



UC Hastings Law
SAN FRANCISCO

ACADEMIC REGULATIONS

Academic Year 2020-2021

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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 Assistant Dean of Students 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 Assistant Dean of Students. (§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 Assistant Dean of Students, 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 -- A student enrolled for at least the minimum number of units specified in §201 for a given semester.

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

Good academic standing -- Describes status of student whose grade point average is at or above the minimum grade point average defined by §905.

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 Assistant Dean of Students 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 Assistant Dean of Students, 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 and Assistant Dean of Students 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 §707. Additional requirements upon transfer admission; §2202. Transfer students – maximum transferable units.]
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 Assistant Dean of Students may grant permission for a student to enroll in fewer than 10 units in lieu of full-time enrollment in a given semester. Such approval may be given in circumstances that involve family or medical needs, financial hardship, unusual academic or career opportunities, 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.** A student must be enrolled in a minimum of 10 units each semester to be considered a full-time student (or to have full-time status) for purposes of these regulations. [See §101 for units of course work required for the J.D. degree.]

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 2.8 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 Assistant Dean of Students may grant permission for a student with a cumulative grade average of 2.8 or better to enroll in 17 units in two consecutive semesters of an academic year.

D. Limits on Extended Enrollment

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

E. Attendance and Performance

501. **General rule.** A student who enrolls in any course must regularly and punctually attend class and must perform all class assignments, including any requirements established under §502.
502. **Specific attendance and performance requirements.** An instructor may establish specific attendance and performance requirements in the instructor's course and, during the add/drop period, shall notify the students of those requirements in the course syllabus or by some other form of written notice. [See §803. Add/drop period.]
503. **Reporting deficient attendance or performance.** An instructor may determine that a student has been excessively absent or has failed to perform the course assignments as required in §§501 or 502. The instructor may report such student to the Assistant Dean of Students. 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 Assistant Dean of Students 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 be counted as units attempted by the student, but 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 Assistant Dean of Students 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 (30 units total).** All students must take the first-year curriculum, which consists of: Civil Procedure I (4 units), Contracts (4 units), Criminal Law (4 units), Legal Research and Writing I (3 units), Legal Research and Writing II (2 units), Property (4 units), Torts (4 units), and either Constitutional Law I (3 units), or a Statutory Course (3 units). In addition, each semester one of the above doctrinal courses will include a legal analysis module (1 additional unit per semester). Subject to §§1401 and 1402, 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 Assistant Dean of Students. A student who does not take any one of the above-listed courses in the first year must do so in the second year. The first-year course not elected during the first year—Constitutional Law I or the Statutory Course—must be taken during the second year. For purposes of these regulations, including §1002 (grade normalization) and §§1102 and 1603 (re-enrollment), and course listed in this section will be treated as a first-year course, regardless of

when the course is taken. First-year students may not enroll in any upper division course without the approval of the Assistant Dean of Students.

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 demonstrating professional and scholarly competency in research, analysis, and writing. The paper should present an original, insightful, clearly stated thesis regarding a matter of legal doctrine or policy and should draw on both primary and secondary sources. The paper should display well-structured, reasoned argumentation, demonstrating a student's precise and effective use of language and mastery of the relevant subject area. Projects meeting this requirement may take various forms including, but not limited to, law-review style papers, briefs, policy analyses (i.e. "white papers"), legislative proposals, analyses, and/or critiques. 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 Distinguished; Tenure and Tenure Track Faculty; Long Term Contract Faculty; Lecturers; Permanent Visitors; and Emeritus 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 instructor must certify in writing that all of the above requirements have been met, and that the student is at least "competent" in each category under a rubric to be circulated by the Academic Dean.

[See §902. Exception for independent study to fulfill writing requirement. See also §§2401-2406 on Independent Study generally.]

704. **Experiential units requirement.** Each student shall, after the first year, take and pass (with a grade of CR if the course is mandatorily graded on a CR/NC basis, and otherwise with a grade of C or better) at least six units (and in the case of students who commences the J.D. program prior to the fall 2016 semester, at least two units) of experiential courses. An experiential course is a simulation course, a law clinic, or an externship, as long as it is primarily experiential in nature and (i) integrates doctrine, theory, skills, and legal ethics, and engages students in performance of one or more 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; (ii) develops the concepts underlying the professional skills being taught; (iii) provides multiple opportunities for

performance, and (iv) provides opportunities for self-evaluation. The Academic Dean shall compile and publicize a list of courses in the curriculum that satisfy this requirement.

705. **Additional upper division courses.** All students must enroll in and receive a grade of "C" or above in Constitutional Law II, Criminal Procedure, and Evidence. [Note: The "'C' or above" language applies to students who matriculated in fall 2018 or later. Students who matriculated before fall 2018 should refer to the previous wording of this regulation.]
706. **Restrictions on satisfying course requirements.** No course taken to satisfy Regulation 701 may be used to satisfy the requirements of Regulations 702 (professional ethics), 703 (writing requirement), or 704 (experiential units). A student may not use the same course to satisfy more than one of the requirements of Regulations 702, 703, and 704.
707. **Additional requirements upon transfer admission.** A student who transfers to the College after completing the first-year curriculum at another law school, and whose transfer admission was made conditional on completing specified academic requirements while enrolled at the College, must complete those requirements to receive the J.D. degree.

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 Assistant Dean of Students 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 Assistant Dean of Students.
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 Assistant Dean of Students and receiving written permission from the Assistant Dean of Students. 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 Assistant Dean of Students, shall receive a notation of "W" for that course on the student's transcript. A course in which a student receives a "W" will be counted as units attempted by the student, but 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 Assistant Dean of Students 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, 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 independent study arrangements.** The letter grades set out in §903 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.
903. **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.
904. **Minimum cumulative grade point average.** The minimum cumulative grade point average for continuation and graduation is:
- a. 2.2 for the graduating class of 2020 and earlier; and
 - b. 2.5 for the graduating class of 2021 and after.
905. **Credit/No-Credit (CR/NC) courses.** The Faculty may designate in the Course Catalog courses that are to be graded on a Credit/No-Credit basis. In extraordinary circumstances, such as the death or incapacitation of a faculty member, the Academic Dean may permit students to elect Credit/No-Credit grading for the affected course in a particular semester. Credits are also awarded to teaching assistants and research assistants on a Credit/No-Credit basis.

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 I, Legal Research and Writing II, and Legal Analysis, see §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 I, Legal Research and Writing II, 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 may 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.

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.** When a student is required or permitted to re-enroll in any course, whether first year or upper division, 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 for purposes of calculating the student's GPA. 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 Assistant Dean of Students 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. **Credit awarded for re-enrollment.** If a student re-enrolls in a course for which the student previously received unit credit, the student will receive only the number of units for the class in which the student re-enrolled.
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 I and II, 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 eight units in any semester for distance education courses, nor will a student receive more than a total of 15 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 Assistant Dean of Students 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 Assistant Dean of Students. 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. In consultation with the instructor, the Assistant Dean of Students may also require the student to sit for a midterm or complete other assignments required in the next regularly scheduled offering of the course. With the permission of the instructor, the Assistant Dean of Students may permit a student to take the examination on a specially scheduled date. An incomplete must be removed from the student's record by the last day of the semester that follows the semester in which the student received the incomplete; if the course is not offered in

that following semester or if the student is not enrolled at the time the exam for the course is given in that following semester, the incomplete is automatically continued and must be removed no later than the last day of the next semester in which both the course is offered and the student is enrolled for the entire semester.

Unless the Assistant Dean of Students 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, provided, however, that if a student cannot remove the incomplete in accordance with the foregoing because the course is not offered again before the student completes his/her graduation requirements, or because the student has withdrawn from the college, the incomplete shall be converted into a grade of administrative NC, in which case, an appropriate notation shall be made on the student's transcript, 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 Assistant Dean of Students 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 the minimum cumulative grade point average defined by §904, 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 Assistant Dean of Students; (2) participation in the academic support programming and/or enrollment in classes that are designed to teach academic skills, as directed by the Assistant Dean of Students; (3) regular attendance in all courses; (4) submission of the student's proposed second-year schedule to the Assistant Dean of Students for review and approval; and (5) any other conditions that the Assistant Dean of Students deems appropriate.

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

1402. **Legal Analysis.** The Assistant Dean of Students 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 Assistant Dean of Students determines that the student's legal education would be improved by such enrollment. Enrollment in Legal Analysis is in place of first-year Legal Writing and Research II. Students who enroll in Legal Analysis shall enroll in Legal Writing and Research II 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 that the petitioner has convincingly established that:
- a. there existed extenuating circumstances beyond the petitioner's control (including, but not limited to, personal illness or death or serious illness of a friend or family member) that had a severe and adverse impact on the petitioner and that were the primary cause of the petitioner's poor academic performance;
 - b. the circumstances are not likely to continue to affect the petitioner's ability to achieve and to maintain the minimum cumulative grade point average or better 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 for review by the Committee under the standards set forth in §1502 only if submitted within 90 days of the notice to the petitioner of the denial of the original petition for readmission and the Committee determines that the evidence on which the petition for reconsideration is based was unknown to and could not have been reasonably discovered by 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. Subject to any terms and conditions imposed by the Committee, the Academic Dean may waive this re-enrollment requirement for any course in which, in the opinion of the Academic Dean, the student demonstrated sufficient proficiency when the student first completed the course. 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 2.7 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 Assistant Dean of Students for approval; (2) enrollment or re-enrollment in any course that the Assistant Dean of Students 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 Assistant Dean of Students; (4) regular attendance in all classes; (5) participation in academic support programming or enrollment in classes that are designed to teach academic skills, as directed by the Assistant Dean of Students; and (6) any other conditions that the Assistant Dean of Students deems appropriate.

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

1603. **Required and optional retaking of first-year courses with C- or below 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 C- or below in a first-year course may re-enroll in that course with the permission of the Assistant Dean of Students. 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 defined by §904 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 that the petitioner has convincingly established that:
- a. there existed extenuating circumstances beyond petitioner's control (including, but not limited to, personal illness or death or serious illness of a friend or family member) that had a severe and adverse impact on the petitioner and that were the primary cause of the petitioner's poor academic performance;
 - b. the circumstances are not likely to continue to affect the petitioner's ability to achieve and to maintain the minimum cumulative grade point average or better 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 for review by the Committee under the standards set forth in §1703 only if submitted within 90 days of the notice to the petitioner of the denial of the original petition for readmission and if the Committee determines that the evidence on which the petition for reconsideration is based was unknown to and could not have been reasonably discovered by 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.** The Committee may impose terms and conditions on readmission of a disqualified student. 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 2.6 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 2.7 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 Assistant Dean of Students for approval; (2) enrollment or re-enrollment in any course that the Assistant Dean of Students 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 Assistant Dean of Students; (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 Assistant Dean of Students; and (6) any other conditions that the Assistant Dean of Students determines are appropriate.

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

1803. **Required and optional retaking of upper division courses.** Any student who earns a grade of C- or below in a course on professional ethics and conduct, or in Constitutional Law II, Criminal Procedure, or Evidence, must re-enroll in a course meeting the same requirement (including a course that has a different number of units from the original course), and any student who earns a grade of C-, 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 Assistant Dean of Students. Grading and credit for the re-enrollment shall be governed by the provisions of §§1102 and 1202, except that a student who received a grade of F on the first enrollment shall receive credit for the course only if the grade earned on the second enrollment is a C or higher.
1804. **Matriculation beyond three years.** Students whose matriculation at the College extends beyond the third year shall be governed by the continuation rules set forth in §§1801-1803.

F. Graduation Requirements

1901. **General requirements.** In order to graduate and obtain a degree from the College, a student must meet the residency requirements established by §§101-105 that are applicable to that student and
1. must earn 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 Assistant Dean of Students 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).]
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. **UC Hastings Honor 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 15% of the first-year class shall be admitted to the UC Hastings Honor Society. A student whose cumulative grade point average at the end of the student's second year of studies at the College places the student in the top 15% of the second-year class also shall be admitted to the UC Hastings Honor Society.
2005. **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.
2006. **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. The provisions in this Section 2006 shall apply to a student who qualifies for accelerated graduation by replacing the phrase "6 semesters" with the phrase "5 semesters". [See §104. Accelerated Graduation.]
2007. **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.

2008. **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: Business Law, 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 2.8 or higher in the courses used for the concentration. In consultation with the faculty advisors for each field of concentrated study, the Academic Dean may establish additional rules to govern the concentrated studies program. The Academic Dean shall publish any such rules and shall make written copies available to all students.

C. Class Rank

2111. **Duties of the Records Office.** The Records Office shall rank students in the first-year class after the completion of their first year. The Records Office shall subsequently rank students after each semester at the College, except that students who transfer to the College after completing their first year at another law school shall be ranked only after completing two semesters of full-time enrollment at the College. 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 Assistant Dean of Students for advanced standing. On a case-by-case basis, the Assistant Dean of Students may award a maximum of 15 semester units of transfer credit for work completed at the foreign institution. The Assistant Dean of Students 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 Assistant Dean of Students, 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 Global 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 Assistant Dean of Students, a student may arrange an independent study program at a foreign law school under terms and conditions approved by the Assistant Dean of Students 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 J.D. 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 Assistant Dean of Students, 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 summer abroad program conducted by another ABA/AALS accredited law school and (2) by participating in one of the following study abroad opportunities: a faculty-approved dual JD/foreign LL.M. degree program, a one semester faculty-approved exchange program or study-abroad opportunity, or a one semester independent study abroad arranged pursuant to Section 2207. A student may transfer semester units for participation in only one of the study abroad opportunities listed in category 2 above.
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 Assistant Dean of Students explaining how the course relates to the student's academic and professional goals. Once the Assistant Dean of Students 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 Assistant Dean of Students for evaluation. Once the Assistant Dean of Students determines that the student's work has met the goals that the student established, the Assistant Dean of Students shall approve the awarding of credit. The Assistant Dean of Students 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 Assistant Dean of Students prior to enrollment in that course.

B. Joint Degrees

2301. **Joint degree programs generally.** With the approval of the Assistant Dean of Students, 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 Assistant Dean of Students 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 Assistant Dean of Students 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 in approved law school courses, and complete all Hastings required courses. 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 program may have additional requirements.

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 §902. Exception for independent study arrangements.]
2405. **Faculty supervision.** Except with the approval of the Academic Dean, only Distinguished; Tenured and Tenure Track Faculty; Long Term Contract Faculty; Lecturers; Permanent Visitors; and Emeritus Faculty 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.

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 §§2875-2880.

2502. **Eligibility.** Subject to the following exceptions, a student must have a cumulative GPA of at least 2.8 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 Assistant Dean of Students and the interscholastic competition supervisor, a student with a cumulative GPA below 2.8 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 2.8 but not less than 2.5 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 §902. 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 I and Legal Writing and Research II are prerequisites to participation on the staff of a journal. Following consultation with the journal's editor-in-chief, the Assistant Dean of Students may permit a student who has not taken, or has received an incomplete in, Legal Writing and Research II to join the staff of a journal. The Assistant Dean of Students shall not waive any prerequisites for a student who has failed either Legal Writing and Research I and Legal Writing and Research II. 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 at least the minimum cumulative grade point average defined by §904 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 2.8 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 2.8 may be waived by the Assistant Dean of Students 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 one unit by writing a note that a member of the Distinguished; Tenure and Tenure Track Faculty; Long Term Contract Faculty; Lecturers; Permanent Visitors; and Emeritus faculty deems to be of "publishable quality." Subject to the rules of the particular journal, a member of a journal may satisfy the note-writing requirement with a paper written for a seminar or an independent study under the supervision of a faculty member that fulfills the requirements contained in §§2401-2406. Students may not receive a unit under this provision if they have received credit for the independent study or seminar.
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 Assistant Dean of Students.
 4. Upon the request of the concerned member, the Assistant Dean of Students shall review the recommendation and supporting documentation. The Assistant Dean of Students will accept the recommendation unless it appears that the decision of the editor-in-chief constitutes an abuse of discretion.
 5. The Assistant Dean of Students shall notify the member concerned in writing of the decision to accept or reject the editor-in-chief's recommendation, and if the Assistant

Dean of Students accepts the recommendation, the Assistant Dean of Students 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 Assistant Dean of Students 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 Assistant Dean of Students, 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, externship, or other field placement or live client experiential course in a single semester. This restriction may be waived with the approval of the Assistant Dean of Students, if students demonstrate that they can manage the workload and that conflicts of interest will be clearly identified and will be manageable, in consultation with the faculty members responsible for the aforementioned courses.

E. Externships

2801. **Description of Externships.** Externships are comprised of an 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 any prerequisite or co-requisite course designated by the Associate Dean for Experiential Learning.
 - b. Enrollment in the externship classroom component.
 - 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 Assistant Dean of Students.
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 to five units for fieldwork. Students participating in the Corporate Counsel Externship Program may earn three to five units of fieldwork as externs at approved for-profit and non-profit organizations.
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. **Restrictions.** Students enrolled in an externship or other field placement may not enroll in a

second externship, or other field placement or live client experiential learning course in a single semester. This restriction may be waived with the approval of the Assistant Dean of Students, if students demonstrate that they can manage the workload and that conflicts of interest will be clearly identified and will be manageable, in consultation with the faculty members responsible for the aforementioned courses.

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 Assistant Dean of Students. Teaching assistants for the first-year Legal Research and Writing 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. The TA must engage in substantial written work relating to the class, such as providing written feedback to students or preparing class materials. [But see §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 §2876 B. Furthermore, the student contact required by §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 Programs, 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 Assistant Dean of Students, 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 I, Legal Research and Writing II, 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 2.8. This requirement may be waived by the Assistant Dean of Students 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 Distinguished; Tenure and Tenure Track Faculty; Long Term Contract Faculty; Lecturers; Permanent Visitors; and Emeritus Faculty 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 Assistant Dean of Students, 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 Assistant Dean of Students 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 Assistant Dean of Students 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 Assistant Dean of Student's prior authorization, shall receive an administrative F for the course, or if the Assistant Dean of Students determines that there was good cause for the student's failure to take the examination, an administrative NC in such course.
2903. **Leaves of absence for first-year students: general rule.** The Assistant Dean of Students will normally grant a student who has not completed the fall semester of the first year a two-semester leave of absence. The Assistant Dean of Students 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 Assistant Dean of Students 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 Assistant Dean of Students 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 Assistant Dean of Students 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 Assistant Dean of Students) or two consecutive semesters (which may in extraordinary circumstances be extended by the Assistant Dean of Students).
2907. **Multiple leaves of absence.** The Assistant Dean of Students 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 Assistant Dean of Students 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 Assistant Dean of Students shall receive an administrative F for the course, or if the Assistant Dean of Students determines that there was good cause for the student's failure to take the examination, an administrative NC in 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 Assistant Dean of Students 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 Assistant Dean of Students.
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 Assistant Dean of Students.
3008. **Failure to take examination: administrative NC.** A student who, without authorization, fails to take an examination shall receive an administrative F for the course, or if the Assistant Dean of Students determines that there was good cause for the student's failure to take the examination, an administrative NC for the course.

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. CERTIFICATE OF STUDIES IN LAW (CSL) PROGRAM.

A. General

3501. **General.** These regulations are applicable to students who are candidates for the Certificate of Studies in Law (CSL). Except as expressly provided to the contrary in this part, the Academic Regulations set forth in parts I through X shall apply to CSL students.

B. Residency Requirements

3502. **General requirements for CSL.** A student must enroll in and receive a grade of P or above in 12 units of coursework at the College to qualify for a UC Hastings CSL.
3503. **Required courses.** Each CSL student must enroll in and receive a grade of P or above in the Legal Writing and Analysis for Non-Lawyers course, the Introduction to Law for Non-Lawyers course, and the Legal Research for Non-Lawyers course or equivalent counterpart(s) if approved by the Director of the MSL Program.
3504. **Full time or part time.** A student may be admitted to the CSL on either a full-time or a part-time basis.
3505. **Minimum course load for part time.** A part-time CSL student must enroll in at least one unit per semester.
3506. **Minimum and maximum course loads for full time.** A full-time CSL student must enroll in a minimum of ten units and a maximum of fifteen units each semester. In extraordinary

circumstances, the Assistant Dean of Students may waive these requirements. No CSL student may enroll in more than seventeen units in any semester under any circumstances.

3507. **Maximum years to qualify for certificate.** Full-time CSL students are expected to complete their certificate requirements in one semester. Part-time CSL students must complete the requirements for a CSL within three years of commencement of studies at the College.

C. Enrollment

3508. **Eligible courses.** CSL students may enroll in all courses and seminars offered by the College except for clinics, externships, research assistantships, and independent studies. The Academic Dean may designate additional courses in which CSL students may not enroll.

D. Grading and Credit

3509. **Grading scale.** CSL students shall be graded according to the following system: (HH) for High Honors; (H) for Honors; (P) for Pass; or (NP) for No Pass.
3510. **Exclusion from grade normalization.** The final examination answers, papers, and other written work of CSL 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]
3511. **Credit.** No unit credit shall be awarded for any course or seminar for which a student receives a grade of NP.
3512. **Transfer.** A student who successfully completes a CSL may apply to transfer to the MSL Program. An admitted MSL candidate who previously attended the College as a CSL student may receive credit towards the MSL degree for courses in which the candidate previously received a grade of P or above. The courses for which the MSL candidate may receive credit must have been taken within three calendar years prior to the date of the candidate's matriculation into the MSL Program. MSL candidates may not transfer to the CSL; however, in extraordinary circumstances, the Academic Dean may permit a student who has earned 12 credits as an MSL degree candidate to transfer to the CSL. J.D. candidates may not transfer to the CSL.

E. Examinations

3513. **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, CSL 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.
3514. **Use of a dictionary.** CSL students who received their primary 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

3515. **Leaves of absence.** Subject to the residency requirements of 3507, a student may take a leave of absence. If any terms and conditions attach to a particular semester's leave, the Director of the MSL Program shall notify the Assistant Dean of Students and the Registrar in writing to that effect. A CSL student who does not enroll in any courses by the end of the add/drop period of §803 in a given semester will be placed on leave of absence status for that semester. A leave of absence does not extend the maximum time allowed to complete the CSL.

3516. **Withdrawal.** The Assistant Dean of Students may authorize a CSL 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

3517. **Academic disqualification.** A CSL student who receives a grade of NP in two or more courses or seminars shall be academically disqualified from the College.
3518. **Petition for readmission.** A CSL student who is academically disqualified may petition the Academic Dean for readmission within 60 days of the disqualification notice. 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 of a Hastings CSL if readmitted. The Academic Dean shall notify the petitioner in writing of the decision. If the CSL 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

3519. **Employment.** The part-time CSL is meant to accommodate working professionals. Given the intensive nature of the course work, full-time CSL students should not undertake employment.
3520. **Inapplicable regulations.** Except as explicitly provided herein, §§101-402, 601-704, 901-1005, and 1401-2909 are inapplicable to students enrolled in the CSL.

XII. 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 Assistant Dean of Students 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 Assistant Dean of Students pursuant to §4016, 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 §4016, the Associate Dean for Global Programs, in consultation with the Assistant Dean of Students, 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 Assistant Dean of Students may extend this period for up to one year.
4006. **Minimum and maximum course loads.** A student may enroll in a minimum of ten units and a maximum of fifteen units each semester. In extraordinary circumstances, the Assistant Dean of Students 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 Assistant Dean of Students, 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. The Associate Dean for Global Programs may designate additional courses in which students may not enroll or which require pre-approval.
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 Assistant Dean of Students 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 Assistant Dean of Students 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 Assistant Dean of Students 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 their first degree in law 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 with a scheduled duration of more than eight hours.
4018. **Use of a dictionary.** LL.M. students who received their first degree in law from an institution of higher education at which English is not the principal language may use a hard-copy, standard English or bilingual 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 Assistant Dean of Students and the Director of Records in writing and shall state the terms and conditions applicable to the leave.

4020. **Withdrawal.** The Assistant Dean of Students 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 enrolled in the LL.M. Program shall not be employed in any job without the approval of the Associate Dean for Global Programs. 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.

XIII. 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 24 units of course work at the College to qualify for a UC Hastings MSL degree. With the permission of the Assistant Dean of Students 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 passing grade, 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 a foundational course in their area of interest, such as Business Associations for business-oriented MSL students or Health Law for health-oriented MSL students. The specific foundational course will be agreed upon with the Director of the MSL Program and the student's faculty advisor, if any. Each student also must enroll in and receive a grade of P in the Legal Writing and Analysis for Non-Lawyers course, the Introduction to Law for Non-Lawyers course, and the Legal Research for Non-Lawyers course or equivalent counterpart(s) if approved by the Director of the MSL Program. Enrollment in one or more of these courses may be waived with the written permission of the Assistant Dean of Students for any 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 5004 of these regulations. The instructor's approval that the requirements have been met, as outlined in that section, will confirm that the student received a grade of P or better on the final draft of the paper.

5004. **Writing requirement.** All MSL students must complete a writing project approved and guided by their faculty advisor that takes the form of a research paper, a white paper, a legislative proposal, a compliance plan, or other written product that requires critical thinking and will deepen their knowledge in one area of law. Students may satisfy this requirement either with a seminar or a two-credit independent study. All of the following requirements must be met 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 have it approved by 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.
- e. The student must receive a grade of P or better on the final draft of the paper.
- f. The instructor must certify in writing that all of the above requirements have been met.

5005. **Full Time or Part Time.** A student may be admitted on either a full time or a part time basis.

5006. **Minimum and maximum course loads for full time.** To be full time, a student may enroll in a minimum of ten units and a maximum of fifteen units each semester. In extraordinary circumstances, the Assistant Dean of Students may waive these requirements. No student may enroll in more than 17 units in any semester under any circumstances.

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, students may switch from full-time to part-time status or vice versa. Part-time MSL students must complete the requirements for a Hastings MSL degree within four years of commencement of studies at the College. In extraordinary circumstances, the Academic Dean may waive this requirement.

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. [See also §5018.]
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 review each student's proposed schedule before the student may enroll.

D. Grading and Credit

5013. **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.
5014. **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]
5015. **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.
5016. **Maximum credit for non-classroom work.** Students may receive credit for no more than a total of six units for academic programs and courses in which the majority of the work is performed outside of the classroom, such as clinics. Credits earned in excess of the six-unit limitation shall not be counted toward graduation, but shall be recorded on the student's transcript.
5017. **Transfer credit.** A student may transfer up to six semester-equivalent units from classes taken at UCSF that are integrally related to the MSL degree program. These units must be approved by the Assistant Dean of Students 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 Assistant Dean of Students 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. J.D. students who transfer to the MSL program will earn grades under the J.D. scale for the semester in which they enrolled as J.D. students and the MSL scale for any subsequent semesters of enrollment.

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 undergraduate 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 §5007, a student may take a leave of absence. The Director shall notify the Assistant Dean of Students and the Director of Records in writing and shall state if there are any terms and conditions applicable to the leave. An MSL student who does not enroll for any courses by the end of the add/drop period of §803 in a given semester will be placed on leave of absence status for that semester. A leave of absence does not extend the maximum time allowed to complete the MSL degree.
5022. **Withdrawal.** The Assistant Dean of Students 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 the UC 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 should not 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 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.

XIV. MASTER OF SCIENCE IN HEALTH POLICY AND LAW PROGRAM.

A. General

6001. **General.** These regulations are applicable to students who are candidates for the Master of Science in Health Policy & Law Degree, which is jointly conferred and governed by the University of California, San Francisco (UCSF) and UC Hastings College of the Law.

B. Interpretation and Application

6002. **Interpretation and Application.** The HPL Program Directors shall jointly interpret and apply these regulations, with any conflicts or ambiguities to be resolved by a joint conference of the UC Hastings Academic Dean and the Dean of the Graduate Division of UCSF. The HPL Program Directors, the UC Hastings Academic Dean and the Dean of the Graduate Division of UCSF shall interpret and apply these regulations in accordance with all applicable laws including, but not limited to, laws establishing the rights of persons with disabilities.

C. Attendance

6003. **Definition of attendance in the online program.** Student “attendance” in an online HPL course is defined as active participation in the course as described in the course syllabus. Instructors are responsible for providing students with clear instructions for how they are required to participate in the course. Additionally, instructors are responsible for incorporating specific instructional activities within their course and will, at a minimum, have weekly mechanisms for documenting student participation. These mechanisms may include, but are not limited to, participating in a weekly discussion board, completing and submitting assignments, or communicating with the instructor.

6004. **Tracking of attendance.** Student activities are readily tracked and documented through the HPL learning management system. Documenting that a student has logged into an online class or website is not sufficient, by itself, to demonstrate academic attendance by the student. For example, if a student simply logs into an online course and logs out, without any further activity, the student did not attend the online class on that day.

D. Graduation Requirements

6005. **Graduation Requirements for the MS HPL degree.** A student must enroll in and receive a

cumulative grade of 3.0 or better in 36 quarter units of MS HPL coursework to qualify for the UCSF/UC Hastings MS HPL degree. Students must also complete a comprehensive capstone project that is completed and graded within the HPL Seminar.

- 6006. **Required courses.** Each student must enroll in and receive a cumulative grade of 3.0 in all HPL core courses (24 quarter units) as defined by the HPL Curriculum Committee and listed in the student handbook. In addition to successful completion of the core courses, students must also enroll in and receive a cumulative grade of 3.0 or better in 12 quarter units of courses required by or chosen within the student's track (Policy Track or Law Track).
- 6007. **Full Time or Part Time.** A student may be admitted on either a full time or a part time basis.
- 6008. **Course loads for Full-Time.** Full-time is typically seven to eleven units each quarter.
- 6009. **Minimum course load for Part-Time.** A part-time MS HPL student must enroll in a minimum of four units a quarter.
- 6010. **Maximum years to qualify for degree.** Full-time students will be expected to complete their degree requirements in one year (four consecutive quarters). However, if circumstances warrant, and with the permission of the Program Directors of the MS HPL program, a student may switch his or her status from full-time to part-time. Part-time MS HPL students must complete the requirement.

E. Enrollment & Eligible Courses

- 6011. **Academic and registration calendar.** The HPL degree program operates on a four-quarter academic year. Students shall enroll in coursework according to the registration calendar established for the HPL Program and administered through UCSF Office of the Registrar. HPL students shall not be subject to the UC Hastings academic or registration calendar.
- 6012. **HPL tracks.** Before the end of the second quarter of enrollment in the program and after consultation with the Program Directors, a student shall declare either the Law Track or the Policy Track. Students shall only enroll in coursework prescribed or available within their chosen track. Students shall not be permitted to enroll in courses available in the track without the prior consent of the Program Directors.
- 6013. **Non-HPL courses at UCSF and UC Hastings.** Students shall not be permitted to enroll in coursework offered outside of the HPL Program at either UC Hastings or UCSF without the prior consent of the Program Directors.
- 6014. **Changes in course schedule.** Any student who wishes to make changes to his/her course schedule must do so by the filing deadline posted on the UCSF Registrar's website. After a filing period ends, a student may change their course schedule only by submitting a Study List Change Petition to the UCSF Registrar.

F. Grading and Credit

- 6015. **Quarter units.** All units in the HPL program are quarter units, which shall be awarded through the UCSF Office of the Registrar. HPL students are exempt from the UC Hastings semester unit system, grading scale, and JD curve.
- 6016. **Grade point equivalents.** Points are assigned for grades on the following basis for purposes of computing the grade point average: A = 4.0; B = 3.0; C = 2.0; D = 1.0; F = 0.
- 6017. **Grading scale.** Students shall be awarded letter grades for all courses, with the exception of the second and third quarters of the HPL Seminar, for which they will be graded on a Pass/Fail basis.

6018. **Credit.** No unit credit shall be awarded for any course for which a student receives a grade of F.
6019. **Incompletes.** An incomplete grade (I) is assigned when a student's work is of passing quality but incomplete for good cause. An incomplete grade must be removed within one calendar year. If it is not removed, the grade of F will be assigned.
6020. **Changes in grades.** Grade corrections shall only be made on the basis of procedural or administrative error. Instructors can submit grade corrections by sending an e-mail to the UCSF Associate Registrar. The email must explain the error and identify the course, quarter, old grade, new grade, and student name. The Office of the Registrar will then solicit concurrence from the HPL Program Directors.
6021. **Transfer credit.** Students shall not be permitted to transfer credits earned through other degree programs, including those at UC Hastings or UCSF, to meet the requirements of the MS HPL degree.
6022. **HPL credit applied toward other degrees:** Students shall not be permitted to apply HPL credits toward a JD degree at UC Hastings College of the Law or toward any degree at UCSF.

G. Leaves of Absence and Withdrawal

6023. **Leaves of absence.** Any leave of absence must be approved by the MS HPL Program Directors, Dean of the Graduate Division at UCSF and Academic Dean of UC Hastings. Students in satisfactory academic standing taking a leave of absence for less than one year (four consecutive quarters) can reenter the program in any subsequent quarter.
6024. **Withdrawal.** The Program Directors may authorize a student to withdraw from the program. A student who receives permission to withdraw may only re-enroll only after reapplication and readmission to the MS HPL program.

H. Dismissal

6025. **Academic dismissal.** Students who fails to receive a cumulative 3.0 GPA in any quarter shall be subject to the procedures contained in this section.
6026. **Initial screening.** A student eligible for dismissal will receive formal notice that his/her performance does not meet HPL program standards and s/he therefore is referred to a committee charged with an in-depth review of academic performance and consideration of dismissal. This information will be transmitted in writing and conveyed electronically or in person. This notice will inform the student of his/her right to submit information for the committee's consideration. The notice will include the specific reasons for the referral, the rules and procedures governing the committee's deliberations, the student's right to review and request a copy of his/her educational record, and the written information that will be provided by the school to the in-depth review committee.
6027. **In-depth review and dismissal decision.** The HPL Directors shall convene an in-depth review committee. This committee shall consist of faculty members within the HPL Program who are knowledgeable about the academic program and student performance standards, and may include academic officers of the school as long as they number in the minority of those committee members present at the review hearing. A quorum (two-thirds of committee membership) must be present to conduct the academic review.

The HPL Directors will establish and communicate to the student the meeting date for the in-depth review, to occur no sooner than 15 working days after the student is notified of the action. The term "working days" is based on UCSF's academic and administrative calendar.

The student will receive a copy of his/her record of academic performance within five working days following notification of eligibility for dismissal.

The in-depth review committee shall undertake a comprehensive review of the entire academic performance of the student.

The student may submit additional written information, including information from other individuals, and may address any aspect of his or her academic performance in writing to the review committee. The student will submit any such additional information at least five working days before the committee meeting.

The HPL Directors will provide the student and the review committee with any additional information provided by the student and the school five working days before the committee meeting.

If further relevant material becomes available within five working days of the meeting, it shall be provided by the school to both the review committee and the student.

The student will be invited to attend a portion of the committee meeting in order to make a statement and answer questions from the committee. The student may bring another person to the meeting for personal support but this person may not be an attorney representing the student and may not speak unless requested to do so by the committee.

The committee will carefully deliberate and review the student's entire academic record and professional performance. Based on their review, the in-depth review committee shall make one of the following determinations:

- 1) Allow the student to continue in the program with specific conditions and a timeline for remediation, and established dates for review of compliance with those conditions and timeline.
- 2) Offer or mandate a leave of absence with specific conditions and a timeline for return, and established dates to review compliance with the conditions and timeline.
- 3) Confirm dismissal.

All decisions require a majority vote of the members present.

The committee will prepare a letter that includes an explanation of its findings and decision to the chief academic officer.

The chief academic officer will notify the student of the decision and its basis in writing, electronically or in person. A dismissal becomes effective as of the date of notification and a dismissed student is immediately dis-enrolled, even if pursuing an appeal.

6028. **Appeal.** There is no appeal of an in-depth review committee decision to continue the student in the program or mandate a leave of absence, or any conditions or timelines associated with those decisions.

There are only two grounds for a student to appeal a dismissal decision:

- 1) Factual errors in the record that were not identified at the in-depth review committee meeting, if such failure would have changed the committee's decision.
- 2) Failure of the committee to follow the procedure set forth in this section, if such failure

would have changed the committee's decision.

An appeal must be made in writing to the UCSF Dean of the Graduate Division *and* the UC Hastings Academic Dean within 10 working days of the student being notified of dismissal. The appeal must specify which of the above two grounds for appeal applies and must set forth specific facts to explain why, with any supporting materials.

The UCSF Dean of the Graduate Division and the UC Hastings Academic Dean will jointly determine if there are grounds to reconsider the in-depth review committee dismissal decision. If there are grounds for reconsideration, the Deans may modify the in-depth review committee's decision; and will provide the in-depth review committee members with a report of his/her actions. The Deans will notify the student in writing of the decision. The decision will be final and will conclude the grievance and appeal procedure.

XV. FOREIGN EXCHANGE STUDENTS.

A. General

7001. **Applicability.** These regulations are applicable to visiting students from law schools in foreign countries who are approved to attend courses at the College pursuant to the terms of a faculty-approved exchange agreement and are not enrolled in the JD, LL.M., M.S.L., or H.P.L. degree programs (foreign exchange students).

B. Residency and Enrollment of Foreign Students

7002. **Maximum semesters of enrollment.** Unless otherwise approved by the Global Programs Committee, foreign exchange students may attend courses at the College for one semester only.

7003. **Minimum and maximum course loads.** Foreign exchange students must enroll in a minimum of ten units and may enroll in a maximum of fifteen units each semester.

7004. **Eligible courses.** Foreign exchange students may enroll in all courses, seminars, and non-GPA courses offered by the College except for legal and judicial externships, clinics, independent studies, research assistantships, and law journals. The Associate Dean for Global Programs may designate additional courses in which students may not enroll.

C. Grades and Examinations

7005. **Grades.** Foreign exchange students are graded according to the following scale: (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 Assistant Dean of Students, a foreign exchange student may be graded according to the grading scale set forth in §903.

7006. **Exclusion from GPA requirements.** Except as provided in §7011, there are no minimum grade point average requirements applicable to foreign exchange students at the College.

7007. **English as a second language.** Unless English is their native language, or they have previously received their first degree in law at an institution at which English is the principal language of instruction, 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 with a scheduled duration of more than eight hours.

7008. **Use of a dictionary.** Foreign exchange students who received their first degree in law from an institution of higher education at which English is not the principal language may use a hard-copy, standard English or bilingual dictionary while taking each examination.

D. Leaves of Absence, Withdrawal from the College, and Academic Disqualification

7009. **Leave of absence.** Foreign exchange students are not eligible for leaves of absence.
7010. **Withdrawal from the College.** The Assistant Dean of Students may authorize a foreign exchange student to withdraw from the College. A student who receives permission to withdraw may re-enroll only after reapplication and readmission to the foreign exchange program pursuant to the applicable faculty-approved foreign exchange agreement.
7011. **Academic disqualification.** A foreign exchange student who receives a grade of NP in two or more courses, seminars, or non-GPA courses shall be academically disqualified from the College.

E. Other Requirements

7012. **Employment.** Notwithstanding any visa requirements, foreign exchange students shall not be employed in any job that detracts from their academic work at the College 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.
7013. **Other applicable regulations.** Except as otherwise indicated in this part, the following academic regulations apply to foreign exchange students enrolled at the College: §§ 501-504; 801; 803-808; 1101-1103; 1201-1202; 1301-1305; 3001-3008; 3101-3109, part X, and the Code of Student Conduct and Discipline, et seq.