on campus and printing remotely, please consult this page: http://www.uchastings.edu/about/admin-offices/it/Printing/index.php. You may also use the Business Center located on the first floor of the 200 Bldg for copying and printing.

Business Cards

Can I get business cards? Students may obtain business cards by ordering through our Business Center here: http://ucprint.ucsf.edu/uch/student/.
Library

What should I know about the library?

The UC Hastings Law Library, located on the fourth and fifth floors of Mary Kay Kane Hall (200 McAllister St.) is a comfortable, friendly, and well-equipped law library that supports the research and educational endeavors of the students and faculty of the College.

Regular Library hours are:
- Mon-Fri 8:00am to 11:00pm
- Sat-Sun 9:00am to 10:00pm

Check online at [http://library.uchastings.edu](http://library.uchastings.edu) for holiday, exam and break hours.

An experienced Library Staff member can help you with your research. The Librarians answer questions at the Reference Desk, publish research guides and video tutorials, and provide individual research assistance. Visit the 4th floor Reference Desk or contact the Reference Librarians by email at libref@uchastings.edu if you have questions about:
- Legal Research
- Lexis, Westlaw or Bloomberg Law Research
- The Library’s Legal Research Certificate Program
- Group Study Rooms
- Access to Online and Print Library Materials
- General Library Policies and Procedures

You can also borrow books, laptops, study guides and course reserve materials from the 4th floor Circulation Desk.

Study Spaces

Where can I study on campus? There are many comfortable places to study at UC Hastings. You can go to the (1) Law Library in the 200 Building (see “Library” section above for location and hours), (2) the Skyroom on the 24th floor of The Tower (see p. 4 for location and hours); and (3) the Gold Reading Room on the third floor of the 198 Building (see p. 5 for location and hours). Students looking for a more social and less quiet atmosphere also enjoy studying in the Dobbs Atrium, in the Dining Commons on the second floor of the 200 Building, or in one of the student lounges (see below).

How do I reserve a study room for my study group? If you have a study group comprised of 3 or more students, you may be able to reserve a study room leading up to the exam period! Room availability and reservation procedures are subject to change, so please consult this page to learn the most current information: [http://www.uchastings.edu/about/admin-offices/student-infoCenter/room-reservations/study-room-rules/index.php](http://www.uchastings.edu/about/admin-offices/student-infoCenter/room-reservations/study-room-rules/index.php).

Student Lounge and Other Social Spaces

Where are the student lounges? A small student lounge is located on the third floor of the 198 Building and a larger interim student lounge is located in the former Bookstore space on the first floor of the 200 Building. In addition, students socialize in the Clara Foltz Lounge in The Tower which has pool and ping pong tables and a TV (stays open for student use 24/7 unless reserved for a special
event). Many students also enjoy hanging out in the Dobbs Atrium or in the Dining Commons on the second floor of the 200 Building, as well as on the Beach when the weather is nice.

**Food on Campus**

*Where can I grab a bite to eat?*

The Law Café located next to the Dining Commons on the 2nd floor of the 200 Building is open from 7:30 am to 4 pm, Monday through Thursday, and 7:30 am to 3 pm on Friday. The café serves a variety of breakfast and lunch items, snacks, and drinks, including coffee! Check the Law Café’s Twitter (@thelawcafe) for daily soup selections.

AHA Café located in the lobby of the 198 building is open 7 am to 5 pm, Monday through Friday. It serves organic and fair trade coffee, specialty teas, and a variety of breakfast/snack items. AHA Café is a program of the non-profit AIDS Housing Alliance/SF that raises funds to support its programs for homeless or at-risk people living with HIV/AIDS.

There are also *vending machines* located in all three UC Hastings buildings that offer food and drinks as an alternative or for your off-hour snacking needs.

**Dogs on Campus**

The UC Hastings policy regarding dogs on campus allows faculty and staff members to bring their dogs to campus from time to time, subject to restrictions that are explained in the policy. Students are not permitted to bring animals to campus under this policy. The policy can be found in hard copy in Human Resources (room 106) and Public Safety (room B-6), in the 200 Building. Service dogs used by individuals with disabilities are not regulated by this policy. Comfort animals for students residing in McAllister Tower are not regulated by this policy. Students should refer to the McAllister Tower Lease Agreement for information regarding assistance or emotional support animals in McAllister Tower.

**Car and Motorcycle Parking**

If you have a current validation sticker on your UC Hastings ID (see “ID Cards” section above), you can receive a discounted parking rate at the UC Hastings Parking Garage located at 376 Larkin Street for an all-day rate of $9 (no in or out and no overnight). You must pay the attendant in person and present your UC Hastings ID to receive the discounted rate. The discounted rate does not apply to overnight parking rate which costs $27. Students may also sign up for monthly parking for $210/month. The Parking Garage is open Monday-Saturday, 6 am – 11 pm, and on Sunday, 6 am – 9 pm.

**Bicycle Parking**

*Can I park my bicycle on campus?* Absolutely! But, a permit is required to park your bicycle at the bicycle racks on the UC Hastings campus. A permit is free, and you may obtain it any day between 7:30 am and 5 pm from the UC Hastings Department of Public Safety (“Public Safety”) in the lobby of the 198 Building. Requiring permits is part of Public Safety’s registration program. Bicycle theft is more common than we would like, and the registration system has proven to be an effective theft recovery measure. Please consult the [Student Guide to Public Safety](#) for more information.
Where do I park my bicycle? Park it only at the UC Hastings bicycle racks, which are located in the front of 198 McAllister Street, the 200 Building bicycle rack enclosure, and at the UC Hastings Garage on the south side of the building.

Laptop Registration

How do I protect my laptop from theft? Laptops carry a high resale value, which makes them an attractive item for thieves. Public Safety encourages you to participate in the school’s laptop registration program, which has proven to be an effective theft recovery measure. Please use the Laptop Registration Form in Appendix A of this Handbook to register your laptop with Public Safety. Please also remember not to leave your laptop unattended!

Lost and Found

I lost something on campus. HELP! Public Safety maintains a Lost and Found service. If you lost something on campus, stop by the Public Safety Desk in the lobby of the 198 Building to check the lost and found log. If you find any personal property unattended on campus, please turn it into the Lost and Found ASAP. Please label your personal property, including your law books, with your name and contact information, so that Public Safety can easily identify you as the owner.

Safety and Reporting Crime

UC Hastings is located at the edge of the Tenderloin neighborhood, an area that is known to have a higher incidence of crime, so it is important to exercise caution at all times.

It’s late. Do I have to walk alone? No, you don’t. During the academic year, Public Safety provides daily van vehicle and “walking” safety escorts to the UC Hastings community. Make use of this great service.

How do I request a safety escort? By coming in person to one of the Public Safety desks in the 198 or 200 Building, or by calling Public Safety at (415) 565-4611. You may also make a request from The Tower’s Security Desk.

Personal Safety Tips:

Stay alert and tuned in to your surroundings, wherever you are. Exercise your peripheral vision. Do not walk and text. Look out for one another: Walk with someone! If you cannot find a walking partner, request a safety escort. Find the light: Stay in well-lit areas as much as possible. Hug the curb: Avoid doorways, bushes and alleys. Free your hands: Carry your books, your laptop, your phone, and any valuables in your bag.

<table>
<thead>
<tr>
<th>Van Safety Escort Service</th>
<th>Walking Safety Escort Service</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Hours:</strong> When classes and exams are in session, the van operates 7 days/week, 5 pm – 11:30 pm (beginning at 6 pm during daylight saving).</td>
<td><strong>Hours:</strong> When classes and exams are in session, walking safety escorts are available Monday – Thursday, 6 pm – 11:30 pm (beginning at 7 pm during daylight saving).</td>
</tr>
<tr>
<td><strong>Guidelines:</strong> Leaves 200 McAllister Street every 30 min and takes passengers to any destination on the map provided in Appendix B of this Handbook. Please note that if the van takes passengers to bus stops, the van cannot wait for the bus to arrive.</td>
<td><strong>Guidelines:</strong> Walking escort is available from each campus building to another, the Civic Center Bart/Muni underground station, Muni bus stops in the surrounding area, and to and from nearby parking lots.</td>
</tr>
</tbody>
</table>
**How do I report a crime?** If you are a victim of, or a witness to a crime, immediately report the crime to Public Safety if the crime occurred on campus. If the crime occurred off campus, report it to the San Francisco Police Department (“SFPD”) and then to Public Safety. A Public Safety Officer will complete a report or help you to file an SFPD report when appropriate.

**Emergencies**

**What do I do in case of a . . .**

- **Fire?** If the fire alarm goes off while you are in one of the buildings, exit immediately from the closest emergency exit and proceed to the school’s emergency assembly point in UN Plaza.
- **Earthquake?** Stay away from windows, shelves, cabinets, outside doors, or anything hanging from the ceiling that could fall on you. Stand next to an inside wall, within a doorframe, or get under a sturdy piece of furniture. Wait until shaking stops before evacuating. Don’t use elevators.
- **Power Outage?** Stay where you are and wait for instructions.
- **Bomb Threat?** If an evacuation is necessitated by a bomb threat, a designated official will notify you. Exit from the closest emergency exit and proceed to the school’s assembly point in UN Plaza.

If you or someone else needs medical treatment, notify Public Safety or any individual Officer. All Public Safety Officers are trained and certified in First Aid, CPR, and AED.

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**VII. ACADEMIC OPPORTUNITIES AND STUDENT LIFE**

**Academic Planning**

UC Hastings offers students a rich array of course offerings, and each student has tremendous flexibility during his/her 2L & 3L years to create the academic program that best advances the student’s academic and professional goals. Resources to assist students as they select among the many academic opportunities available include:

- [The Course Catalog](#)
- Individual academic advising appointments at the Student Services Office
- Guide to Academic Planning ([the complete version](#) or [the abridged version](#))

**Centers**

Research and public service are critical components of the UC Hastings mission. The following seven programs work in cutting-edge or innovative areas of the law and provide opportunities for students and practitioners to work together and collaborate:

- [The Center for Gender and Refugee Studies (“CGRS”)](#)
- [The Center for Negotiation and Dispute Resolution (“CNDR”)](#)
- [The Center for State and Local Government Law (“CSLGL”)](#)
- [The Center for WorkLife Law (“WLL”)](#)
- [The Institute for Criminal Justice](#)
- [The Institute for Innovation Law](#)
- [UCSF/UC Hastings Consortium on Law, Science & Health Policy](#)
Clinics, Externships, and Other Experiential Programs

UC Hastings prides itself for the breadth of its clinical legal education programs. These courses present an opportunity for students to integrate theory with practice in a variety of contexts. The following clinics are offered:

- Civil Justice Clinic (CJC) Individual Representation Clinic
- Community Economic Development Clinic
- Community Group Advocacy and Social Change lawyering Clinic
- Criminal Practice Clinic
- Environmental Law Clinic
- Immigrants’ Rights Clinic
- Lawyering for Children and other Vulnerable Populations, a Practicum at Legal Services for Children
- Legislation Clinic
- Local Government Law Clinic
- Liberty, Security & Technology Clinic
- Mediation Clinic
- Medical-Legal Partnership for Seniors Clinic
- Refugee and Human Rights Clinic
- Social Enterprise Law Clinic
- Workers’ Rights Clinic

In addition to the clinics listed above, UC Hastings students in their 4th, 5th or 6th semesters may participate in externships, which provide students opportunities to develop legal skills under close supervision at approved governmental or public interest law offices. Externship programs include:

- Alternative Dispute Resolution Externship
- Judicial Externship Program
- Legal Externship Program


Further, UC Hastings provides additional programs in which students can build practical skills while providing legal services in supervised settings. Such programs include:

- StartUp Legal Garage – BioTech and Tech Modules
- Lawyers for America
- Pro Bono Opportunities

Student Publications

UC Hastings O’Brien Center for Scholarly Publications publishes nine student journals. All journals offices are in The Tower.

- Hastings Business Law Journal (HBLJ)
- Hastings Communications & Entertainment Law Journal (COMM/ENT)
- Hastings Constitutional Law Quarterly (CLQ)
- Hastings International and Comparative Law Review (HICLR)
- Hastings Law Journal (HLJ)
Student Organizations

Student Organizations are an important part of student life at UC Hastings College of the Law. There are over sixty student-run, student-initiated organizations on campus, including journals, skills teams, and student government. Together, they provide a wide array of leadership, professional development, community-building, social, cultural, and educational opportunities for all students and help augment and enrich the law school experience.

If you are interested in starting a student organization or learning about leadership development opportunities on campus, please contact Leeja Patel at patelleja@uchastings.edu or stop by the Office of Student Services.

UC Hastings’ Child Care Rebate Program

UC Hastings students who are eligible for need-based financial aid and have child care expenses may apply for a child care expense rebate up to a maximum of $1000 each semester. The specific amount given is dependent upon the available funds, the number of eligible applicants, and other factors. The Child Care Rebate Program is funded by UC Hastings students and the UC Hastings Board of Directors.

For application forms and additional information: http://www.uchastings.edu/student-life/student-services/Child-Care-Resources/index.php

Priority Registration for Extraordinary Circumstances

Students may apply for priority or early registration to register for classes if they have certain extraordinary circumstances that cannot be readily adjusted to fit their law school schedule. Such circumstances may include, but are not limited to, documented medical needs, being a caretaker for a family member, or child care responsibilities. Requests are considered on a case by case basis.

If the extraordinary circumstance that you would like taken into consideration is due to a documented disability, please contact Lisa Noshay Petro, Director of the Disability Resource Program at noshaype@uchastings.edu. For all other extraordinary circumstance requests, please contact Rupa Bhandari, Assistant Dean of Student Services, at bhandari@uchastings.edu. Please state the specific reason for your request in your email. Approved requests will receive priority registration for the next registration period.

Travel Funding

The Office of Student Services has limited funding available to help defray some travel expenses for qualifying students who plan to travel to certain types of conferences, trainings, and other applicable events that enhance their professional development and student organization experience.
Please note that Travel Funding requests are discretionary and are approved on a rolling basis throughout the year until the funds available are depleted. For more information on eligibility, process, and to access all of the requisite forms, please visit http://www.uchastings.edu/student-life/student-services/travel-funding/index.php.

VIII. LAW SCHOOL LEADERSHIP

UC Hastings’ Unique Status and the Three Boards

UC Hastings has a unique status. Established by statute in 1878, it is the original law department of the University of California. It continues to be affiliated with the UC system. UC Hastings does not come under the jurisdiction of the UC Board of Regents, which oversees the remainder of the system.

UC Hastings benefits from the involvement of three separate bodies of elected or appointed board members. Almost all members of these boards are UC Hastings alumni! The three boards include the Board of Directors, the Board of Trustees, and the Board of Governors. We turn to each in more detail below:

- **(1) The Board of Directors** is the governing authority of the institution with fiduciary responsibility for UC Hastings. It also selects and evaluates the Chancellor & Dean, delegating to him or her the tasks of day-to-day management. The Governor of California appoints members to the Board of Directors, the state Senate confirms them, and they serve as volunteers for a twelve-year term. Our Board of Directors is the equivalent of the UC Board of Regents, functioning independently of the Regents.

- **(2) The UC Hastings Board of Trustees**, the UC Hastings Foundation (formerly the 1066 Foundation), is a separate 501(c)(3) entity created to lead fundraising for the College. Pursuant to its By-Laws, the Foundation provides an organization for individuals who are dedicated to advancing UC Hastings. It offers a means for soliciting, making, and receiving donations, financial and otherwise (such as time and expertise) to the school.

- **(3) The UC Hastings Alumni Association** has a Board of Governors with 50 members. The Board meets three times per year and coordinates outreach efforts for the College to alumni and students.

For more information about the three Boards of UC Hastings, please visit this page: http://www.uchastings.edu/about/leadership/chancellor-dean/letters/08-29-2012-boards.php.

**The Chancellor & Dean**

200 McAllister Street, Room 306; (415) 565-4700

The Chancellor & Dean, Frank H. Wu, is the chief executive and academic officer of the College, with authority over and responsibility for all departments and activities. A number of UC Hastings offices and departments report to the Chancellor & Dean. Other administrative officers, such as the Assistant Dean of Student Services, the Associate Academic Dean, and the Provost & Academic Dean are the primary contacts for students, but the Chancellor & Dean welcomes opportunities to meet with students about issues and concerns that affect all students.
Institutional Governance: Faculty and Student Input

Faculty and student input in decision-making is welcomed! The Chair of the Faculty Executive Committee, elected by the faculty on an annual basis, is invited to all meetings of the three Boards. The President of the Associated Students of UC Hastings (“ASUCH”), the elected student government of UC Hastings, also is invited and they participate in discussions. The Faculty Executive Committee and ASUCH representative also meet regularly with the Chancellor & Dean. The Provost & Academic Dean appoints members to various faculty committees, and ASUCH selects student representatives to most of the committees. Students interested in serving on UC Hastings committees should contact the ASUCH President at pres@uchastings.edu.

IX. CAMPUS OFFICES AND DEPARTMENTS

Academic Dean’s Office
200 McAllister Street, Room 355; (415) 565-4682
http://www.uchastings.edu/about/admin-offices/academic-dean/index.php

The Academic Dean’s Office is responsible for UC Hastings’ academic program. The Provost & Academic Dean oversees the faculty and the staffing and scheduling of courses, and supervises a number of academic programs. The Associate Academic Dean supervises a number of programs and offices as well, and is responsible for administering the Academic Regulations and Other Rules Applicable to Students and the Student Conduct Code and for counseling students on academic matters. Students who have questions regarding the Academic Regulations and Other Rules Applicable to Students may contact the Academic Dean’s Office. The Associate Dean for Research is responsible for assisting and advising the faculty on their scholarly research projects and for sponsoring symposia, conferences and colloquia at the College.

Academic Support Program (ASP)
200 McAllister Street, Room 375; (415) 565-4839
http://www.uchastings.edu/academics/education/asp/index.php

The Academic Support Program (ASP) complements the law school curriculum by focusing on the process involved in developing skills that are necessary to succeed in law school and on the bar exam. The Program focuses on the process involved in developing skills that are necessary to succeed in law school and on the bar exam. ASP recognizes that students have different learning styles and backgrounds that affect their learning and performance in law school. Throughout the program, diverse teaching methods are used to assist students to reach their academic potential. To help students succeed, ASP offers skills workshops, skills sessions, a legal analysis course, labs, bar program, and office hours. Please check the ASP website for details on all these programs!
**Admissions**
200 McAllister Street, Room 275; (415) 565-4623
**Hours**: Monday – Friday, 9 am to 4 pm

The Admissions Office is charged with managing the outreach and selection activities for each entering class. Current students assist with UC Hastings’ recruitment efforts by working in the office as paid student assistants and campus tour guides. The Admissions Office sponsors two Admitted Student Days each spring, which also provide ample volunteer opportunities for current students. Any student interested in getting involved with the Admissions Office should contact Kory Hawkins, Associate Director of Admissions, at [hawkinsk@uchastings.edu](mailto:hawkinsk@uchastings.edu).

**Alumni Center (Institutional Advancement)**
200 McAllister Street, Room 223; (415) 565-4615

The Alumni Center welcomes current students to get involved in its initiatives. For example, you may contact the Alumni Center to ask for help with external promotion of an event to the alumni community, to put an event on its calendar, and to review funding/outside sponsorship and recommend leads. Please contact the Alumni Center at minimum of eight weeks in advance to maximize promotion potential.

**Business Center**
200 McAllister, Room 100; (415) 565-4882
**Hours**: Monday – Friday, 8 am to 5 pm, except College holidays
[http://uchastings.edu/about/admin-offices/business-center](http://uchastings.edu/about/admin-offices/business-center)

Institutionally owned by UC Hastings and managed by UCSF Documents & Media, the mission of the Hastings Business Center is to provide innovative and cost effective services and products to match the needs of Hastings students, faculty, and staff. The Business Center offers full-service and self-service black & white and color digital copying and printing, moot court brief printing, thesis binding, College stationery (business cards & letterhead), large format posters in color or black & white, print & copy design and typesetting, digital photography, presentation development, public fax service, and more. We also offer complete bindery services and stock recycled and specialty papers. Contact us at [businesscenter@uchastings.edu](mailto:businesscenter@uchastings.edu).

**Office of Career & Professional Development** (“Career Office”)
200 McAllister Street, Room 230; Call (415) 565-4619 for appointments.
**Hours**: Monday – Friday, 9:30 am – 5 pm
**Drop-in Counseling**: Monday – Friday, 3:15 pm – 4:30 pm. Sign-up begins at 3 pm.

The Career Office provides students and alumni with counseling, programs, and career resources. The office focuses on two goals: career development for students and alumni, and outreach to legal employers. Students may visit the office by appointment or during drop-in hours. For more information and resources for students, including career guides, please visit the Career Office website.
College Events Center (CEC) (formerly Student Information Center (SIC))
200 McAllister Street, 1st Floor; (415) 565-4602 or (415) 703-8294; TTY/TDD: (415) 565-4809
**Hours**: Monday – Friday, 8 am – 5 pm
http://www.uchastings.edu/about/admin-offices/student-infoCenter/index.php

The CEC answers general information inquiries, manages a comprehensive calendar of events (Master Events Calendar, [http://events.uchastings.edu](http://events.uchastings.edu)), and publishes the Weekly. It also houses and maintains the administrative mail folders for students and handles room reservations and rentals for students, faculty, staff, and outside organizations.

Communications & Public Affairs

Follow UC Hastings on Instagram (@uchastingslaw), Twitter (@uchastingslaw), Facebook ([facebook.com/uchastings](http://facebook.com/uchastings)), and LinkedIn ([bit.ly/UCH-LinkedIn](http://bit.ly/UCH-LinkedIn)).

Keep up with news and events here: [http://uchastings.edu/news/](http://uchastings.edu/news/).

Disability Resource Program (“DRP”)
198 McAllister Street, Rooms 440, 442 and 464; (415) 565-4876; TTY/TDD: (415) 581-8937

The Disability Resource Program (DRP) is committed to ensuring that all students have an equal opportunity for success. Through education, service and support, DRP seeks to create a welcoming, inclusive environment that empowers students in their educational and law school careers. To fulfill our commitment and ensure that all students have equal access to educational opportunities, UC Hastings complies with the Americans with Disabilities Act (ADA). UC Hastings makes reasonable accommodations for qualified students with known disabilities. Students who may require accommodations must provide the College with notice of their disability related needs, submit supporting professional documentation, and participate in a comprehensive intake and access planning meeting with the Director. If you believe you may qualify for DRP services, please review DRP’s information on how to register for services.

Externships and Pro Bono Programs
100 McAllister Street, Room 350; (415) 565-4620

UC Hastings offers students a wide variety of opportunities to learn about law and lawyering from hands-on, practical experience through our clinical and externship programs. In clinics, students actively assume the role of practicing attorney engaging and learning from lawyering activities. In consultation with faculty members and experienced supervising attorneys, students bear primary responsibility for identifying issues, making decisions, and solving problems with their clients. For a list of clinics, please see the “Academic Opportunities and Student Life” section above. UC Hastings Externships provide students in their 4th, 5th, and 6th semesters opportunities to develop their legal skills under close supervision at approved governmental or public interest law offices. In addition to
working in the placements, students co-enroll in a faculty taught course designed to enhance the placement experience. For more information on experiential learning opportunities contact Nancy Stuart, Associate Dean for Experiential Learning at stuartn@uchastings.edu, visit the Clinical Programs web pages, or consult the course catalog for specific information regarding clinical and externship courses.

Facilities Operations
200 McAllister Street, Room 115; (415) 565-4894; facilities@uchastings.edu

Hours: Monday – Friday, 8 am – 4:30 pm

http://www.uchastings.edu/about/admin-offices/facilities/index.php

The Facilities Operations Department provides building maintenance and repair and janitorial services for all campus buildings. The department also performs event setups. Routine requests for services or to report problems can be made by phone or e-mail. When requesting set-up for an event, please contact Facilities only AFTER you have a confirmed room reservation (through CEC). TIP: Plan ahead! Make arrangements for event set ups at least ten working days prior to the event; equipment and personnel are generally scheduled on a first-come, first-serve basis.

Faculty

UC Hastings professors are leading legal scholars and practitioners who bring expertise and energy to their courses and clinics. Biographies and photographs of each faculty member are published here: http://www.uchastings.edu/academics/faculty/index.php.

Financial Aid Office
200 McAllister Street, Room 275; (415) 565-4624

Open Door: Monday – Friday, 9 am to 3 pm

Phones and Appointments: Monday – Friday, 8:15 am – 5 pm

http://www.uchastings.edu/about/admin-offices/financial-aid/index.php

UC Hastings administers a comprehensive financial aid program that includes need-based grants, loans and work-study. For more information on deadlines and the types of financial aid offered, please visit the Financial Aid Office website. Students may visit staff on a walk-in basis or by appointment.

Fiscal Services
198 McAllister Street, Room 111; (415) 565-4704

Hours: Monday – Friday, 9 am – 3 pm

http://www.uchastings.edu/about/admin-offices/fiscal-services/index.php

The Office of Fiscal Services is responsible for all financial and accounting related matters of the College including: billing and collection of fees, tuition and McAllister Tower rent, student loan collections, other accounts receivable, budgeting, payroll, accounts payable and disbursements including travel reimbursements, and disbursement of financial aid loan proceeds. For more information on services offered, please visit the Fiscal Services website.
**Fitness Center @ The Tower**  
100 McAllister Street, Mezzanine Level; (415) 581-8900  
**Hours**: Open 24 hours/7 days a week

All registered UC Hastings students may use the Fitness Center free of charge. The College bears no responsibility for any injury suffered by students, faculty, staff or guests in the Fitness Center. Towels are provided (but please don’t forget to return them before you leave the gym!).

**Global Programs**  
200 McAllister Street, Rooms 327, 334, 275; (415) 703-8258  

The mission of Global Programs is to globalize the law school by creating opportunities for students and faculty to learn about foreign legal cultures through exchanges, international visitors, and events. Each year approximately 50 foreign lawyers and scholars are in residence at UC Hastings and about 50 UC Hastings J.D. students go abroad for legal study in either one-semester programs or in one-year joint J.D./LL.M. programs at a number of distinguished foreign law faculties. Please visit the Global Programs website for more information.

**Graduate Division**  
200 McAllister Street, Room 275; (415) 703-8258  

The Graduate Division is responsible for outreach and admissions for the Master of Studies in Law (MSL) and LLM programs. The MSL is a one-year degree for professionals who wish to learn more about law as it applies to their field, but do not wish to practice law. The LLM is a one-year degree for students with a law degree from outside the United States who wish to spend a year studying American law. The Graduate Division works collaboratively with the UCSF/UC Hastings Consortium and Global Programs to administer the MSL and LLM programs.

**Health Services**  
200 McAllister Street, Room 202; (415) 565-4612  
**Hours**: Monday, Tuesday, Thursday, 8:30 am – 3 pm;  
Wednesday, 10:30 am – 5 pm; Friday, 8:30 am – 1 pm  
[http://www.uchastings.edu/about/admin-offices/health-services/index.php](http://www.uchastings.edu/about/admin-offices/health-services/index.php)

Health Services provides medical and nursing care; counseling, information, advice, and confidential online mental health screening; a safe place to discuss personal issues; and travel precautions and immunization referrals. The office is staffed by internal medicine doctors, a sports medicine doctor, a women’s health nurse practitioner, registered nurses, psychiatrists, and administrative personnel. **All students, whether they have UC Hastings insurance or private insurance, may make full use of the student health services clinic.** There is no charge for care at Student Health Services clinic. It is supported by the fees you pay each semester.
Please note that accident and sickness insurance is required for all fulltime registered students. Every student is automatically enrolled in the Student Insurance Plan unless his/her request to waive-out is approved. For more details on Health Services and the waive-out procedure, please visit the Health Services website.

When the Health Services office is closed, please contact:
- The Nurse Advice Line (800-397-9380) if you need advice from a Registered Nurse. Available to all UC Hastings students 24/7, regardless of type of insurance.
- The following emergency rooms close to campus if you need urgent medical care: Saint Francis Memorial Medical Center (415-353-6000); UCSF Medical Center (415-476-1000); and Saint Mary’s Medical Center (415-668-1000).

**Human Resources**
198 McAllister Street, Room 106; (415) 565-4703  
**Hours:** Monday – Friday, 9 am – 4 pm  
http://www.uchastings.edu/about/admin-offices/human-resources/index.php

All students seeking employment at UC Hastings must complete their new hire paperwork and provide employment eligibility (I-9) documentation prior to starting work. The specific guidelines for student employment can be found in the Student Employment Guidelines which are available in Human Resources, the Financial Aid Office and on the UC Hastings website.

**Information Technology**
200 McAllister Street, Room 440; (415) 565-4625; helpdesk@uchastings.edu  
http://www.uchastings.edu/about/admin-offices/it/Helpdesk/index.php

Help with student laptops and UC Hastings computers is available to students at the help desk. The help desk is located on the fourth floor of the 200 McAllister Building in Room 440. For more information on Information Technology (“IT”), please see website below. To reach the IT Department, please write to helpdesk@uchastings.edu or call (415) 565-4625.

**Instructional Media Services**
198 McAllister Street, Room B21; (415) 565-4609; media@uchastings.edu  
**Hours:** Monday – Friday, 9 am – 5 pm  
http://www.uchastings.edu/about/admin-offices/instructional-media-services/index.php

Instructional Media Services provides classroom and instructional media support for the UC Hastings Campus. As a student, you are able to use classroom audio-visual equipment for class presentations only. Please note that Media Services does not provide video or audio recording of classes by student request (classes are recorded by request of instructor only). Requests will be filled subject to equipment and personnel availability. To request services: fill out the REQUEST FORM, email media@uchastings.edu, or call 415.565.4609 at least two days in advance.
Legal Education Opportunity Program (“LEOP”)  
198 McAllister Street, Room 401/415; (415) 565-4723; leop@uchastings.edu  
**Hours:** Monday – Friday, 8:30 am – 5 pm  

UC Hastings created LEOP in 1969 to contribute to the equalization of opportunities in the law, recognizing that the traditional academic criteria used for making admissions determinations may not be valid indicators of academic potential for students from non-traditional backgrounds. Approximately twenty percent of each UC Hastings entering class is comprised of LEOP students.

LEOP provides academic assistance to students admitted under the LEOP admissions criteria. In UC Hastings’ highly competitive legal program, LEOP fosters academic excellence by establishing a cooperative learning environment. LEOP offers skills-based workshops, weekly small group sessions, one-on-one tutoring, academic counseling, bar exam preparation, and a study aids lending library. For more information about the LEOP program, please visit the LEOP website.

Legal Writing & Research (“LW&R”) and Moot Court Department  
198 McAllister Street, Room 452; (415) 565-4728  

This Department oversees LW&R and Moot Court classes for first year students and offers appellate advocacy classes, teaching assistant opportunities and Moot Court competitions to upper division students. Check the UC Hastings website for more information on the LW&R, Moot Court, and Appellate Advocacy Programs. Questions about the program can be addressed to the program’s Director Toni Young at (415) 565-4729 or younqa@uchastings.edu.

Public Safety  
198 McAllister Street, Suite B-6; (415) 565-4611; **Emergency? Call 911**  

Public Safety is on duty 24/7. You can find a Public Safety Officer at designated command centers in the lobbies of the 198 and 200 Buildings. There are also many red telephones located throughout campus. These phones connect directly to Public Safety. There is no need to dial a number. All you do is pick up the receiver and speak to the Officer. Please see Public Safety’s website for more information on the Department, safety escorts, the Student Guide to Public Safety Services, and Crime Alerts, among other things.

Records Office  
200 McAllister Street, Room 211; (415) 565-4613; records@uchastings.edu  
**Hours:** Monday – Friday, 9 am – 3:30 pm (Records will open at 8 am during exam period)  
[http://www.uchastings.edu/about/admin-offices/records/index.php](http://www.uchastings.edu/about/admin-offices/records/index.php)

Records maintains each student’s permanent academic file. The office coordinates course registration, administers final examinations, records grades, issues academic transcripts, and
processes academic petitions. For specific information on all these services and various forms, please review the office’s website or call/stop by with any questions.

**Student Services**
200 McAllister Street, Room 254; (415) 565-4773; studentservices@uchastings.edu

**Hours:** Monday – Friday, 8 am – 5 pm, or by appointment


The Office of Student Services is here to support you academically, professionally, and personally. The office primarily focuses on supporting students in their activities and endeavors outside of the classroom. This includes academic planning, bar admissions planning, registering and collaborating with all 70+ student organizations and student government on campus, and hosting large academic events such as orientation and commencement, just-for-fun events like ice cream socials, and wellness activities like free yoga 5 days per week and meditation. Student Services is also the first point of contact for any general or personal questions or concerns students may have. Most importantly, please think of this office as your liaison, voice, and advocate to the rest of the administration.

**UCSF/UC Hastings Consortium on Law, Science & Health Policy**
200 McAllister Street, Room 379; (415) 565-4831

http://ucsfconsortium.uchastings.edu/index.php

The Consortium develops and coordinates interdisciplinary coursework, clinics, and research related to law and health sciences. The Consortium also acts as a resource center for students interested in developing careers in this field. Students are encouraged to join the Consortium's two listservs to learn about upcoming events and job opportunities, as well as stop by the Consortium offices on the 3rd floor of the 200 building. For more information, visit the Consortium website:
UC Hastings Public Safety
Laptop Computer Registration Form

STUDENT NAME ___________________ ___________________ __________
          LAST       FIRST           M.I.

STUDENT ID #____________________________

YEAR OF GRADUATION________

CONTACT INFORMATION:

PHONE # (______)___________________

EMAIL ADDRESS:_____________________________

LAPTOP MANUFACTURER_________________________

MODEL________________

SERIAL NUMBER______________________________________
APPENDIX B: VAN SAFETY ESCORT SERVICE MAP
CHAPTER 2: ACADEMIC REGULATIONS AND OTHER RULES APPLICABLE TO STUDENTS (2015-16) (REVISED 7/1/15)

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 2.2 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 §2202. 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 §2205. 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. **Externships.** A student will be considered to have full-time status if enrolled in a judicial or a legal 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 2.7 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 2.7 or better to enroll in 17 units in two consecutive semesters of an academic year. For the graduating class of 2014, the threshold will be 2.5. This change will take effect starting Fall 2014.
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 31 units: Civil Procedure I (4 units), Contracts (4 units), Criminal Law (4 units), Legal Writing and Research (3 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 grade of C or better 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 of sufficient length to thoroughly discuss and resolve the issue(s) that it considers. Ordinarily this would require a final draft of approximately 7,000 words exclusive of footnotes and endnotes. Quality, however, is more important than length and a draft of fewer than 7,000 words that is concise, yet thorough, and otherwise meets the requirements of this section may equally fulfill the writing requirement.

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 §903. 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 CR if the course is graded on a CR/NC 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.

**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 and Minimum Cumulative Grade Point Average

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 §§902-903, 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 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 §904.

903. **Exception for independent study arrangements.** The letter grades set out in §904 shall be used in grading independent studies, even though grades 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 §703. With the advance permission of the supervising faculty member, other independent studies may be graded on a CR/NC basis.

904. **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; $A = 4.0$; $A^- = 3.7$; $B^+ = 3.3$; $B = 3.0$; $B^- = 2.7$; $C^+ = 2.3$; $C = 2.0$; $C^- = 1.5$; $D = 1.0$; $F = 0$. 
905. **Minimum cumulative grade point average.** The minimum cumulative grade point average for continuation and graduation is:

   a. 2.0 for the graduating class of 2014 and earlier; and
   b. 2.2 for the graduating class of 2015 and after.

**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+); 7 to 12 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 more than one A+ grade be awarded in a given class. No more than one A+ grade may be awarded in a class with fewer than 30 students, no more than two A+ grades may be awarded in a class of 30 to 70 students, and no more than three A+ grades may be awarded in a class of more than 70 students.
1006. **Mandatory Credit/No-Credit (CR/NC) courses.** First-Year Moot Court and Legal Analysis shall be graded on a Credit/No-Credit basis. Credits are also awarded to teaching assistants and research assistants on a Credit/No Credit basis.

1007. **Elective Credit/No-Credit (CR/NC) courses.** Following completion of the first year, students with a cumulative grade point average of at least 2.2 may elect to take up to two upper-division normally graded GPA lecture courses or GPA seminars on a Credit/No-Credit (CR/NC) basis. Students may not take a course on a CR/NC basis unless they completed all the first year requirements, completed all the first year requirements with one exception because they took Legal Analysis, were admitted as transfer students, or obtained the permission of the Academic Dean. All GPA lecture courses or GPA seminars may be taken on a CR/NC basis unless the course instructor has, prior to the date established by the Records Office for such exclusion, directed the Records Office to exclude that course from CR/NC grading.

A student must elect CR/NC grading on or before two weeks prior to the last day of instruction for the semester in which the course is taken. A student’s election to have a course graded on a CR/NC basis is final and irreversible. Instructors shall assign grades according to the grading curve set forth in §§ 1001-1005 without regard to, and without knowledge of, student election of the CR/NC option. Grades assigned from A+ to D shall be recorded as CR, and a grade of F recorded as NC.

With the exception of Independent Studies as described below, students visiting from other institutions, L.L.M or M.S.L. students, or students who are otherwise not graded according to the grading scale set forth in § 904, may not elect the CR/NC option in graded courses.

With the exception of Moot Court and a course used to satisfy the Professional Skills requirement, no required course may be taken CR/NC.

A course elected CR/NC may not be used to satisfy the writing requirement. Independent Studies that are not being used by a student to satisfy the writing requirement may be graded on a CR/NC basis if both the student and the instructor agree to do so at the beginning of the semester. An Independent Study graded CR/NC does not count against the two-course limit for elective CR/NC courses.

A course elected CR/NC may be used to satisfy the requirements of a concentration, unless excluded from concentration credit by the concentration listing in the Course Catalog.

A student enrolled in a course on a CR/NC basis will not be eligible for any award given to the top student in that course.

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, NC 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 20 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 20-unit limitation shall not be counted toward graduation, but shall be recorded on the student's transcript. [See §§101-103.]

1204. **Credit for distance education courses.** Students may receive credit for distance education courses as long as there is ample interaction with the instructor and other students throughout the duration of the course and ample monitoring of student effort and accomplishment, provided that:

a. A student shall not receive credit for more than four units in any semester for distance education courses, nor will a student receive more than a total of 12 units toward the student’s J.D. degree for distance education courses.

b. A student shall not enroll in any distance education course until the student has received credit for 28 units towards the J.D. degree.

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 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 2.2, 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.

A student who places in the bottom 11-25% shall consult with the Academic Dean to receive counseling. The Academic Dean may impose any of the requirements described in this section on such a student.

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.** A student who fails to earn the minimum cumulative grade point average 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 the minimum cumulative grade point average or better 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 achieve the minimum cumulative grade point average or better at the conclusion of the student’s re-enrollment in the first year curriculum and maintain the minimum cumulative grade point average or better 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 the minimum cumulative grade point average or better 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.** A student who earns the minimum cumulative grade point average or better at the close of the first year shall enter the second year.

1602. **Academic supervision.** A student who earns a grade point average above the minimum cumulative grade point average but less than 2.6 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.

A student who places in the bottom 11-25% shall consult with the Academic Dean to receive counseling. The Academic Dean may impose any of the requirements described in this section on such a student.

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.** A student who fails to earn the minimum cumulative grade point average of 2.2 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 the minimum cumulative grade point average or better 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 achieve the minimum cumulative grade point average or better at the conclusion of the student's next year of studies at the College and maintain the minimum cumulative grade point average or better 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 the minimum cumulative grade point average or better 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 2.4 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, F, or NC 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.** A student who earns the minimum cumulative grade point average 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 above the minimum cumulative grade point average but less than 2.6 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.

A student who places in the bottom 11-25% shall consult with the Academic Dean to receive counseling. The Academic Dean may impose any of the requirements described in this section on such a student.

1803. **Required and optional retaking of courses with D, F, or NC grades.** Any student who earns a grade below C in a course on professional ethics and conduct may re-enroll in such a course, and any student who earns a grade of D, F, or NC in any other 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. A student may not elect Credit/No-Credit grading for a re-enrolled course if that course was previously taken for a letter grade according to § 904, nor elect letter grading if the course was previously taken CR/NC.

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 the minimum cumulative grade point average or better 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 the minimum cumulative grade point requirement.** As set forth in §1702, a student who fails to earn the minimum cumulative grade point average 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).]

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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.

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 at least 6 semesters of academic work at Hastings or approved transfer credit, 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 at least six semesters of academic work at Hastings or approved transfer credit, 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 the 86 units required for graduation (65 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. This requirement applies to all JD students, including transfer students, students participating in faculty approved exchange programs, and students receiving transfer credit for a course or courses taken at another law school or in another graduate program.

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 and Dispute Resolution, Criminal Law, Environmental Law, Government Law, Intellectual Property, International and Comparative Law, Law and Health Sciences, Social Justice Lawyering, 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 2.5 or higher in the courses used for the concentration. These requirements do not apply to courses for which a student has elected Credit/No-Credit grading and is permitted to credit the Credit/No-Credit course towards 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 and such transfer student may transfer a maximum of 31 semester units for the first year of law study. [See §102. Transfers after one year of law school.] A student in the Hastings LL.M. program that is admitted to transfer into the Hastings J.D. program may transfer a maximum of 28 semester units earned as a Hastings LL.M. candidate.

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 Global 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.** A student who earns an LL.M. degree as a result of participating in an official Hastings dual degree program 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 "credit" with the designation "CR." 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 credit" with the designation "SCR."
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, dual, or concurrent 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, dual, or concurrent 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, dual, or concurrent degree program, the student 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.

2304. **Effect on graduation requirements.** To receive the Hastings J.D. as part of a joint, dual, or concurrent 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. These requirements are generally applicable to joint, dual, and concurrent degree programs; each specific joint, dual, or concurrent degree programs may have additional requirements. [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 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.

2502. **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.

2503. **Grading.** Credit for work as an interscholastic competition board member shall be granted on a Credit/No-Credit basis. Participation in an interscholastic competition shall be graded consistently with standards for independent studies. [See §903. Exception for independent study courses to fulfill writing requirement. See also §2404. 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. The requirement that third year participants must have a cumulative GPA of at least 2.5 may be waived by the Academic Dean under
extraordinary circumstances.

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 Credit/No-Credit 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. **No Credit:** 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 "NC" 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 Credit/No-Credit basis.

2704. **Restrictions.** Students enrolled in a clinic may not enroll in a second clinic or an externship in a single semester. This restriction may be waived with the approval of the Associate Academic Dean for good cause.

E. Externships

2801. **Description of Externships.** 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 three elements:

a. 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 Associate Dean for Experiential Learning.

b. Enrollment in the externship classroom component, for which one unit of credit may once be earned.

c. Completion of assigned reflective writing assignments, in accordance with the instructions of the designated faculty supervisor, regarding the externship experience.

2802. **Eligibility: grade requirement.** Subject to the limitations set forth in §§2803-2804, a student in good academic standing may enroll in an externship.

2803. **Eligibility: three semesters.** 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 international or internationalized, or at selected administrative courts where there is an opportunity for significant participation in a quasi-judicial decision-making process, including research and writing. Externs with approved non-profit or governmental law offices may earn three or four units for fieldwork.

2805. **Fieldwork outside the Greater Bay Area.** A student may work as an extern outside of the counties of San Francisco, Marin, Sonoma, Napa, Solano, Sacramento, Contra Costa, Alameda, Santa Clara, and San Mateo only with the advance permission of the Associate Dean for Experiential Learning. Such permission will be dependent upon the ability of a member of the Hastings faculty to comply with the program requirements 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 an
externship conducted during a regularly scheduled summer session.

2807. **Grading.** Credit for both the academic component and the fieldwork component of the externship shall be granted on a Credit/No-Credit basis.

2808. **Restrictions.** Students enrolled in an externship may not enroll in a second externship or a clinic in a single semester. This restriction may be waived with the approval of the Associate Dean for Experiential Learning for good cause.

**F. Interscholastic Competitions**

2850. **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.

**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 or for any other class mandatorily graded on a Credit/No-Credit basis must have received a CR.

   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 Credit/No-Credit 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 Credit/No-Credit 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: bases.** 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 NC 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 NC 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 NC.** A student who, without authorization, fails to take an examination shall receive an administrative NC 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 for Global 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 taken during either summer session in the summer immediately prior to attending the mandatory orientation program for LL.M. students may graduate after receiving a grade of P or better in 22 units of course work at the College. All units for courses taken at the College successfully completed by a candidate for the LL.M. degree in any subsequent summer will count toward the units required by § 4002. If transfer credits have been approved by the Associate Dean for Global 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.

An LL.M. candidate who previously attended the College under one of its foreign exchange programs may receive academic credit towards the LL.M. degree for courses in which the candidate previously received a grade of not less than “P”. The course for which the candidate may receive credit must have been taken within six (6) academic years prior to the date of the candidate’s matriculation into the LL.M. program. An LL.M. candidate who previously studied at the College under one of the exchange programs remains subject to Rule 4004.

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, Torts or Constitutional Law I—or Civil Procedure II or Constitutional Law II. This requirement may be waived with the written permission of the Associate Dean for Global Programs. Each student also must enroll in and receive a grade of P or better in the Legal Writing and Research class for Master's Students and Introduction to Law for Master's Students. Enrollment in Legal Writing and Research for Master's Students and/or Introduction to Law for Master's Students may be waived with the written permission of the Associate Dean for Global Programs upon having successfully completed a substantially similar course or courses at an ABA approved U.S. law school within six (6) academic years prior to the date of the candidate’s matriculation in the LL.M. program. 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 for Global 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.** Except as provided in this section, students shall complete the requirements for the LL.M. degree in two semesters. With the permission of the Associate Dean for Global Programs, a candidate in good standing for the LL.M. degree may elect to enroll in up to two
additional semesters. A candidate for a Hastings LL.M. degree may not be enrolled at Hastings for more than four 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 as few as six units or as many as sixteen units in one semester. With the permission of the Academic Dean, an LL.M. student in their final semester may be exempted from the minimum course load requirement described here.

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 for Global 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. Independent studies shall be subject to the requirements of §§ 2401, 2402 and 2405.

4010. **Research Assistants.** A student may enroll in no more than two credits towards the LL.M. degree for providing research assistance. Credit for research assistance shall be subject to the requirements of §§ 2890, and 2892-2894.

4011. **Approval of Associate Dean for Global Programs.** The Associate Dean for Global Programs shall approve each student’s proposed schedule before the student may enroll.

4012. **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

4013. **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.

4014. **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]

4015. **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.

4016. **Transfer Credit.** If approved by 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. If approved by the Academic Dean on a case-by-case basis, a student may transfer up to four semester-equivalent units from classes taken at UCSF after matriculation at the College that are integrally related to his or her LL.M. degree program. If approved by the Associate Dean for Global Programs and the Academic Dean on a case-by-case basis, and subject to the requirements of §§ 4002-4003, a J.D. student may transfer all credits earned as a J.D. candidate at UC Hastings towards the Hastings LL.M. degree. A student may not otherwise
transfer units earned at another institution of higher education for credit toward the Hastings LL.M. degree.

E. Examinations

4017. **English as a second language.** 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, candidates for the LL.M. degree and foreign exchange students are entitled to receive (a) one additional hour to complete each final examination, and (b) additional time to complete each quiz or midterm in an amount equal to the lesser of (i) one hour, or (ii) half of the regularly scheduled time allotted for students to complete such quiz or midterm exam. No additional time will be afforded for take-home examinations.

4018. **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

4019. **Leaves of Absence.** Subject to the residency requirements of §§4004 and 4005, a student may ask permission from the Associate Dean for Global 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.

4020. **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

4021. **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.

4022. **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 for Global 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

4023. **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 a student who is enrolled in twelve or more units be employed for more than an average of twenty hours per week when classes are in session or the student is preparing for examinations.

4024. **Inapplicable regulations.** Except as explicitly provided herein, §§ 101-402, 601-704, 901-1005, and 1401-2909 are inapplicable to students enrolled in the LL.M. Program.

4025. **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.

4026. **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 Associate Dean for Experiential Programs, will be recognized for Outstanding Achievement in Pro Bono at graduation and on their transcripts.

**XII. MASTER OF STUDIES IN LAW (MSL) PROGRAM**

**A. General**

5001. **General.** These regulations are applicable to students who are candidates for the Hastings MSL degree. Except as expressly provided to the contrary in this part, the Academic Regulations set forth in parts I through X shall apply to MSL students.

**B. Residency and Graduation Requirements**

5002. **General requirements for MSL degree.** A student must enroll in and receive a grade of P in 28 units of course work at the College to qualify for a UC Hastings MSL degree. With the permission of the Associate Academic Dean and the Director of the MSL Program, a student enrolled in the MSL Program may take up to two units at another ABA accredited institution and, upon receiving a P or better, apply those credits to the requirements of the UC Hastings MSL degree.

5003. **Required courses.** Each student must enroll in and receive a grade of P in at least one course offered to first year J.D. students—Civil Procedure I, Constitutional Law I, Contracts, Criminal Law, Property, or Torts. With the written permission of the Director of the MSL Program and the student’s faculty advisor, Constitutional Law II may also satisfy the requirement that each student enroll in and receive a grade of P in a first year J.D. course. Each student also must enroll in and receive a grade of P in the Legal Writing and Research class for Master’s Students and the Introduction to Law for Master’s Students course during the first semester of study. Enrollment in Legal Writing and Research for Master’s Students and Introduction to Law for Master’s Students may be waived with the written permission of the Academic Dean for any J.D. student who successfully transfers to the MSL Program upon having successfully completed substantially similar courses at the College. Students must fulfill the Writing Requirement as codified in section 703 to these regulations. The instructor’s approval that the requirements have been met, as included in subsection 703(g), will confirm that the student received a grade of P or better on the final draft of the paper. In addition, each student is invited and strongly encouraged to attend the orientation program for MSL students and the subject matter lectures offered as part of the orientation program for International LL.M. students.

5004. **Full Time or Part Time.** A student may be admitted on either a full time or a part time basis.

5005. **Minimum and maximum course loads for Full-Time.** Full-time is typically twelve to fourteen units each semester, with a minimum of twelve and a maximum of sixteen units each semester.
5006. **Minimum course load for Part-Time.** A part-time MSL student must enroll in a minimum of six units a semester in order to be eligible for financial aid.

5007. **Maximum years to qualify for degree.** Full-time students will be expected to complete their degree requirements in one academic year (two consecutive semesters). However, if circumstances warrant, and with the permission of the Director of the MSL Program, a student may switch his or her status from full-time to part-time. Part-time MSL students must complete the requirements for a Hastings MSL degree within four years of commencement of studies at the College. Part-time students may change their status from part-time to full-time with the permission of the Director of the MSL Program.

C. Enrollment

5008. **Eligible courses.** Subject to the requirements of §5003, students may enroll in all courses, seminars, and non-GPA courses offered by the College except for judicial externships. The Director of the MSL Program may designate additional courses in which students may not enroll.

5009. **Clinics.** Students may not enroll in a clinical course or legal externship without permission of the instructor.

5010. **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. Independent studies shall be subject to the requirements of §§ 2401, 2402 and 2405.

5011. **Research Assistants.** A student may enroll in no more than two credits towards the MSL degree for providing research assistance. Credit for research assistance shall be subject to the requirements of §§ 2890, and 2892-2894.

5012. **Approval of Director of MSL Program.** The Director of the MSL Program shall approve each student’s proposed schedule before the student may enroll.

5013. **Exclusion from minimum GPA requirements.** There are no minimum grade point average requirements applicable to the enrollment of MSL students.

D. Grading and Credit

5014. **Grading scale.** Students shall be graded according to the following system: (HH) for High Honors; (H) for Honors; (P) for Pass; or (NP) for No Pass.

5015. **Exclusion from grade normalization.** The final examination answers, papers, and other written work of MSL 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]

5016. **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.

5017. **Transfer credit.** A student may transfer up to 6 semester-equivalent units from classes taken at UCSF that are integrally related to his or her MSL degree program. These units must be approved by the Associate Academic Dean and the Director of the MSL Program. This provision does not apply to units taken prior to matriculation at the College.

5018. **MSL and J.D. credits.** Credits earned as an MSL candidate cannot be applied to earning a J.D. degree. Students in the MSL program interested in enrolling in the J.D. program must apply through the regular admissions process for the College. If approved by both the Director of the MSL Program and the Academic Dean on a case-by-case basis, and subject to the requirement of §§ 5002-5003, a J.D. student may transfer all credits earned as a J.D. candidate at UC Hastings towards the UC Hastings MSL degree. Any successful candidate for transfer from the J.D. program to
the MSL Program must meet the qualifications for admission that would otherwise be required for an MSL applicant.

E. Examinations

5019. **English as a second language.** 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, candidates for the MSL degree are entitled to receive (a) one additional hour to complete each final examination, and (b) additional time to complete each quiz or midterm in an amount equal to the lesser of (i) one hour, or (ii) half of the regularly scheduled time allotted for students to complete such quiz or midterm exam. No additional time will be afforded for take-home examinations.

5020. **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

5021. **Leaves of absence.** Subject to the residency requirements of §§5004 and 5005, a student may ask permission from the Director of the MSL Program to take a leave of absence. If the MSL Director 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.

5022. **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

5023. **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.

5024. **Petition for readmission.** A student who is academically disqualified may petition the Academic Dean for readmission to the MSL Program. The Academic Dean shall consult with the Director of the MSL Program. 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 MSL 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

5025. **Employment.** The part-time MSL program is meant to accommodate working professionals. However, given the intensive nature of the course work, full-time students are not encouraged to work during the academic year.

5026. **Inapplicable regulations.** Except as explicitly provided herein, §§101-402, 601-704, 901-1005, and 1401-2909 are inapplicable to students enrolled in the MSL Program.

5027. **Pro Bono recognition.**

1. Pro Bono Society – students who complete at least 15 hours of pro bono services during their tenure 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.

Violation of the College’s Recording Policy.

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) 565-4773, or to contact the College’s ADA/Section 504 Coordinator, please contact General Counsel Elise Traynum at (415) 565-4787.

**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

**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 Registrar, 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.

The U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or state education authorities ("Federal and State Authorities") may allow access to your records and personally identifiable information without your consent to any third party designated by a Federal or State Authority to evaluate a federal-or state-supported education program. The evaluation may relate to any program that is "principally engaged in the provision of education," as well as any program that is administered by an education agency or institution. Additionally, Federal and State Authorities may allow access to your education records and personally identifiable information without your consent to researchers performing certain types of studies, in certain cases even when the College objects to or does not request such research. Federal and State Authorities must obtain certain use-restriction and data security promises from the entities that they authorize to receive your personally identifiable information, but the Authorities need not maintain direct control over such entities. Also, in connection with Statewide Longitudinal Data Systems, State Authorities may collect, compile, permanently retain, and share without your consent personally identifiable information from your education records, and they may track your participation in education and other programs by linking such personally identifiable information to other personal information about you that they obtain from other Federal or State data sources, including workforce development, unemployment insurance, child welfare, juvenile justice, military service, and migrant student record systems.

Another 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.

**UC HASTINGS POLICY ON RECORDING CLASSES**

Audio or video recording of classes, using any technological device, shall be permitted only with the prior approval of the instructor. Students with disabilities will be provided with either recordings or notes under the conditions set through UC Hastings’ Disability Resource Program. Students shall not, under any circumstances, make copies of, or distribute to others, any recordings.
SUMMARY OF POLICY ON DISCRIMINATION, PROTECTED-STATUS HARASSMENT, SEXUAL HARASSMENT, AND SEXUAL ASSAULT AND VIOLENCE RELATED TO STUDENTS

The University of California, Hastings College of the Law (“Hastings”) is a community of students and professionals committed to upholding the principles of academic integrity and honesty and the highest standards of professional conduct in teaching, learning, research, and service. In expression of this commitment, and in strict compliance with federal, state, and local laws, Hastings has adopted a policy prohibiting acts of discrimination, bias, protected-status harassment, sexual harassment, and sexual assault and violence against students, and establishing procedures for responding to violations against students by students, employees, other students, or third parties. The complete policy is available on the Hastings website. An electronic copy of the policy is e-mailed to each student at the beginning of the school year. A hard-copy of the policy may also be obtained from The Office of Student Services, in Room 254 of the 200 building.

Every student at Hastings has the right to pursue his/her academic or professional career in an atmosphere that is safe and free from prohibited acts of discrimination, harassment, or violence, including sexual abuse, rape, sexual assault, domestic violence, intimate-partner violence, stalking, sexual coercion, or other forms of sexual violence by or against students. Bigotry, harassment, or intimidation is particularly insidious when directed at a member or group of the Hastings community on the basis of actual or perceived age, color, creed, physical or mental disability, ethnicity, gender, gender identity or expression, marital status, national origin, race, religion, sexual orientation, military or veteran status, or any combination of these or related factors; and, to the degree it constitutes prohibited bias activity, such conduct will also not be tolerated. The occurrence of prohibited activity violates the trust that is essential to the thriving of Hastings’ academic and professional environment, threatens the well-being of UC Hastings students and ultimately undermines Hastings’ core mission.

Contained in the Policy is a detailed description of the different types of prohibited conduct and the duties that arise under the policy, including Hastings’ policy on mandatory reporting. The policy also details the procedures for filing a complaint and the options that are available prior to or in lieu of a formal complaint, including the option to seek advice or informal resolution, or to anonymously report as a “Silent Witness.” Information is provided about the possibility of limited immunity for related misconduct. Further detailed in the policy is the period of limitations for the filing of a complaint, the evidentiary standard applied in the formal investigatory process, rights of the various parties during and throughout the investigatory and appellate process, and all other aspects of the protocol governing investigation and resolution of a complaint. Finally, the policy contains a detailed list of the responsibilities of the various parties in connection with the policy, and a list of resources for survivors and perpetrators of sexual assault/violence.

The Policy is binding upon all students of Hastings and describes processes by which redress and remediation can be provided to individuals or groups who believe they have been the victims of prohibited conduct. Where sexual misconduct is involved, the policy is presumed to supersede all other procedures and policies set forth in other Hastings policies. The Policy establishes standards and procedures for the reporting and investigation of complaints, the dispensation of disciplinary action, and the provision of information pertaining to the pursuit of criminal or other legal action, where appropriate. Members of the Hastings community who have relevant information are expected to cooperate with any investigations conducted pursuant to the Policy. Ignorance of the Policy is not an excuse for its violation. Acts in retaliation for complaints filed pursuant to the policy will not be tolerated.

Hastings will respond to the fullest extent of its authority to violations of the Policy. The Policy applies to allegations of misconduct made by or against students regardless of where the misconduct may have occurred, to the degree that the conduct giving rise to the complaint is related to Hastings’ social, cultural, academic, extracurricular, educational, or professional activities. Additionally, although there is no geographical limitation to applicability of the Policy, sexual misconduct that is alleged to have occurred at a significant distance from Hastings’ property may be more difficult for Hastings to investigate.

Complaints regarding inappropriate workplace conduct that is not covered by the Policy should be directed to the UC Hastings Department of Human Resources. Complaints by faculty of unlawful discrimination in reappointment, promotion, and tenure are governed by procedures set out in the UC Hastings Faculty Rules.
and Regulations. Complaints alleging misconduct by students that is not covered by the Policy are governed by the UC Hastings Student Conduct Code and should be directed to the Office of the Associate Academic Dean.

**IMPORTANT INFORMATION FOR INDIVIDUALS WHO MAY BE VICTIMS OF SEXUAL ASSAULT/VIOLENCE**

If you suspect that you or someone you know may have been a victim of sexual assault, even if you are not certain, you are strongly encouraged to seek immediate assistance. Regardless of whether or not you ultimately decide to file a complaint, seeking immediate medical assistance can be critical to your own physical and mental health, and is critical to the collection of evidence, without which prosecution may not be possible. Until you obtain medical assistance, it is imperative that you do everything you can to avoid showering, brushing your teeth, or using the toilet. If you have already showered or feel you cannot wait to bathe, place your clothing in a paper (not plastic) bag and bring it with you to the clinic or hospital. Seeking assistance can also help you to deal with the shock, inability to concentrate, fear, guilt, depression, self blame, guilt, and shame, that are but a few of the emotions that survivors of sexual assault/violence may experience. Assistance is also available for you to obtain important accommodations that can protect you from an unsafe environment. You do not and should not have to suffer alone.

**WHERE TO GO / WHOM TO CALL:** Assistance is available 24 hours a day, 7 days a week, from the Hastings Department of Public Safety, located on the ground floor of the 198 McAllister Street building, or by phone, at (415) 565-4611. A Public Safety Officer will be able to document your complaint and/or escort you to San Francisco General Hospital’s Emergency Department, where staff are trained and certified in providing treatment to potential victims of sexual assault and/or violence. The Hastings Public Safety Officer may remain with you through as much of the process as you would like, and will be available to escort you to wherever you decide you will be staying afterwards. You may also have a friend accompany you. The Public Safety Officer can assist you in reaching out to a critical support person in your life, such as a family member, a friend, or a roommate, if that is something you would like to do, but the thought of doing so yourself feels too overwhelming. A list of external resources that are available to you as a possible survivor of sexual assault/violence is provided in Appendix D of this policy.

**WHAT YOU SHOULD EXPECT WHEN SEEKING MEDICAL TREATMENT:** Medical treatment will be able to address pregnancy prevention and prophylactic treatment for sexually-transmitted diseases, including HIV and hepatitis, as well as any bodily or psychological injury that may have resulted from the assault. You have the right to decline any or all tests and medications. A rape kit consists of a series of tests used to help collect evidence after someone has been sexually assaulted. It contains forensic equipment appropriate to detect, collect, and preserve evidence. The evidence collected may later be used in court if you decide to press charges against the person who assaulted you. It is important to know that you can have a rape kit done even if you do not yet know if you will want to report the assault to law enforcement and press charges. Having the rape kit done will preserve your options as you process what happened to you and figure out what you would like to do.

**IMPORTANT TIMELINES TO KEEP IN MIND:**

1. A rape kit can only be done within 5 days of the assault. Evidence degrades rapidly, and can be destroyed as a result of showering, brushing of teeth, or use of the toilet, although a rape kit is still recommended in those cases for collection of possible residual evidence.
2. Evidence collected during a rape kit is saved, anonymously, for 90 days, in a secure location, in order to allow you time to consider whether you would like to file a complaint with law enforcement. After 90 days, the evidence is destroyed.
3. HIV prophylactic treatment must be started within 36 hours of the assault.
4. Emergency birth control is most effective if started within 72 hours of the assault.
5. If an IUD is inserted within one week of an assault, it can help prevent pregnancy.
DISABLED STUDENT INITIATED GRIEVANCE PROCEDURES

It is Hastings policy to ensure that no qualified student with a disability is denied the benefits of, excluded from participation in, or otherwise subjected to discrimination, in any Hastings program or activity. Hastings is obligated to comply with Title II of the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act of 1973 (Section 504) and other federal and state laws and regulations pertaining to persons with disabilities.

Once a student notifies Hastings, through its Disability Resource Program, of the nature of his or her disability and that he or she is requesting accommodations, Hastings will engage the student in an interactive process to determine what modification, adjustment, aid or service may be appropriate to afford the student the opportunity to participate fully in Hastings' program or activities.

The College’s Disabled Student Initiated Grievance Procedures may be used to address disputes concerning the accommodation process and other forms of discrimination based on disability, alleged to have occurred in any College program or activity. The procedure may also be used to address complaints of retaliation based on having filed or participated in a prior complaint of discrimination at the College.

Definitions

"Grievance" as used in this procedure means a written complaint by any student alleging discrimination on the basis of disability with respect to any College program or activity, including an alleged improper application of one or more the College's rules, regulations, or policies, or by specified improper actions of any individual affiliated with the College in the capacity of academic personnel, administrative or professional staff, or clerical or service staff.

"Student" as used in this procedure includes persons (1) who are registered for classes at the College at the time a grievance pursuant to this policy is initiated; (2) who were registered for classes at College at the time of the adverse occurrence that gave rise to the grievance; and (3) who have an offer of admission to the College.

Informal Resolution of Complaints

An individual with a potential grievance regarding the accommodation process or other disability discrimination issue is encouraged to work with the staff of the Disability Resource Program ("DRP) informally in an effort to expeditiously resolve the matter in order to minimize the problem's impact on the student's studies.

Students who have complaints involving DRP staff and/or DRP procedures and who wish to resolve them informally may direct such complaints to the Associate Academic Dean.

For discrimination issues not involving the accommodation process, students may wish to work directly with the Associate Academic Dean to attempt to informally resolve the matter.

Formal Grievance Procedures

If a complainant does not wish to use the informal process or in the event that the informal process is unsuccessful, a formal grievance may be initiated. The following procedure has been developed for use by students for purposes of grievances pursuant to the ADA and Section 504:

Step One

A) If informal discussion with appropriate Hastings personnel does not resolve the complaint, the student may submit a written grievance to the Director of Student Services within 45 days from the conclusion of the informal resolution or, if the informal process is not utilized, 45 days from the of the event(s) that triggered the grievance, or in the case of inaction, within 45 days from when the student with reasonable diligence should have known of the inaction. Hastings strongly recommends filing without delay; delay can affect the student's future studies at Hastings. The written grievance must include:

1. a clear and unequivocal statement of the Hastings rule(s), regulation(s), policy(ies), circumstances and/or action(s) of which the student complains;
2. the date of any action of which the student complains; [the date on which the discriminatory action occurred; or on which the complainant learned of the discriminatory action];

3. the names of all witnesses, including the Hastings employees involved; and

4. a summary of the action(s), if any, the student has taken to resolve the matter informally.

B) The Hastings 504/ADA Coordinator, the Director of Human Resources, shall meet with the student within ten (10) working days of the receipt of the grievance. If this meeting does not resolve the grievance, the Director of Human Resources will conduct an investigation of the subject of grievance with the objective of resolving the grievance. The investigation will include gathering relevant evidence to make an unbiased determination with respect to whether discrimination occurred. In conducting the investigations the Director will consult expert resources within Hastings, as appropriate.

In those cases where the grievance involves a dispute regarding the conduct or requirements of a course or of an academic program, the Director of Human Resources shall consult with the Academic Dean.

C) The Director of Human Resources shall furnish the student with a written response to the grievance within 45 working days of meeting with the student. The written response will state the Director's conclusion as to whether discrimination occurred, the basis for the conclusion and any steps the Director has taken or will take to address the problem. The response shall be mailed to the student by certified mail, return receipt requested. If the grievance involves a dispute regarding the conduct or the requirements of a course, or of an academic program, a copy of the written response issued by the Director of Human Resources shall be provided to the Academic Dean.

**Step Two**

A) If the student is not satisfied with the written response of the Director of Human Resources, the student may present his/her grievance in written form to the Hastings Academic Dean. The grievance presented to the Dean will be limited to those matters raised in the student's grievance to the Director of Human Resources pursuant to Step One of this procedure.

B) Within thirty (30) working days after the receipt of the grievance, the Academic Dean shall review the appeal, any documentation gathered in the course of the investigation, witness statements, and investigative reports and findings by the Director of Human Resources, and determine whether all relevant information was gathered, whether the appropriate legal standard was applied and whether the outcome is appropriate based on these factors. Both parties to the complaint shall be immediately notified in writing of the Academic Dean's decision. The decision by the Academic Dean shall be final.

C) When the subject of grievance is the responsibility of the Academic Dean, the Chancellor and Dean shall make a decision on the recommendation within 30 days of receipt of the appeal. The complainant shall be immediately notified in writing of the Chancellor and Dean's decision. The decision by the Chancellor and Dean shall be final.

D) If the grievance involves a dispute regarding the conduct or the requirements of a course, or of an academic program, a copy of the written decision issued by the Academic Dean or Chancellor and Dean if applicable, may be provided to the professor responsible for the course.